



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

**PROVISION OF SECURITY SERVICE REQUIREMENTS
FOR CAAP MAIN OFFICE AND NEARBY FACILITIES
UNDER A THREE (3)-YEAR SERVICE AGREEMENT**

BID NO. 24-007-02 BRAVO

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.



- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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





INVITATION TO BID FOR

PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT

1. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**, through the **Corporate Operating Budget (COB) for FY 2024** intends to apply the sum of **forty-eight million one hundred eighty-two thousand seven hundred eighty-two pesos and 56/100 (Php 48,182,782.56)** for the **First Year only**, being the **ABC** to payments under the contract for **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT- BID NO. 24-007-02 BRAVO**. Bids received in excess of the **ABC** shall be automatically rejected at bid opening.
2. The **CAAP** now invites bids for the above Procurement Project (see details in the attached Terms of Reference). **Delivery of the Services is required for a period of three (3) years**. Bidders should have completed, within **Three (3) years (CY 2021 to present)** 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).

Lot No.	Project Site/Location	No. of Guards	Approved Budget Contract (ABC) inclusive of VAT	Cost of Bid Documents
1	CAAP MAIN OFFICE	31	₱ 48,182,782.56	₱ 28,000.00
	MANILA CONTROL TOWER	4		
	CAAP HANGAR	2		
	RADAR 2	4		
	RADAR STATION 1	2		
	CATC	12		
	MANILA TRANSMITTER STAT	8		
	ROSARIO NDB	2		
	CAAP TAGAYTAY RADAR	10		
	MANILA ATMC	9		
TOTAL		84		

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.
4. 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.

5. Prospective Bidders may obtain further information from the **CAAP Bids and Awards Committee for Security Services** and inspect the Bidding Documents at the address given below during **Regular Office Hours from 8:00 A.M. to 5:00 P.M. (Monday to Friday)**.
6. A complete set of Bidding Documents may be acquired by interested Bidders **21 February 2024 until the deadline of submission of bids** from Civil Aviation Authority of the Philippines, BAC Office, MIA Road, Pasay City and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 28,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **by presenting the official receipt in person or through email**.
7. The **CAAP** will hold a Pre-Bid Conference¹ **01 March 2024 @ 9:30 AM** through video conferencing or webcasting *via Google Meet*, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through **manual submission at the office address indicated below**, on or before **13 March 2024 @ 9:30 AM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **13 March 2024 @ 9:30 AM** at the given address below and/or via **Google Meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The **CAAP** 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:
ENGR. LEANDRO R. VARQUEZ
Head, BAC Secretariat
BAC Office
3rd Floor Supply, Procurement Building, CAAP Compound,
MIA Road corner Ninoy Aquino Avenue, 1300 Pasay City
E-mail address: bac@caap.gov.ph
Telephone No.: (02) 8246-4988 loc.2236
www.caap.gov.ph
13. Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

MGEN RICARDO C BANAYAT AFP (RET)
Vice-Chairperson, BAC Bravo



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, **Civil Aviation Authority of the Philippines (CAAP)** wishes to receive Bids for the **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT**, with identification number **Bid No. 24-007-02 BRAVO**

The Procurement Project (referred to herein as “Project”) is for the **Provision of Security Services**, 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 2024** in the amount of **forty-eight million one hundred eighty-two thousand seven hundred eighty-two pesos and 56/100 (Php 48,182,782.56)** for the **First Year only**.
- 2.2. The source of funding is:
 - a. GOCC and GFIs, the Corporate Operating 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 pursuant to:
 - 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 an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) 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 Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed 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 *Three (3) 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



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 Declaration² or any form of Bid Security

² 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

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 the opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive

- 14.3. The Bid Securing Declaration shall automatically expire in the following instances: a) Upon expiration of the bid validity period, or any extension thereof pursuant to Section 28.2 of the IRR; b) When all bidders are declared ineligible or post-disqualified and, upon receipt of the notice therefor, either failed to timely file a request for reconsideration or filed a waiver to avail of said right; c) When the bidder declared as the Lowest Calculated and Responsive Bidder/Highest Rated and Responsive Bidder, has furnished the performance security and signed the contract.

15. Sealing and Marking of Bids

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 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 follows as one Project having several items that 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>The Bidder must have completed within at least a period of Three (3) years (CY 2021 to present) prior to the submission and receipt of bids, a single contract that is similar to the project, equivalent to at least “Fifty Percent (50%)” of the ABC or have at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least “fifty percent (50%)” of the ABC, with the largest of these similar contracts being equivalent to at least “twenty five percent (25%)” of the ABC.</p> <p>For this purpose, “Similar Contracts” shall refer to contract involving the provision of “Security Services”.</p>																														
7.1	Subcontracting is not allowed.																														
12	<p>The price of the Goods shall be quoted DDP stated on the table below or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e1eef6;"> <th style="width: 15%;">Area Center</th> <th style="width: 40%;">Area of Responsibility (AOR)</th> <th style="width: 15%;">No. of Guards</th> <th style="width: 30%;">Annual Budget</th> </tr> </thead> <tbody> <tr> <td rowspan="10" style="text-align: center; vertical-align: middle;">CAAP MAIN OFFICE AND NEARBY FACILITIES</td> <td>CAAP MAIN OFFICE</td> <td style="text-align: center;">31</td> <td rowspan="10" style="text-align: center; vertical-align: middle;">₱ 48,182,782.56</td> </tr> <tr> <td>MANILA CONTROL TOWER</td> <td style="text-align: center;">4</td> </tr> <tr> <td>CAAP HANGAR</td> <td style="text-align: center;">2</td> </tr> <tr> <td>RADAR 2</td> <td style="text-align: center;">4</td> </tr> <tr> <td>RADAR STATION 1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>CATC</td> <td style="text-align: center;">12</td> </tr> <tr> <td>MANILA TRANSMITTER STATION</td> <td style="text-align: center;">8</td> </tr> <tr> <td>ROSARIO NDB</td> <td style="text-align: center;">2</td> </tr> <tr> <td>CAAP TAGAYTAY RADAR</td> <td style="text-align: center;">10</td> </tr> <tr> <td>MANILA ATMC</td> <td style="text-align: center;">9</td> </tr> <tr style="background-color: #e1eef6;"> <td colspan="2" style="text-align: center;">TOTAL</td> <td style="text-align: center;">84</td> <td></td> </tr> </tbody> </table> <p>Forty Eight Million One Hundred Eighty Two Thousand Seven Hundred Eighty Two Pesos and 56/100 (Php 48,182,782.56)</p> <p>Computed based on the following:</p> <ul style="list-style-type: none"> • NCR – Dole Order No. NCR-24 Class B effective date July 16, 2023; • REGION IV-A - Dole Order No. RB-IVA-DW-03 Class A effective September 24, 2023. 	Area Center	Area of Responsibility (AOR)	No. of Guards	Annual Budget	CAAP MAIN OFFICE AND NEARBY FACILITIES	CAAP MAIN OFFICE	31	₱ 48,182,782.56	MANILA CONTROL TOWER	4	CAAP HANGAR	2	RADAR 2	4	RADAR STATION 1	2	CATC	12	MANILA TRANSMITTER STATION	8	ROSARIO NDB	2	CAAP TAGAYTAY RADAR	10	MANILA ATMC	9	TOTAL		84	
Area Center	Area of Responsibility (AOR)	No. of Guards	Annual Budget																												
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	CAAP TAGAYTAY RADAR	10																													
	MANILA ATMC	9																													
TOTAL		84																													
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> <ol style="list-style-type: none"> a The amount of not less than two percent (2%) of ABC, 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 five percent (5%) of ABC, if bid security is in Surety Bond. 																														



19.3	<p>The Approved Budget for the Contract (ABC) for this Project is <i>forty-eight million one hundred eighty-two thousand seven hundred eighty-two pesos and 56/100 (Php 48,182,782.56)</i> for the First Year only, inclusive of VAT.</p> <p>For purpose of clarity, the ABC is composed of the following items:</p> <table border="1" data-bbox="331 421 1358 611"> <thead> <tr> <th data-bbox="331 421 858 456">Particular</th> <th data-bbox="858 421 1358 456">Total Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 456 858 495">Salaries and Wages</td> <td data-bbox="858 456 1358 495">37,975,084.08</td> </tr> <tr> <td data-bbox="331 495 858 533">Agency Fee</td> <td data-bbox="858 495 1358 533">9,114,017.52</td> </tr> <tr> <td data-bbox="331 533 858 571">VAT (12%) (based on Agency Fee)</td> <td data-bbox="858 533 1358 571">1,093,680.96</td> </tr> <tr> <td data-bbox="331 571 858 611">Total ABC</td> <td data-bbox="858 571 1358 611">48,182,782.56</td> </tr> </tbody> </table> <p>Any bid with a financial component exceeding the amount shall not be accepted and outright disqualified.</p> <p>In case of a tie and two or more bidders have been post-qualified as Lowest Calculated Responsive Bidders (LCRBs), the tie-breaking measure determined by the procuring entity shall be non-discretionary and nondiscriminatory such that the same is based on sheer luck or chance (pursuant to Appendix 11 [Tie-Breaking Method] of the 2016 Revised Implementing Rules and Regulations of RA No. 9184). As a matter of information to the prospective bidders, the CAAP BAC-Bravo has determined to use the method of a raffle, wherein the names of the bidders involved in the tie and declared as LCRBs will be written in separate, similar unmarked papers and will be folded and placed in a container.</p> <p>Thereafter, a CAAP BAC-Bravo representative, in the presence of the bidders or their representatives, will draw the raffle in an order wherein the first drawn bidder shall be considered as the winning LCRB and awarded the contract. The second drawn bidder shall be the second-ranked LCRB, and so on, until all LCRBs are drawn and ranked.</p>	Particular	Total Amount	Salaries and Wages	37,975,084.08	Agency Fee	9,114,017.52	VAT (12%) (based on Agency Fee)	1,093,680.96	Total ABC	48,182,782.56
Particular	Total Amount										
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VAT (12%) (based on Agency Fee)	1,093,680.96										
Total ABC	48,182,782.56										
20.1	<p>Other appropriate documents required to be submitted during post-qualification:</p> <ol style="list-style-type: none"> 1. Latest Income and Business Tax Returns (Tax Return filed through the Electronic Filing and Payment System); 2. Copy of the PSA valid and current Regular (Not Provisional) “License to Operate (LTO)” issued by Philippine National Police, Supervisory Office for Security Investigation Agency (PNP-SOSIA) valid on the date of submission and opening of bids; 3. PSA Firearms Juridical License; 4. Bidder’s Company Profile and Organizational Structure of Private Security Agencies indicating the names of its Key Agency Officers; 5. Certificates of Satisfactory Performance from all existing clients. An additional Certificate of Satisfactory Performance from CAAP and/or its relevant Service or end-user is required if the bidder was a <u>previous or current</u> service provider of CAAP. Obtaining an unsatisfactory rating from any Area center, end-user, or Service shall be a ground for disqualification; 6. Copy of Clearance of No Derogatory Record/Certificate of No Pending Case 										

	<p>as Private Security Agency issued by PNP–SOSIA, valid during the submission and opening of bids;</p> <ol style="list-style-type: none"> 7. Copy of valid and current Certificate of Registration as Contractor issued to the Bidder by the Regional Office of the Department of Labor and Employment (DOLE) where it principally operates, pursuant to Department Order No. 174, Series of 2017; 8. Latest Monthly Disposition Report (MDR) stamped received by PNP-SOSIA (3 consecutive months prior to opening of bids 9. Notarized Affidavit of Undertaking; (BF – Form 6); 10. Authority to Conduct Site Inspection (BF – Form 7); 11. Certificate of Site Inspection (BF – Form 8); 12. Audited financial statement covering CY 2022, stamped received by BIR on CY 2023; 13. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pendency of any cases of prospective bidders against the Authority; 14. Bid Bulletin (if applicable); 15. Clearance Certificate valid during the submission and opening of bids from the following: <ol style="list-style-type: none"> a. Social Security System (SSS); b. Home Development and Mutual Fund (HDMF/Pag-IBIG); c. Philippine Health Insurance Commission (PhilHealth); and d. Bureau of Internal Revenue (BIR). 16. Certification of Pending or No Pending labor standards violation case/s issued by the following agencies pertaining to the provision of the security services, valid during the submission and opening of bids: <ol style="list-style-type: none"> a. Department of Labor and Employment (DOLE); and b. National Labor Relations Commission (NLRC). <p>The BAC reserves the right to verify and validate the above-mentioned documents. Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the company for award. CAAP shall thereafter award the contract to the next Lowest Calculated Responsive Bid.</p>
21.2	<i>No further instructions.</i>

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 invitations 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 or Framework Agreement. 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.

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	
1.0	The services to be provided under the Contract shall include those specified in Section IX. Terms of Reference (TOR).
2.1	Not applicable.
2.2	<p>Payment shall be made upon presentation by the PSA of the billing for the covered period subject to the usual accounting and auditing rules and regulations. The billing shall be accompanied by the following document:</p> <ol style="list-style-type: none"> 1.) <u>Certificate of Performance</u> issued by CSIS Official in the Area/Airport attested by the Area/Airport Manager. 2.) <u>Official Receipt (O.R.)</u> of the remittances paid for the necessary benefits of security guards (SSS, PhilHealth, Pag-IBIG and Withholding Taxes). 3.) Certification under oath attesting that it is compliant with the DOLE Minimum Wage Law in accordance with its representation and warranties. 4.) One (1) copy of the original and four (4) photocopies of the Monthly Deployment Report (MoDR) duly accomplished by the Security Agency at the end of each month stating the names of the guards and supervisors, salary rates and actual attendance; 5.) Certification under oath attesting its prompt payment of wages and benefits of security guards. <p>The PSA shall pay taxes due in relation to the contract in full and on time; its failure to do so shall entitle CAAP to suspend payment for the services delivered by the PSA (E.O. 398).</p> <p>The Billing Statement with attachments as stated in SCC GCC Clause 2.2 items 1 to 5 shall be submitted on or before 27th day of the next billing month.</p> <p>Performance of the security services under the Contract shall likewise be in accordance with the Terms of Reference (TOR).</p>
3.0	Refer to Section IX. Terms of Reference (TOR).
4.0	<p>The Inspections and Tests will cover the following:</p> <ol style="list-style-type: none"> 1.) Physical condition of Goods; 2.) Conformity of Goods to the Technical Specifications; 3.) Authenticity of Goods; and 4.) Whether Goods delivered are functioning. <p>If there is non-compliance or a violation of items stated in clause 4.0, the prospective bidder or the winning bidder shall be given 15 calendar days to comply with the said items/clause. Thereafter, a notice of cancellation or</p>



	<p>termination shall be sent based on the findings of non-compliance.</p>
<p>5.0</p>	<p>The PSA's warranties are:</p> <ol style="list-style-type: none"> 1.) The PSA warrants that the security personnel assigned to airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES. <ol style="list-style-type: none"> (a) are duly trained and licensed to act as Security officers/guards (Detachment Commander/Head Guard and Shift-In-Charge), to bear firearms, and to perform their duties under the Contract; (b) are competent, efficient, reliable, physically and mentally fit based on valid and current medical and neuro-psychiatric evaluation/clearance, of good moral character and without criminal or other derogatory record based on valid and current clearances issued by the National Bureau of Investigation, the Philippine National Police, the Barangay where the security guard resides, as well as the Police Department, the Office of the Prosecutor, the Regional Trial Court. and the Metropolitan Trial Court or other first-level trial court, of the City or Municipality where the security guard resides; (c) have been tested negative for use of any prohibited drug; (d) are sufficiently knowledgeable of the use and nature of the weapons, ammunitions, devices, equipment, vehicle and other security paraphernalia entrusted to them; (e) will satisfactorily perform their duties under the Contract; and (f) will abide by the CAAP's security rules and regulations. 2.) The PSA also warrants that the firearms and ammunitions issued or to be issued to its security personnel are duly licensed by competent authorities as required by law, and that the said firearms and ammunitions, as well as all mobility, communication equipment, supplies and other related items provided by the PSA to its security personnel, are serviceable and dependable. 3.) The PSA likewise warrants that it shall comply with its obligations as employer of the security guards under labor laws, rules and regulations, and shall hold the CAAP free from any liability to them. The PSA shall assume full responsibility for the payment of compensation, salaries, wages, and other benefits to its security personnel, including benefits for any personal injuries, including death, which may be sustained in the performance of security services to airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES. 4.) The PSA further warrants that it shall be responsible for any loss or damage that may be suffered by the airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES. or its properties due to the willful act,

	<p>negligence and/or carelessness of its security guards and supervisor/security officers in the performance of their duties. The PSA shall likewise assume full responsibility for any loss of or damage to any property, and for any personal injury, including death of any person that may be caused by act, willful omission or gross negligence of its security personnel assigned to the airports/facilities CAAP MAIN OFFICE AND NEARBY FACILITIES.</p> <p>5.) Upon receipt of the Notice to Proceed, the PSA shall execute a Notarized Undertaking expressing its willingness to undergo periodic reviews, assessment, and compliance inspections to ensure that the provisions of the TOR and signed contract security services agreement are faithfully and consistently complied with, and that no law is violated during the life of the security services contract agreement with the Authority.</p> <p>6.) In accordance with RA No. 11917 or The Private Security Services Industry Act, the PSA shall commit and ensure that it shall not employ more than 2,000 guards during the period of validity of the signed contract security services agreement with CAAP, and shall subject itself to periodic review, assessment and compliance inspections. A violation of this requirement shall automatically rescind the validity of the signed security services contract agreement with the Authority.</p> <p>The PSA warrants that it shall strictly comply with the terms and conditions of the Contract and Section IX. Terms of Reference (TOR). The CAAP may terminate the Contract if the PSA/Supplier fails to perform any or all of its obligations immediately after the circumstances of <i>force majeure</i> has ceased.</p>
6.0	Please refer to the Section XI. Terms of Reference (TOR).

Section VI. Schedule of Requirements

To be delivered and readily available during TIAC Inspection at the **CAAP MAIN OFFICE AND NEARBY FACILITIES AREA OF RESPONSIBILITIES (CAAP MAIN OFFICE, MANILA CONTROL TOWER, CAAP HANGAR, RADAR 2, RADAR STATION 1, CATC, MANILA TRANSMITTER STATION, ROSARIO NDB, CAAP TAGAYTAY RADAR AND MANILA ATMC)** or Project Sites.

A. SCHEDULE OF MANPOWER REQUIREMENTS (12-Hour and 8-Hour Duty/Shift)

AOR I – CAAP MAIN OFFICE

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
A. CAAP MAIN OFFICE													
1	Detachment Commander	1	0		1	1	0	1	0	0	1	1	0
2	Shift-In-Charge	1	1		2	1	0	1	0	1	2	2	0
3	Main Lobby	1	1		2	1	0	1	1	0	2	2	0
4	Main Lobby Assist	1	0		1	1	0	1	0	0	1	1	0
5	Gate 1 ID Issuance	1	1		2	0	0	1	0	1	2	2	0
6	Gate 1 Pedestrian Inspection	1	0		1	1	1	0	1	0	1	1	0
7	Vehicle Inspection	2	1		3	1	0	1	0	0	3	3	2
8	Gate 2 - Exit Recorder	1	1		2	1	1	1	0	1	2	2	1
9	Gate 3 - Entrance/Exit	1	1		2	1	0	1	1	1	2	2	1
10	Director General's Office	1	1		2	1	0	1	0	0	2	2	0
11	Annex Building Lobby	1	1		2	1	0	1	0	0	2	2	0
12	Annex Collection/Med. Area	1	0		1	0	0	1	0	0	1	1	0
13	OFSAM Lobby	1	0		1	1	0	1	0	0	1	1	0
14	FSIS Bldg	1	1		2	1	0	1	1	0	2	2	0
15	Multi-Level Parking	1	0		1	1	0	1	0	0	1	1	0
16	ANS Technical Center/Roving	1	1		2	1	0	1	0	1	2	2	0
17	MAFC Lobby	1	1		2	1	0	1	0	1	2	2	0
18	Patrol Driver/Roving	1	1		2	1	0	1	0	1	2	2	0
TOTAL		19	12		31	16	2	17	4	7	31	31	4

AOR II – MANILA CONTROL TOWER

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
B. MANILA CONTROL TOWER													
1	Main Gate	1	1		2	1	1	1	1	1	2	2	2
2	MCT Lobby / Roving	1	1		2	1	0	1	1	1	2	2	0
TOTAL		2	2		4	2	1	2	2	2	4	4	2

AOR III – CAAP HANGAR



Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
C. HANGAR													
1	Hangar Lobby	1	1		2	1	0	1	1	1	2	2	0
TOTAL		1	1		2	1	0	1	1	1	2	2	0

AOR IV – RADAR 2

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
D. RADAR 2													
1	Main Gate	2	2		4	1	1	1	1	1	4	4	1
TOTAL		2	2		4	1	1	1	1	1	4	4	1

AOR V – RADAR STATION 1

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
E. RADAR STATION 1													
1	Main Gate	1	1		2	1	1	1	1	1	2	2	1
TOTAL		1	1		2	1	1	1	1	1	2	2	1

AOR VI – CATC

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
F. CATC													
1	Shift-In-Charge	1	1		2	1	0	1	0	1	2	2	0
2	Lobby	1	1		2	1	0	1	1	0	2	2	0
3	Gate 1	1	1		2	1	0	1	1	1	2	2	1
4	Gate 2	1	1		2	1	1	1	0	1	2	2	1
5	CFR	1	1		2	1	0	1	0	1	2	2	0
6	Condo	1	1		2	0	1	1	0	1	2	2	0
TOTAL		6	6		12	5	2	6	2	5	12	12	2

AOR VII – MANILA TRANSMITTER STATION

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
G. MANILA TRANSMITTER STATION													
1	Shift-In-Charge	1	1		2	1	0	1	0	0	2	2	0
2	Gate 1	1	1		2	1	1	1	1	1	2	2	1
3	Gate 2	1	1		2	1	0	1	0	1	2	2	0
4	Gate 3	1	1		2	1	0	1	1	1	2	2	1
TOTAL		4	4		8	4	1	4	2	3	8	8	2

AOR VIII – ROSARIO NDB

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
H. NDB ROSARIO CAVITE													
1	NDB Rosario Cavite	1	1		2	0	1	1	0	1	2	2	0
TOTAL		1	1		2	0	1	1	0	1	2	2	0

AOR IX – CAAP TAGAYTAY RADAR

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
I. CAAP TAGAYTAY RADAR													
1	Shift-In-Charge	1	1		2	1	0	1	0	0	2	2	0
2	Main Gate	1	1		2	1	1	1	1	1	2	2	2
3	Transmitter	1	1		2	1	0	1	0	1	2	2	0
4	Receiver	1	1		2	1	0	1	0	1	2	2	0
5	Extension Receiver Site	1	1		2	1	0	1	0	1	2	2	0
TOTAL		5	5		10	5	1	5	1	4	10	10	2

AOR X – MANILA ATMC

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
J. MANILA AIR TRAFFIC MANAGEMENT CENTER													
1	CNS/ATM Main Gate	1	1	1	3	1	0	1	1	1	3	3	1
2	CNS Lobby	1	1	1	3	0	0	1	0	0	3	3	0
3	CNS/ATM Roving	1	1	1	3	1	0	1	0	1	3	3	0
TOTAL		3	3	3	9	2	0	3	1	2	9	9	1

Work Shift Schedule

Shift Schedule (12hr)	Time of Duty
1 st Shift	0600H – 1800H
2 nd Shift	1800H – 0600H

Shift Schedule (8hr)	Time of Duty
1 st Shift	0500H – 1300H
2 nd Shift	1300H – 2100H
3 rd Shift	2100H – 0500H

Note: *The CSIS Area/Station Supervisor in coordination with the Area/Airport Manager has the option to adopt/change the Time of Duty that will work best to ensure attendance of the security personnel of PSA/Security as long as it follows the twelve-hour and eight-hour rotational schedule.*

SUMMARY:

Area Center	Area of Responsibility (AOR)	No. of Post	No. of Guards
CAAP MAIN OFFICE AND NEARBY FACILITIES	CAAP MAIN OFFICE	18	31
	MANILA CONTROL TOWER	2	4
	CAAP HANGAR	1	2
	RADAR 2	1	4
	RADAR STATION 1	1	2
	CATC	6	12
	MANILA TRANSMITTER STATION	4	8
	ROSARIO NDB	1	2
	CAAP TAGAYTAY RADAR	5	10
	MANILA ATMC	3	9
TOTAL		42	84

B. SCHEDULE OF EQUIPMENT REQUIREMENT

Description	CAAP MAIN OFFICE										TOTAL	Delivered, Weeks/Months
	CMO	MCT	CH	RADAR 2	RADAR 1	CATC	MTS	NDB	TAGAYTAY	MANILA ATMC		
1. FIREARMS												
a. Pistol, Cal 9mm, 2 Magazines, each magazine with 7 rounds	16	2	1	1	1	5	4	0	5	2	37	<i>Seven (7) Calendar Days prior to Date of Guard Posting</i>
b. Shotgun, 12GA (18 Rounds/FA)	2	1	0	1	1	2	1	1	1	0	10	-do-
2. TRANSPORT VEHICLES												
a. Pick up Truck Patrol Vehicle with Security Agency's Markings	2	0	0	0	0	0	0	0	0	0	2	-do-
b. Motorcycle	1	1	1	0	1	1	1	0	1	0	7	-do-
3. COMMUNICATION EQUIPMENT												
a. Radio Base with UPS	1	1	1	1	1	1	1	1	1	1	10	-do-
b. Handheld Radio with reserve battery packs	17	2	1	1	1	6	4	1	5	3	41	-do-
c. Cellular Phone (Post Paid)	1	1	1	1	1	1	1	1	1	0	9	-do-
4. OTHER SECURITY EQUIPMENT												
a. Desktop Computer with Printer	1	0	0	0	0	1	1	0	1	0	4	-do-
b. Handheld Metal Detector	4	2	1	1	1	2	2	0	1	1	15	-do-
c. Digital Camera	1	1	1	1	1	1	1	1	1	0	9	-do-
d. Search Light/Spot Light	7	2	1	1	1	5	3	1	4	2	27	-do-
e. Megaphone	2	1	1	1	1	1	1	1	1	1	11	-do-
f. Under vehicle chasis inspection mirror	4	2	0	1	1	2	2	0	2	1	15	-do-
g. Reflectorized Traffic Vest	31	4	2	4	2	12	8	2	10	9	84	-do-
h. Reflectorized Traffic Gloves	31	4	2	4	2	12	8	2	10	9	84	-do-
i. Medical Pouch	31	4	2	4	2	12	8	2	10	9	84	-do-
j. Flash Lights	31	4	2	4	2	12	8	2	10	9	84	-do-
k. Baton	31	4	2	4	2	12	8	2	10	9	84	-do-
l. Handcuff	31	4	2	4	2	12	8	2	10	9	84	-do-
m. Raingear	31	4	2	4	2	12	8	2	10	9	84	-do-
n. Heavy Duty Rubber Boots	31	4	2	4	2	12	8	2	10	9	84	-do-
p. Bundy Clock/Finger Scan Time Attendance	1	1	0	1	0	1	1	0	1	0	6	-do-
q. Logbook, 300 pages (w/Nos.)	200	30	20	30	20	90	90	20	90	30	620	-do-
t. Canine Dog	-	-	-	-	-	-	-	-	-	-	0	As need arises
5. INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS												
- Class "A" Uniform (long sleeve with neck tie) & Paraphernalia's, except selected posts listed below										2 sets	Must be available upon posting.	
- White Long Sleeve Barong with Name Plate (Selected Post)										2 sets	Must be available upon posting.	
a. Main Office:												
1. Detachment Commander												
2. Shift-in Charge												
3. Main Lobby												
4. Director General's Office												
5. Annex Building Lobby												
6. OFSAM Lobby												
7. FSIS Building												
b. Manila ATMC												
1. CNS Lobby												
c. CATC												
1. Shift-in Charge												
2. Lobby												
- Rain coat										1 pc.	Must be available upon posting.	
- Rain Boots										1 pair	Must be available upon posting.	
- Medicine/First Aid Kit										1 pouch	Must be available upon posting.	
- Handcuffs										1 pc.	Must be available upon posting.	
- Flashlight										1 pc.	Must be available upon posting.	
- Nightstick/Baton										1 pc.	Must be available upon posting.	
- PPE										1 Pc.	Must be available upon posting.	
- Whistle										1 pc.	Must be available upon posting.	



C. OTHER PSA MANPOWER REQUIREMENTS

Item No.	Description	Schedule of Delivery
1	Submission to CSIS of 201 Personnel Files and necessary documents of Private Security Guards	<i>7 cd after the receipt of Notice of Award</i>
2	Technical Inspection and Acceptance Committee (TIAC) Process	<i>7 cd after receipt of Notice to Proceed</i>
3	Actual Deployment/Posting of Selected/Qualified Security Personnel	<i>7 cd after receipt of Notice of Assumption</i>
4	Basic Aviation Security Training (Basic AVSEC STP123) of Security Guards	<i>Within 6 months after posting of guards</i>

Section VII. Technical Specifications



SECTION VII. TECHNICAL SPECIFICATIONS

INSTRUCTIONS:

- ① The specifications given are the minimum requirements unless indicated otherwise. A Bidder’s proposal must match or exceed the specifications.
- ② 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 Bidders 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 provisions of **ITB** Clause 3.1 (a)(ii) and/or **GCC** Clause 2.1 (a)(ii).

Item	Specifications① (Minimum, Requirements)	Statement of Compliance②
A.	Qualification of Security Personnel	
	<p style="text-align: center;">A1. Detachment Commander (DC)</p> <ul style="list-style-type: none"> (a) Filipino Citizen, with good moral character; (b) Physically and mentally fit; (c) College Graduate of any Bachelor’s Degree; (d) Preferably a former non-commissioned officer of the AFP or of the PNP with corresponding retirement papers or honorable discharge papers, or have undergone any of equivalent military officer’s training such as Security Officer Course with corresponding certificate and diploma; (e) Good knowledge in computer operation and preparation of report; (f) Good communication skills in English, oral and written; (g) Must have undergone the following training: Intelligence/Security/Investigation Seminar, Leadership Seminar/Supervisory Training, Basic Safety/Fire Prevention, First Aid Course, Self Defense and other security enhancement training; (h) Must undergo Aviation Security (AVSEC) training within six (6) months upon deployment; (i) Must have at least five (5) years of experience in the operations of a security detachment with minimum manpower complement of not less than fifty (50) guards; (j) Must possess a valid security officer license. (k) Must have passed Ishihara Test; 	



- (l) Must have passed Neuro-Psychiatric Evaluation Test and Drug Test to be conducted by independent neuropsychiatric and drug testing centers not affiliated with the security agency, which should be both valid for six (6) months prior to deployment in CAAP MAIN OFFICE AND NEARBY FACILITIES AORs; and
- (m) Must have never been convicted of any crime.

A2. Head Guard (HG)/Shift In-Charge (SIC)

- (a) Filipino Citizen, with good moral character;
- (b) Physically and mentally fit;
- (c) College Graduate of any Bachelor's Degree;
- (d) Preferably a former non-commissioned officer of the AFP or of the PNP with corresponding retirement papers or honorable discharge papers, or have undergone any of equivalent military officer's training such as Security Officer Course with corresponding certificate and diploma. Must have never been charged of any major crime and convicted of any crime;
- (e) Good knowledge in computer operation and preparation of report;
- (f) Good communication skills in English, oral and written;
- (g) Must have undergone the following training: Intelligence/Security/Investigation Seminar, Leadership Seminar/Supervisory Training, Basic Safety/Fire Prevention, First Aid Course, Self Defense and other security enhancement training;
- (h) Must undergo Aviation Security (AVSEC) training within six (6) months upon deployment;
- (i) Must have **at least three (3) years** of experience in the operations of a security supervision;
- (j) Must possess a valid security officer license.
- (k) Must have passed Ishihara Test;
- (l) Must have passed Neuro-Psychiatric Evaluation Test and Drug Test to be conducted by independent neuropsychiatric and drug testing centers not affiliated with the security agency, which should be both valid for six (6) months prior to deployment in CAAP MAIN OFFICE AND NEARBY FACILITIES AORs; and
- (m) Must have never been convicted of any crime.

A3. Security Guards (SGs)

- (a) Filipino Citizen, with good moral character;
- (b) Physically and mentally fit;
- (c) Preferably have attended at least two (2) years in college or senior high school graduate;
- (d) Good knowledge in computer operation and preparation of report;
- (e) Must understand English, oral and written;



	<ul style="list-style-type: none"> (f) Must undergo Aviation Security (AVSEC) training prior deployment; (g) Must have at least one (1) year of experience as Security Guard; (h) Must possess a valid security guard license; (i) Must have passed Ishihara Test; (j) Must have passed Neuro-Psychiatric Evaluation Test and Drug Test to be conducted by independent neuro-psychiatric and drug testing centers not affiliated with the security agency, which should be both valid for six (6) months prior to deployment in CAAP MAIN OFFICE AND NEARBY FACILITIES AORs; and (k) Must have never been convicted of any crime. 	
B.	Duties and Responsibilities of Officers and Guards	
	<p>B1. Detachment Commander (DC)</p> <ul style="list-style-type: none"> (a) Maintain constant consultation, coordination, and/or cooperation with the CAAP Security & Intelligence Service (CSIS); (b) Direct and control the Detachment Operations in accordance with the Security Service Contract (SSC); (c) Demand efficient/proficient job performance and discipline from all members of the Detachment; (d) Implement the CAAP policies, procedures, directives and/or instructions pertaining to security matters; (e) Periodically review detachment operations and administration; (f) Submit security reports on time; (g) Maintain records; and (h) Conduct initial investigation on any incident that occur in their Area of Responsibility and if required by the CSIS initiate the appropriate administrative, civil and/or criminal actions against any person. <p>B2. HG/Shift-In-Charge (SIC)</p> <ul style="list-style-type: none"> (a) Assist the Detachment Commander of his functions; (b) Shall assume duties and responsibilities in the absence of the Detachment Commander; (c) Be thoroughly familiar with the orders, instructions, duties and procedures in every post within his area of responsibility; (d) Conduct inspection on every post to observe posted guards' performance and effect spot correction as necessary; (e) Report breaches of discipline committed by any guard under his shift on duty in accordance with PNP, CAAP and the PSA rules and regulations; (f) Be familiar with the rudiments of investigation, of gathering evidence from the crime scene and of procedure for receiving police assistance when necessary; 	

	<ul style="list-style-type: none"> (g) Be thoroughly familiar with the security and fire plan of the CAAP in order to effect immediate action in case of any emergency; (h) Submit monthly reports regularly to the CSIS; and (i) Conduct initial investigation on any incidents that occur in their Area of Responsibility and file the necessary charges in coordination with the CSIS. <p>B3. Security Guards (SGs)</p> <ul style="list-style-type: none"> (a) Responsible for the protection of properties within the post from undue damage, theft and/or robbery; (b) Perform guarding duties in respective posts/tour of duty in accordance with the guard general and special orders and other directive/instructions from competent authority and with the Schedule of Posting approved by the CSIS; (c) Keep and update required post records and if possible, frisk anyone who pass by his post particularly those assigned at the screening point; (d) Issue appropriate visitor's tag to all incoming visitors and record the names in the logbook accordingly; (e) Shall not allow CAAP vehicle to egress facilities without approved and duly signed trip ticket; (f) Shall not allow personnel from entering CAAP premises who are under the influence of prohibited drugs and liquor at any time; (g) Records all unusual incident that happened near his post in the logbook and must be immediately reported to the Shift-In-Charge or the management; (h) Apprehend and investigate unauthorized entry of personnel in their Area of Responsibility, submit appropriate report and if necessary, act as witness on charges to be filed by the Authority; and (i) Disallow outbound properties of the CAAP without approved Gate Pass. 	
C.	Stability of the Prospective Private Security Agency (PSA)	
	<p>C1. Years of Experience</p> <ul style="list-style-type: none"> (a) Prospective Bidder has been in the contract security industry for at least three (3) years from the date of Opening of Bid with no pending litigation/case in any private or government entities pertaining to security contract of services; (b) Certificates of Satisfactory Performance from all existing clients. An additional Certificate of Satisfactory Performance from CAAP and/or its relevant Service or end-user is required if the bidder was a previous or current service provider of CAAP. Obtaining unsatisfactory rating from any Area center, end-user or 	



	<p>Service shall be a ground for disqualification;</p> <p>(c) Prospective Bidder must have at least two hundred (200) guards currently deployed nationwide;</p> <p>(d) Prospective Bidder must have a Regular License to Operate (LTO) as Private Security Agency issued by PNP-SOSIA;</p> <p>(e) Prospective Bidder must have a Certificate of Membership with the Social Security System, Philippine Health Insurance Corporation & Pag-IBIG;</p> <p>(f) Prospective Bidder must be registered with the Philippine Government Electronic Procurement System (PhilGEPS);</p> <p>(g) Prospective Bidder must not currently under suspension by CAAP nor “BLACKLISTED” or barred from bidding by any government or private entity;</p> <p>(h) Prospective Bidder must have a Clearance of No Derogatory Record/Certificate of No Pending Case as Private Security Agency issued by PNP-SOSIA;</p> <p>(i) Prospective Bidder must have a Certificate of Registration as Contractor issued to the bidder by the Regional Office of the Department of Labor and Employment (DOLE) where it principal operates, pursuant to DOLE Department Order No. 174, series of 2017; and</p> <p>(j) Prospective Bidder must have a Certification of Pending or No Pending labor standards violation case/s issued by the DOLE and NLRC pertaining to the provision of the security services.</p>	
D.	Resources of the Prospective PSA	
	<p>D1. Number of Licensed Firearms</p> <p>Prospective Bidder must have commensurate number of firearms with the guard post, readily available during TIAC Inspection. Bidders must submit List of All Licensed Firearms prior inspection of Technical Inspection and Acceptance Committee (TIAC) for Security Services.</p> <p>D2. Number and Kind of Motor-Powered Vehicles</p> <p>Prospective Bidder should have the minimum number of motor-powered vehicles:</p> <p>(a) 2 units – 4-wheeled vehicle (pick-up truck)</p> <p>(b) 7 units – motorcycle (at least 150cc)</p>	

D3. Number of Licensed Guards

Prospective Bidder should have a minimum of two hundred (200) licensed security guards. Bidders must submit latest Monthly Disposition Report (MDR) stamp received by PNP-SOSIA (3 consecutive months prior to the submission and opening of bid).

D4. Number of Licensed Communication Equipment

Prospective Bidder must have commensurate number of radio equipment with the guard post, readily available during TIAC inspection. Bidders must submit List of All Licensed Communication Equipment prior inspection of Technical Inspection and Acceptance Committee (TIAC) for Security Services.

D4. Required number of firearms & ammunitions, motor powered vehicles, communications and inspection devices and resources for utilization and deployment in various airports of CAAP MAIN OFFICE AND NEARBY FACILITIES:

(a) 37 units	licensed 9MM, Pistol
(b) 518 rds.	ammunitions for 9MM Pistol, 2 Magazine each with 7 rounds/magazine
(c) 10 units	licensed 12GA Shotgun
(d) 180 rds.	ammunitions for 12GA Shotgun (18 rounds each shotgun)
(e) 10 units	licensed Radio Transceiver, mobile, utilized as Base Radio with complete accessories and antenna (VHF, depending on the requirement of airport/facility)
(f) 41 units	licensed Handheld Radio (HHR) Sets with Headset
(g) 41 units	Battery Charger for HHR
(h) 41 units	Extra Rechargeable Battery for HHR
(i) 11 units	Cellular Phone w/ camera, MMS capable
(j) 2 units	A four-wheeled vehicle (pick-up truck), at least a 2021 model, with fuel allocation, which shall be utilized to carry out official tasks or missions, bearing PSA's markings on both sides, equipped with a multi-siren, PA

			system, and Beacon Light (Color: Amber)	
	(k) 7 units		Motorcycle at least 150cc with gasoline allocation, with windshield marked with PSA markings, with blinkers & crash guards	
	(l) 15 units		Handheld Metal Detector	
	(m) 4 units		Computer sets with Printer	
	(n) 9 units		Digital Camera at least 14 megapixels	
	(o) 11 units		Megaphone, battery-operated	
	(p) 15 units		Under Vehicle Inspection Mirror	
	(q) 27 units		Handheld Search Light	
	(r) 84 pcs.		Reflectorize Vest. All weather marked with "SECURITY"	
	(s) 84 pairs		Reflectorized Glove	
	(t) 620 bks.		Pre-numbered Logbook	
E.	Other Security Requirements			
	<p>1.) The PSA Security officers/guards must undergo Basic Aviation Security Training (Phase I – Theoretical and Phase II – OJT Checkout) within six months from the date of posting of guards. The venue for the AVSEC Training shall be provided by the Winning Bidder or PSA.</p> <p>2.) The PSA must require their security personnel to undergo AVSEC Re-currency Training every two (2) years for previously deployed aviation security personnel.</p> <p>3.) Establish a Liaison Office located within five (5) kilometers from the CAAP MAIN OFFICE AND NEARBY FACILITIES, with office equipment (desktop computer, filing cabinets, and office tables), consumable office supplies, office/company signage and manned by office clerk/personnel at company expense one-week prior deployment. Makeshift office shall not be acceptable.</p> <p>4.) PSA guards must have attended at least two (2) relevant security trainings/seminars such as but not limited to the following:</p> <ul style="list-style-type: none"> (a) Bomb Recognition, Bomb Threat Management (b) Behavior Detection and Profiling (c) Crowd Control and Management (d) CPR and First Aid Training 			
F.	Uniform and other Paraphernalia			

	<p>1.) Prospective Bidder shall comply with the basic uniform and other paraphernalia of each and every Security Guard on duty:</p> <ul style="list-style-type: none">(a) Prescribed Basic Uniform & Paraphernalia;(b) Raincoat;(c) Rain Boots;(d) Medicine/First Aid Kit;(e) Handcuffs;(f) Flashlight;(g) Nightstick/Baton; and(h) Whistle	
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Section VIII. Checklist of Technical and Financial Documents



Checklist of Technical and Financial Documents

I. FIRST ENVELOPE

Class “A” Documents

Legal Documents

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

(b) Statement of the prospective bidder of all its ongoing government and private contracts, within three (3) years (CY 2021 to present) including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **(BF – Form 1)**

(c) Statement of the bidder’s Single Largest Completed Contract (SLCC) completed within three (3) years (CY 2021 to present) 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; **(BF – Form 2)**

(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; **(BF Form 4)**

(e) Statement of Compliance/ Conformity with the Bidding Documents as enumerated and specified in Section VII. Technical Specifications and signed by the Authorized Representative;

(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; **(BF – Form 5)**

Financial Documents

(g) 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; **(BF – Form 3)**

Class “B” Documents

(h) 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. SECOND ENVELOPE

FINANCIAL COMPONENT ENVELOPE

(i) Original of duly signed and accomplished Financial Bid Form; **(BF-Form 9)**

(j) Financial Proposal Submission Sheet; **(BF-Form 10)**

(k) Bill of Quantities; **(BF-Form 11)**



STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

NAME OF CONTRACT TO BE BID: **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT**

This is to certify that _____ has the following ongoing government and private contracts including contracts awarded but not yet started within the last Three (3) years (CY 2021 to present):

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name & Address	Kind of Goods	Amount of Contract	Value of Outstanding Contract	Date of Delivery
I. GOVERNMENT	NONE						
II. PRIVATE							

INSTRUCTIONS:

- a.) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar to the project called for bidding) as of the day before the deadline of submission and opening of bids.
- b.) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- c.) The supporting documents shall be submitted during the post-qualification. Failure to comply shall be grounds for the disqualification of the bidder.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



STATEMENT OF THE BIDDER’S SINGLE LARGEST COMPLETED CONTRACT (SLCC) OR TWO (2) SIMILAR COMPLETED CONTRACTS

NAME OF CONTRACT TO BE BID: **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT**

This is to certify that _____ has the following Single Largest Completed Contract (SLCC) similar to the contract to be bid equivalent to at least Fifty Percent (50%) of the Approved Budget to the Contract (ABC) or at least two (2) Similar Completed Contracts and the aggregate contract amounts should be equivalent to at least “fifty percent (50%)” of the ABC, with the largest of these similar contracts being equivalent to at least “twenty five percent (25%)” of the ABC and completed within the last three (3) years (CY 2021 to present):

Name of the Contract	Date of the Contract	Contract Duration	Owner’s Name & Address	Kind of Goods	Amount of Completed Contract	Date of Delivery	End-User’s Acceptance

Note: The supporting documents stated below shall be submitted during the post-qualification. Failure to comply shall be grounds for the disqualification of the bidder.

- 1.) Contract Agreement; and
- 2.) Certificate of Performance

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer ’s assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped “RECEIVED” by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

Item No.	Particular	Year 2023

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (Current Assets – Current Liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = Php _____

K = 15 regardless of the period or duration of the project.

Or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____

Amount: _____

Submitted by:

Name of Bidder’s or Private Security Agency (PSA)

Bidder’s/PSA Authorized Representative
(Signature over Printed Name)

Date



Bid-Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
x.....x

BID-SECURING DECLARATION

Project Name:

To: *[Insert name and address of the Procuring Entity]*

I/We², the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

- (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
- (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
- (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]

Affiant



SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. Page
No. Book No.
Series of _____



Bid Security Form

SURETY BOND*

BOND NO.: _____ DATE BOND EXECUTED: _____

By this bond, We (Name of Bidder) (hereinafter called “the Principal”) as Principal and (Name of Surety) of the country of (Name of Country of Surety) , authorized to transact business in the country of (Name of Country of Employer) (hereinafter called “the Employer”) as Oblige, in the sum of _____, callable on demand, for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this _____ day of _____ 20 _____

WHEREAS, the Principal has submitted a written Bid to the Employer dated the _____ day of _____ 20 _____, for the _____ (hereinafter called “the Bid”).

NOW, THEREFORE, the conditions of this obligation are:

- 1) If the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) If the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction’s to Bidders; or
- 3) If the Principal having been notified of the acceptance of his Bid by the Employer during the period of bid validity:
 - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then this obligation shall remain in full force and effect, otherwise it shall be null and void.

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal’s Bid and the amount of the Bid that is accepted by the Employer.



This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Surety is hereby waived.

PRINCIPAL _____ SURETY _____
SIGNATURE(S) _____ SIGNATURES(S) _____
NAME(S) AND TITLE(S) _____ NAME(S) _____
SEAL _____ SEAL _____

** To be accompanied by a certification from the Insurance Commission stating that the Bonding Company is authorized to issue a security.*





Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila

ANNEX "A"

CERTIFICATION

This is to certify that **[NAME OF INSURANCE COMPANY]** is licensed to transact non-life insurance business in the Philippines for [state lines such as **FIRE, MARINE, CASUALTY and SURETY**] lines under **Certificate of Authority No. _____** effective [date: **day/month/year**] until [date: **day/month/year**], unless sooner revoked or suspended for cause.

It is certified, moreover, that **[Name of Insurance Company]** is authorized under its license to issue surety bonds required by the Implementing Rules and Regulations of R.A. No. 9184, and that the insurance company had issued [state surety bond: [type of surety bond] with **[BOND NUMBER]** which is **callable upon demand** together with the principal **[NAME OF THE PRINCIPAL]** in favor of the obligee **[NAME OF THE OBLIGEE]** in the amount of **[AMOUNT IN WORDS] (Php _____)**, for the project: **[NAME OF THE PROJECT]**, certified photocopy [or duplicate copy] of said bond was submitted by the company to the Insurance Commission.

This Certification is issued upon the request of **[Name of the Requesting Person]**, **[Position]** of **[Name of Insurance Company]**, pursuant to the Revised Implementing Rules and Regulations of R.A. No. 9184.

Issued this [day/month/year].

City of Manila, Philippines.

For the Insurance Commissioner:

[NAME OF THE IC DIVISION MANAGER]

IC Division Manager
Regulation, Enforcement,
& Prosecution Division
Paid Under O.R. No. _____



OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ with office address at _____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT** of the **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**, as shown in the attached duly notarized Secretary’s Certificate.
3. _____ is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ is authorizing the Head of the CAAP or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of _____ is related to the Head of the CAAP, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and



d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT.**

9. _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her Passport, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____



Republic of the Philippines)
City of Pasay)
x-----x

AFFIDAVIT OF UNDERTAKING

I, _____, of legal age, Filipino, married/single, with postal address at _____, after having been duly sworn to law, do hereby depose and say:

- 1. That I am the same person who caused the execution of this Affidavit;
- 2. That I am the (registered owner/manager/duly authorized representative) of (business name), a business engaged in security services with the following details:

Business address :
 Permit/License number :
 Business Identification Number :
 Contact Number :
 Email Address :

- 3. I am aware of the terms and conditions laid down by the CAAP Bids and Awards Committee for this procurement activity;
- 4. Thus, in adherence to the foregoing, (Name of Business) hereby undertakes the following:
 - a. That the Security officers/guards we will provide shall undergo Basic Aviation Security Training (*Phase I – Theoretical* and *Phase II – OJT Checkout*) within six months from the date of posting of guards and shall directly coordinate with CSIS for the schedule of said trainings.
 - b. That the security personnel we will provide shall undergo Aviation Security (AVSEC) Re-Currency Course every two (2) years to be conducted by CAAP CATC & CSIS Mobile Training Team for previously deployed aviation security personnel;
 - c. That we will provide the venue for the aforementioned Basic and Re-currency AVSEC trainings;
 - d. That a Liaison Office located within five (5) kilometers from the CAAP MAIN OFFICE AND NEARBY FACILITIES, with office equipment (desktop computer, filing cabinets, and office tables), consumable office supplies, office/company

signage and manned by office clerk/personnel at company expense one-week prior deployment. Makeshift office shall not be acceptable.

- e. The company will present before the BAC TWG its MDRs, for the last three (3) consecutive months, during Post Qualification Validation/Visit, to ascertain and ensure that the cap of 2,000 security guards is not exceeded, taking into account the prospective bidder's projected and/or additional number of guards it shall employ and deploy to CAAP, in compliance with the RA No. 11917 or The Private Security Services Industry Act.

- 5. In case of violation of any of the foregoing, (Name of Business) shall interpose no objection to the automatic disqualification in this procurement activity;
- 6. That I execute this affidavit in order to attest the truth of the above facts for all legal intents and purposes it may serve;

IN WITNESS WHEREOF, the Affiant hereby fixes his signature this _____ at _____.

NAME OF AFFIANT

Affiant

SUBSCRIBED AND SWORN to before me this _____, _____, who has satisfactorily proven his identity to me through his _____, that he is the same person who personally signed the foregoing affidavit before me and acknowledged that he executed the same.

Doc. No. _____;

Page No. _____;

Book No. _____;





Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES



AUTHORITY TO CONDUCT SITE INSPECTION

**PUBLIC BIDDING FOR THE PROVISION OF SECURITY SERVICE REQUIREMENTS
FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR
SERVICE AGREEMENT**

This is to authorize _____ to conduct Security Survey/Site Inspection
in the following airports/facilities under MAIN OFFICE AND NEARBY FACILITIES:

1. CAAP Main Office
2. Manila Control Tower
3. CAAP Hangar
4. Radar 2
5. Radar Station 1
6. CATC
7. Manila Transmitter Station
8. Rosario NDB
9. CAAP Tagaytay Radar
10. Manila ATMC

Issued this ____ day of _____ 20 ____ at CAAP Main Office, MIA Road corner NAIA, Pasay
City, Metro Manila.

MGEN RICARDO C. BANAYAT, AFP (RET)
ADG II, CSIS



(BF-Form 8)



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES



Date: _____

CERTIFICATE OF SITE INSPECTION

This is to certify that _____

(Name of Bidder/Private Security Agency)

represented by _____ has conducted

(Name of Authorized Representative)

Security Site Inspection at _____ on

(Name of Airport/Facility/Installation)

in connection with their intention to participate in the

(Date of Site Inspection)

Public Bidding for the **PROVISION OF SECURITY SERVICES REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT.**

(Signature)

(Name of Area/Airport Manager or CSIS Area/Airport Supervisor or any Airport/Facility Officer In-Charge)

(Position)

(Date)



BID FORM

Date: _____
 Invitation to Bid No.: _____

To: Civil Aviation Authority of the Philippines (CAAP)
 MIA Road corner Ninoy Aquino Avenue, Pasay City, 1300
 CAAP Bids and Awards Committee
 Telephone No.: (02) 944-2358
 E-mail: bac@caap.gov.ph

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Supply Security Manpower Services* in conformity with the said Bidding Documents for the sum of _____ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in for **ITB** Clause 14.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:³

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

³ Applicable only if the Funding Source is the ADB, JICA or WB.



We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 10.1 of the Bidding Documents.

We likewise certify/confirm that the undersigned is granted full power and authority by the _____ to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT** of the **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



(BF-Form 10)

FINANCIAL PROPOSAL SUBMISSION SHEET

Date: _____

ATTY. DANJUN G. LUCAS

*Chairperson, Bids and Awards Committee Bravo
Civil Aviation Authority of the Philippines
MIA Road corner Ninoy Aquino Avenue,
1300 Pasay City, Metro Manila*

We, the undersigned, offer to provide for the **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT** in accordance with your Bidding Documents for CAAP. Our Financial Proposal is for the sum of _____ This Financial Proposal shall be binding upon us up to the expiration of the Bid Validity period on **(120th day from the Opening of Bids)**.

We acknowledge and accept the CAAP's right to inspect and audit all our records relating to our Bid, irrespective of whether or not we enter into a contract with it as a result of this Bid.

We confirm that we have read, understood and accept the contents of the above-mentioned Bidding Documents as well as any and all Supplemental/Bid Bulletins issued and other attachments and inclusions included in the Bidding Documents provided.

We acknowledge that the CAAP is not bound to accept any Bid received by it.

Yours sincerely,

Name & Position of Signatory

Name of Bidder Agency

Address



BILL OF QUANTITIES

<u>CONTRACT RATE FOR SECURITY SERVICES</u>			
Rate Cost Distribution Per Month			
NATIONAL CAPITAL REGION			
As per Dole Order No. NCR-24 Class B			
(Effective Date: 16 July 2023)			
I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)			
1. CAAP Main Office			
PARTICULARS			
No. of Days worked per week	7 days		
Equivalent number of days per year	395 days		
	12-Hour work/day		
Daily Minimum Wage (DW)	Php 610.00		
PARTICULARS		WORK SCHEDULE	
		DAY SHIFT	NIGHT SHIFT
		Security Guard	Security Guard
A. Amount Directly to Guard			
Average Basic Monthly Pay (DW x 395 / 12)		20,079.17	20,079.17
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)			2,007.92
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		12,731.97	12,731.97
- No. of days = 7 days			
- Rate per Hour (610 / 8 = 76.25)			
- Regular Days (76.25 x 125% x 293 x 4)	111,706.25		
- Regular Holidays (76.25 x 260% x 12 x 4)	9,516.00		
- Sundays/Rest Days (76.25 x 169% x 52 x 4)	26,803.40		
- Special Days (76.25 x 195% x 8 x 4)	4,758.00		
	12		
	12,731.97		
Sub-Total		34,711.49	36,719.41
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		501.98	501.98
EC State Insurance		30.00	30.00
WISP		950.00	950.00
Pag-IBIG		200.00	200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
Sub-Total		4,725.73	4,725.73
C. Total Amount to Guard and Government (A + B)		39,437.22	41,445.14
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917			
E. Value Added Tax (VAT) @ 12%			
F. Monthly Contract Rate for 12-Hour Per Guard			
NUMBER OF GUARDS		19	12
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			



CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

NATIONAL CAPITAL REGION

As per Dole Order No. NCR-24 Class B

(Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)

2. Manila Control Tower

PARTICULARS			
No. of Days worked per week		7 days	
Equivalent number of days per year		395 days	
		12-Hour work/day	
Daily Minimum Wage (DW)		Php 610.00	
PARTICULARS		WORK SCHEDULE	
		DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
A. Amount Directly to Guard			
Average Basic Monthly Pay (DW x 395 / 12)		20,079.17	20,079.17
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)			2,007.92
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		12,731.97	12,731.97
- No. of days = 7 days			
- Rate per Hour (610 / 8 = 76.25)			
- Regular Days (76.25 x 125% x 293 x 4)	111,706.25		
- Regular Holidays (76.25 x 260% x 12 x 4)	9,516.00		
- Sundays/Rest Days (76.25 x 169% x 52 x 4)	26,803.40		
- Special Days (76.25 x 195% x 8 x 4)	4,758.00		
	12		
	12,731.97		
Sub-Total		34,711.49	36,719.41
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		501.98	501.98
EC State Insurance		30.00	30.00
WISP		950.00	950.00
Pag-IBIG		200.00	200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
Sub-Total		4,725.73	4,725.73
C. Total Amount to Guard and Government (A + B)		39,437.22	41,445.14
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917			
E. Value Added Tax (VAT) @ 12%			
F. Monthly Contract Rate for 12-Hour Per Guard			
NUMBER OF GUARDS		2	2
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			



CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

NATIONAL CAPITAL REGION

As per Dole Order No. NCR-24 Class B

(Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)

3. CAAP Hangar

PARTICULARS			
No. of Days worked per week		7 days	
Equivalent number of days per year		395 days	
		12-Hour work/day	
Daily Minimum Wage (DW)		Php 610.00	
PARTICULARS		WORK SCHEDULE	
		DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
A. Amount Directly to Guard			
Average Basic Monthly Pay (DW x 395 / 12)		20,079.17	20,079.17
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)			2,007.92
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		12,731.97	12,731.97
- No. of days = 7 days			
- Rate per Hour (610 / 8 = 76.25)			
- Regular Days (76.25 x 125% x 293 x 4)		111,706.25	
- Regular Holidays (76.25x 260% x 12 x 4)		9,516.00	
- Sundays/Rest Days (76.25 x169% x 52 x 4)		26,803.40	
- Special Days (76.25 x195% x 8 x 4)		4,758.00	
		12	
		12,731.97	
Sub-Total		34,711.49	36,719.41
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		501.98	501.98
EC State Insurance		30.00	30.00
WISP		950.00	950.00
Pag-IBIG		200.00	200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
Sub-Total		4,725.73	4,725.73
C. Total Amount to Guard and Government (A + B)		39,437.22	41,445.14
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917			
E. Value Added Tax (VAT) @ 12%			
F. Monthly Contract Rate for 12-Hour Per Guard			
NUMBER OF GUARDS		1	1
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			



CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

NATIONAL CAPITAL REGION

As per Dole Order No. NCR-24 Class B

(Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)

4. Radar II

PARTICULARS			
No. of Days worked per week		7 days	
Equivalent number of days per year		395 days	
		12-Hour work/day	
Daily Minimum Wage (DW)		Php 610.00	
PARTICULARS		WORK SCHEDULE	
		DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
A. Amount Directly to Guard			
Average Basic Monthly Pay (DW x 395 / 12)		20,079.17	20,079.17
Night Differential Pay (Ave. Pay/Mo. X 10%)			2,007.92
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		12,731.97	12,731.97
- No. of days = 7 days			
- Rate per Hour (610 / 8 = 76.25)			
- Regular Days (76.25 x 125% x 293 x 4)	111,706.25		
- Regular Holidays (76.25x 260% x 12 x 4)	9,516.00		
- Sundays/Rest Days (76.25 x169% x 52 x 4)	26,803.40		
- Special Days (76.25 x195% x 8 x 4)	4,758.00		
	12		
	12,731.97		
	Sub-Total	34,711.49	36,719.41
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		501.98	501.98
EC State Insurance		30.00	30.00
WISP		950.00	950.00
Pag-IBIG		200.00	200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
	Sub-Total	4,725.73	4,725.73
C. Total Amount to Guard and Government (A + B)		39,437.22	41,445.14
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917			
E. Value Added Tax (VAT) @ 12%			
F. Monthly Contract Rate for 12-Hour Per Guard			
NUMBER OF GUARDS		2	2
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			



CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

NATIONAL CAPITAL REGION

As per Dole Order No. NCR-24 Class B

(Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)

5. Radar Station I

PARTICULARS			
No. of Days worked per week		7 days	
Equivalent number of days per year		395 days	
		12-Hour work/day	
Daily Minimum Wage (DW)		Php 610.00	
PARTICULARS		WORK SCHEDULE	
		DAY SHIFT Security Guard	NIGHT SHIFT Secuirty Guard
A. Amount Directly to Guard			
Average Basic Monthly Pay (DW x 395 / 12)		20,079.17	20,079.17
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)			2,007.92
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		12,731.97	12,731.97
- No. of days = 7 days			
- Rate per Hour (610 / 8 = 76.25)			
- Regular Days (76.25 x 125% x 293 x 4)	111,706.25		
- Regular Holidays (76.25 x 260% x 12 x 4)	9,516.00		
- Sundays/Rest Days (76.25 x 169% x 52 x 4)	26,803.40		
- Special Days (76.25 x 195% x 8 x 4)	4,758.00		
	12		
	12,731.97		
Sub-Total		34,711.49	36,719.41
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		501.98	501.98
EC State Insurance		30.00	30.00
WISP		950.00	950.00
Pag-IBIG		200.00	200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
Sub-Total		4,725.73	4,725.73
C. Total Amount to Guard and Government (A + B)		39,437.22	41,445.14
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917			
E. Value Added Tax (VAT) @ 12%			
F. Monthly Contract Rate for 12-Hour Per Guard			
NUMBER OF GUARDS		1	1
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			



CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

NATIONAL CAPITAL REGION

As per Dole Order No. NCR-24 Class B

(Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)

6. Civil Aviation Training Center

PARTICULARS					
No. of Days worked per week				7 days	
Equivalent number of days per year				395 days	
				12-Hour work/day	
Daily Minimum Wage (DW)				Php 610.00	
PARTICULARS				WORK SCHEDULE	
				DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
A. Amount Directly to Guard					
Average Basic Monthly Pay (DW x 395 / 12)				20,079.17	20,079.17
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)					2,007.92
5-days Incentive Leave (DW x 5 / 12)				254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)				1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)				100.00	100.00
Overtime Pay				12,731.97	12,731.97
- No. of days = 7 days					
- Rate per Hour (610 / 8 = 76.25)					
- Regular Days (76.25 x 125% x 293 x 4)				111,706.25	
- Regular Holidays (76.25 x 260% x 12 x 4)				9,516.00	
- Sundays/Rest Days (76.25 x 169% x 52 x 4)				26,803.40	
- Special Days (76.25 x 195% x 8 x 4)				4,758.00	
				12	
				12,731.97	
Sub-Total				34,711.49	36,719.41
B. Amount to Government in favor of Guard					
SSS				1,900.00	1,900.00
PhilHealth				501.98	501.98
EC State Insurance				30.00	30.00
WISP				950.00	950.00
Pag-IBIG				200.00	200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)				1,143.75	1,143.75
Statutory Benefits****				-	-
Sub-Total				4,725.73	4,725.73
C. Total Amount to Guard and Government (A + B)				39,437.22	41,445.14
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917					
E. Value Added Tax (VAT) @ 12%					
F. Monthly Contract Rate for 12-Hour Per Guard					
NUMBER OF GUARDS				6	6
TOTAL LABOR COST PER MONTH					
TOTAL LABOR COST PER YEAR					



CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

NATIONAL CAPITAL REGION

As per Dole Order No. NCR-24 Class B

(Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)

7. Manila Transmitter

PARTICULARS			
No. of Days worked per week		7 days	
Equivalent number of days per year		395 days	
		12-Hour work/day	
Daily Minimum Wage (DW)		Php 610.00	
PARTICULARS		WORK SCHEDULE	
		DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
A. Amount Directly to Guard			
Average Basic Monthly Pay (DW x 395 / 12)		20,079.17	20,079.17
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)			2,007.92
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		12,731.97	12,731.97
- No. of days = 7 days			
- Rate per Hour (610 / 8 = 76.25)			
- Regular Days (76.25 x 125% x 293 x 4)	111,706.25		
- Regular Holidays (76.25 x 260% x 12 x 4)	9,516.00		
- Sundays/Rest Days (76.25 x 169% x 52 x 4)	26,803.40		
- Special Days (76.25 x 195% x 8 x 4)	4,758.00		
	12		
	12,731.97		
	Sub-Total	34,711.49	36,719.41
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		501.98	501.98
EC State Insurance		30.00	30.00
WISP		950.00	950.00
Pag-IBIG		200.00	200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
	Sub-Total	4,725.73	4,725.73
C. Total Amount to Guard and Government (A + B)		39,437.22	41,445.14
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917			
E. Value Added Tax (VAT) @ 12%			
F. Monthly Contract Rate for 12-Hour Per Guard			
NUMBER OF GUARDS		4	4
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			



CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

REGION IV-A

As per Dole Order No. RB-IVA-DW-03 Class A

(Effective Date: 23 September 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)

8. Rosario NDB

PARTICULARS		WORK SCHEDULE	
		DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
No. of Days worked per week		7 days	
Equivalent number of days per year		395 days	
		12-Hour work/day	
Daily Minimum Wage (DW)		Php 479.00	
A. Amount Directly to Guard			
Average Basic Monthly Pay (DW x 395 / 12)		15,767.08	15,767.08
Night Differential Pay (Ave. Pay/Mo. X 10%)			1,576.71
5-days Incentive Leave (DW x 5 / 12)		199.58	199.58
13th Month Pay (DW x 365 / 12 / 12)		1,214.13	1,214.13
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		9,998.56	9,998.56
- No. of days = 7 days			
- Rate per Hour (479 / 8 = 59.88)			
- Regular Days (59.88 x 125% x 293 x 4)		87,724.20	
- Regular Holidays (59.88 x 260% x 12 x 4)		7,473.02	
- Sundays/Rest Days (59.88 x 169% x 52 x 4)		21,049.02	
- Special Days (59.88 x 195% x 8 x 4)		3,736.51	
		12	
		9,998.56	
Sub-Total		27,279.35	28,856.06
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		394.18	394.18
EC State Insurance		30.00	30.00
WISP		570.00	712.50
Pag-IBIG		200.00	200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		898.13	898.13
Statutory Benefits****		-	-
Sub-Total		3,992.31	4,134.81
C. Total Amount to Guard and Government (A + B)		31,271.66	32,990.87
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917			
E. Value Added Tax (VAT) @ 12%			
F. Monthly Contract Rate for 12-Hour Per Guard			
NUMBER OF GUARDS		1	1
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			



CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

REGION IV-A

As per Dole Order No. RB-IVA-DW-03 Class A

(Effective Date: 23 September 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)

9. Tagaytay Radar Facility

PARTICULARS		WORK SCHEDULE	
		DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
No. of Days worked per week			7 days
Equivalent number of days per year			395 days
			12-Hour work/day
Daily Minimum Wage (DW)			Php 479.00
PARTICULARS		DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
A. Amount Directly to Guard			
Average Basic Monthly Pay (DW x 395 / 12)		15,767.08	15,767.08
Night Differential Pay (Ave. Pay/Mo. X 10%)			1,576.71
5-days Incentive Leave (DW x 5 / 12)		199.58	199.58
13th Month Pay (DW x 365 / 12 / 12)		1,214.13	1,214.13
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		9,998.56	9,998.56
- No. of days = 7 days			
- Rate per Hour (479 / 8 = 59.88)			
- Regular Days (59.88 x 125% x 293 x 4)	87,724.20		
- Regular Holidays (59.88 x 260% x 12 x 4)	7,473.02		
- Sundays/Rest Days (59.88 x 169% x 52 x 4)	21,049.02		
- Special Days (59.88 x 195% x 8 x 4)	3,736.51		
	12		
	9,998.56		
Sub-Total		27,279.35	28,856.06
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		394.18	394.18
EC State Insurance		30.00	30.00
WISP		570.00	712.50
Pag-IBIG		200.00	200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		898.13	898.13
Statutory Benefits****		-	-
Sub-Total		3,992.31	4,134.81
C. Total Amount to Guard and Government (A + B)		31,271.66	32,990.87
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917			
E. Value Added Tax (VAT) @ 12%			
F. Monthly Contract Rate for 12-Hour Per Guard			
NUMBER OF GUARDS		5	5
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			



CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

NATIONAL CAPITAL REGION

As per Dole Order No. NCR-24 Class B

(Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila Tower, CAAP Hangar, Radar II, Radar Station I, CATC, Manila Transmitter, Rosario NDB, Tagaytay, CAAP ATMC (84 Guards)

10. CAAP ATMC

PARTICULARS		
No. of Days worked per week		7 days
Equivalent number of days per year		395 days
		12-Hour work/day
Daily Minimum Wage (DW)		Php 610.00
PARTICULARS		WORK SCHEDULE
A. Amount Directly to Guard		
Average Basic Monthly Pay (DW x 394.4 / 12)		20,079.17
Night Differential Pay (Ave. Pay/Mo. X 10% / 3)		669.31
5-days Incentive Leave (DW x 5 / 12)		254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18
Uniform Allowance (R.A. No. 5487)		100.00
Sub-Total		22,648.83
B. Amount to Government in favor of Guard		
SSS		1,900.00
PhilHealth		501.98
EC State Insurance		30.00
WISP		47.50
Pag-IBIG		200.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75
Statutory Benefits****		-
Sub-Total		3,823.23
C. Total Amount to Guard and Government (A + B)		26,472.06
D. Agency Fee (Administrative and Operation Cost and Marginal Income) based on RA 11917		
E. Value Added Tax (VAT) @ 12%		
F. Monthly Contract Rate for 12-Hour Per Guard		
NUMBER OF GUARDS		9
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		



SUMMARY OF BID

CAAP MAIN OFFICE AND NEARBY FACILITIES	Total No. of Guards	Contract Rate Per Guard	Total Labor Cost Per Month	Total Labor Cost Per Year
1. CAAP Main Office				
2. Manila Control Tower				
3. CAAP Hangar				
4. Radar 2				
5. Radar Station 1				
6. CATC				
7. Manila Transmitter Station				
8. Rosario NDB				
9. CAAP Tagaytay Radar				
10. Manila ATMC				
TOTAL				

II. GRAND TOTAL BID (in words and in figures)

SUBMITTED BY:

Name & Signature of Authorized Representative

Position

Name of Company/Agency

Date

Section IX. Terms of Reference (TOR)



TERMS OF REFERENCE

PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT

1. INTRODUCTION

- 1.1 The **Civil Aviation Authority of the Philippines (CAAP)** is mandated to provide safe, reliable and efficient air transport system and regulatory services as well as promote the economic viability, develop and regulate the technical, operational, safety and security functions of civil aviation. It is also mandated to promote professionalism, dynamism and integrity, by providing the CAAP employees with a work environment conducive to growth and service excellence.

In line with these mandates, the CAAP Security & Intelligence Service (CSIS) in particular is responsible for: (a) the protection of airports, properties, assets and personnel; (b) regulating access to, from and movement within an airport/facility; (c) the maintenance of peace and order within the airport/facility premises; and (d) the maintenance of security of air traffic and navigation system to include its radar facilities.

In coordination with law enforcement agencies and government security forces; regulate and supervise private security agencies operating within its airports/facilities; and enforce rules and regulations promulgated by the Board pursuant to the authority granted under R. A. No. 9497.

Further, under its obligation to provide internationally accepted Aviation Security (AVSEC) services that will maintain and sustain safe, secured and orderly airport compliant with *Annex 17 (SECURITY)* of the *International Civil Aviation Organization, Standards and Recommended Practices (ICAO-SARP's)* and *National Civil Aviation Security Programme (NCASP)*.

- 1.2 The **Terms of Reference (TOR)** is hereby issued for purposes of hiring the services of the most qualified and competent Private Security Agency (PSA) that is administratively and operationally capable of providing quality services for the different **CAAP MAIN OFFICE AND NEARBY FACILITIES** areas of responsibility (**AORs**) and serve as guide to parties interested to participate in the public bidding for the **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT**, in accordance with the provisions of the *2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act."*



2. DEFINITION OF TERMS

2.1. **Acts of Unlawful Interference** – These are acts or attempted acts such as to jeopardize the safety of civil aviation and air transport, i.e.:

- unlawful seizure of aircraft;
- destruction of an aircraft in service;
- hostage-taking on board aircraft or on aerodromes;
- forcible intrusion on board an aircraft, at an airport or on the premises of an aeronautical facility;
- introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes;
- use of an aircraft in service for the purpose of causing death, serious bodily injury, or serious damage to property or the environment; and
- communication of false information such as to jeopardize the safety of an aircraft in flight or on the ground, of passengers, crew, ground personnel or the general public, at an airport or on the premises of a civil aviation facility.

2.2 **ADG II, CSIS** – Assistant Director General II/Chief of the CAAP Security & Intelligence Service.

2.3 **Airside** – the movement area of an airport, adjacent terrain and buildings or portion thereof, access to which is controlled. For purposes of this procurement activity, deployment/posts at gates, entrances and exits or any other parts of the areas in the airport that can be used as access to the airside are considered airside.

2.4 **Aviation Security (AVSEC)** – a combination of measures, human and material resources intended to safeguard civil aviation against acts of unlawful interference.

2.5 **AVSEC Guard** – shall mean any Security personnel who has completed and passed Basic Aviation Security Course/Training conducted by ICAO accredited Training Center.

2.6 **ASP** – Airport Security Program

2.7 **CAAP** – refers to the Civil Aviation Authority of the Philippines, which is the authorized and recognized representative of the Philippines to the International Convention on Civil Aviation (ICCA).

2.8 **CATC** – Civil Aviation Training Center, a training institution of CAAP accredited by the Office for Transportation Security (OTS) to conduct Aviation Security Trainings.

2.9 **CSIS** – CAAP Security & Intelligence Service (End-user of the Project), is primarily responsible for securing all CAAP airports and its installations/facilities and for the implementation of access control measures at the airports managed by the CAAP.

2.10 **CSIS Mobile Training Team** – a certified training team from CSIS who conducted AVSEC Trainings to security personnel of contracted PSA.



- 2.11 HOPE** – Head of the Procuring Entity shall mean the Director General of the Civil Aviation Authority of the Philippines.
- 2.12 ICAO** – International Civil Aviation Organization, a specialized agency of the United Nations (UN) which was constituted under the International Convention on Civil Aviation of 1944, better known as the Chicago Convention, to promote the safe and orderly development of civil aviation. The ICAO sets standards and regulations necessary for aviation safety, security, efficiency and regularity, as well as for aviation environmental protection.
- 2.13 NCASP**– National Civil Aviation Security Program, the document which sets out the Government’s security policy in respect of civil aviation within the Philippines. It is under continuous review and is revised as dictated by changes in the threat and other conditions.
- 2.14 PNP–SOSIA** – Philippine National Police – Supervisory Office for Security and Investigation Agencies.
- 2.15 Private Security Agency** – Private Security Agency or Security Provider, as defined in R. A. No. 11917, shall mean, any person, associations, partnership, firm or private corporation, who contacts, recruits, trains, furnishes or post any security guard, to do its functions to individuals, business firms of private or public or government owned or controlled corporations. For purposes of this procurement, the terms “**PSA**” and “**Private Security Agency**” shall be equivalent and be used interchangeably.
- 2.16 Private Security Personnel** – as defined in R. A. No. 11917, shall mean any person who has been issued a license by PNP–SOSIA and offers or renders personal service to secure or watch either a residence or business establishment or both, or buildings, compounds, or conducts inspections/monitoring, bodily checks/searches and other forms of security inspections, physical/manually or TV monitors or other authorized equipment.
- 2.17 Security Inspectors** – CAAP-CSIS designated Inspectors.
- 2.18 Security Guard** – as defined R. A. 11917, shall mean any person who has been issued a license by PNP–SOSIA and offers or renders personal service to secure or watch either a residence or business establishment or both, or buildings, compounds, or conducts inspections/monitoring, bodily checks/searches and other forms of security inspections, physical/manually or TV monitors or other authorized equipment.

3. CAAP MAIN OFFICE AND NEARBY FACILITIES AREA OF RESPONSIBILITY (AORs)

The PSA shall cover the **CAAP MAIN OFFICE AND NEARBY FACILITIES SECURITY SERVICE REQUIREMENTS**, namely:

1. CAAP Main Office
2. Manila Control Tower
3. CAAP Hangar
4. Radar 2
5. Radar Station 1
6. CATC
7. Manila Transmitter Station
8. Rosario NDB
9. CAAP Tagaytay Radar
10. Manila ATMC

4. APPROVED BUDGET FOR THE CONTRACT (ABC) (For the First Year Only)

The ABC for the **PROVISION OF SECURITY SERVICES FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT** is indicated below:

Area Center	Area of Responsibility (AOR)	No. of Guards	Annual Budget
CAAP MAIN OFFICE AND NEARBY FACILITIES	CAAP MAIN OFFICE	31	₱ 48,182,782.56
	MANILA CONTROL TOWER	4	
	CAAP HANGAR	2	
	RADAR 2	4	
	RADAR STATION 1	2	
	CATC	12	
	MANILA TRANSMITTER STATION	8	
	ROSARIO NDB	2	
	CAAP TAGAYTAY RADAR	10	
	MANILA ATMC	9	
TOTAL		84	
Forty Eight Million One Hundred Eighty Two Thousand Seven Hundred Eighty Two Pesos and 56/100 (Php 48,182,782.56)			
Computed based on the following:			
<ul style="list-style-type: none"> • NCR – Dole Order No. NCR-24 Class B effective date July 16, 2023; • REGION IV-A - Dole Order No. RB-IVA-DW-03 Class A effective September 24, 2023. 			

5. MANPOWER REQUIREMENTS

5.1. The ten (10) AORs will be secured and protected by a well-trained, experienced, licensed, uniformed and armed security personnel.

5.2. The PSA must ensure that the security personnel assigned at airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES** will undergo Basic Aviation Security (AVSEC) Training (*Phase I – Theoretical and Phase II – On-the-Job Checkout*) and AVSEC Re-Currency Training every two (2) years, to be conducted by CAAP-CSIS Mobile Training Team in coordination with the Civil Aviation Training Center (CATC) in accordance with Standard 3.4.2 of Annex 17 and Chapter 9 paragraph C.1 of NCASP.

5.3. The manpower requirement for the AORs are as follows:

Area Center	Area of Responsibility (AOR)	No. of Post	No. of Guards
CAAP MAIN OFFICE AND NEARBY FACILITIES	CAAP MAIN OFFICE	18	31
	MANILA CONTROL TOWER	2	4
	CAAP HANGAR	1	2
	RADAR 2	1	4
	RADAR STATION 1	1	2
	CATC	6	12
	MANILA TRANSMITTER STATION	4	8
	ROSARIO NDB	1	2
	CAAP TAGAYTAY RADAR	5	10
	MANILA ATMC	3	9
TOTAL		42	84

5.4. The PSA must be capable of **increasing or decreasing** the number of guards deployed or **reallocate** the guards deployed to other airports within MAIN OFFICE AND NEARBY FACILITIES. In cases of extreme urgency, the contracted PSA may be required to immediately deploy or pull out or transfer a certain number of guards within twenty-four (24) hours. Prior to the issuance of the written notice, CSIS shall verbally notify the concerned agency of the need to prepare for changes in the deployment of guards.

5.5. The PSA must have a pool of reserve AVSEC trained guards to ensure the presence of adequate reliever when the need arises.

5.6. It must be explicitly stated that based on the assessment of the security situation and security needs of CAAP, the number of deployed security personnel may either be reduced or increased by CAAP as the case may be.

5.7. CAAP, thru CSIS Area/Airport Security Manager shall screen, select, accept and/or reject PSA’s individual Officer/Guard in accordance with CAAP preset criteria.

5.8. CAAP, thru CSIS Area/Airport Security Manager shall require the PSA for the immediate relief from Post/Duty of Security officers/guards who are deemed undesirable or incompetent thru a written memorandum, in accordance with Table of Offences/Violations and Penalties (“Annex D”). However, it is the responsibility of the PSA to conduct investigation and observe the due process and impose appropriate disciplinary action to erring Security officers/guards. Failure of the PSA to observe due process is its sole consequential liability.



6. **POSTING/MANNING HOURS AND REQUIRED EQUIPMENT** (Details are indicated in **Section VI. Schedule of Requirement/ Annex A and B**)

- 6.1. The PSA must ensure that all security posts within its areas of responsibility are manned with the agreed required number of guards in accordance with these terms of reference (TOR).
- 6.2. The PSA shall render services twenty-four (24) hours a day, seven (7) days a week, inclusive of regular and special holidays in their respective AORs. However, individual Security Officer/Guard shall render Six (6) days duty per week, in consonance with the provisions of the Labor Code except on extreme necessity, where a Security Officer/Guard may render duty for Seven (7) days a week.
- 6.3. Work shift schedule of security personnel shall be done in 12 hours and eight (8) hours work per shift.

Shift Schedule (12hr)	Time of Duty
1 st Shift	0600H – 1800H
2 nd Shift	1800H – 0600H

Shift Schedule (8hr)	Time of Duty
1 st Shift	0500H – 1300H
2 nd Shift	1300H – 2100H
3 rd Shift	2100H – 0500H

Note: *The CSIS Area/Airport Security Manager in coordination with the Area/Airport Manager has the option to adopt/change the Time of Duty that will work best to ensure attendance of the security personnel of PSA/Security as long as it follows the twelve-hour and eight-hour rotational schedule.*

- 6.4. The PSA must ensure that no security guards shall render more than 12 hours tour of duty in the deployment of guard(s) at all airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES**.
- 6.5. The list of equipment that the PSA must provide throughout the duration of the contract is enumerated in the attached posting/manning hours and required equipment (Annex A and B) per AOR. The provision for maintenance of said equipment shall be at the expense of the PSA including fuel and preventive maintenance requirement of the vehicle (4-wheel vehicle and motorcycle). The vehicles must at all times at least have fifty percent (50%) of fuel tank capacity.
- 6.6. The PSA must ensure that the required equipment is provided and readily available at all times, in good working condition and functional throughout the duration of the contract.
- 6.7. Equipment found defective during a security inspection will be subject to penalties as stated in **TABLE OF OFFENSES/VIOLATIONS AND PENALTIES (Annex D)**.

7. SCOPE OF WORK

Contracted PSA shall perform the following functions, duties and responsibilities within its AOR:

- 7.1. Provide quality security services on four areas of security, to wit: Personnel Security, Physical Security, Document Security, and Communications Security.
 - 7.1.1. **Personnel Security** - Secure and protect CAAP officials, employees, visitors, guests, air crew, passengers and stake holders from harm, harassment, threat, and intimidation within the CAAP premises;
 - 7.1.2. **Physical Security** - Secure and protect CAAP airports/facilities, equipment and properties from theft, robbery, arson, destruction, sabotage, and other criminal acts;
 - 7.1.3. **Document and Information Security** - Secure and protect documents and vital information from unauthorized gathering, use, loss, and unsanctioned destruction; and prevent means of unauthorized access to these documents and information to personnel not granted the need to know by competent authority; and
 - 7.1.4. **Communications Security** – Prevent unauthorized users/interceptors from accessing radio and telecommunications system and other related facility.
- 7.2. Implement and enforce all applicable CAAP rules and regulations, Standard Operating Procedures (SOPs), and other issuances relative to the maintenance of safety and security within the scope of work of the contracted PSA;
- 7.3. In times of emergency, all deployed security personnel shall be in emergency mode and ready to implement Contingency Plans. Those who are within the immediate location of the emerging situation shall make themselves available for immediate recall and act as first responders, and be prepared to support the designated authority;
- 7.4. In case of damage to or loss of CAAP properties due to negligence or failure to fulfill its obligations to the Contract, as determined by CSIS, the PSA is liable to compensate CAAP for the cost of loss or damage.
- 7.5. Submit the following Reports to the CSIS:
 - 7.5.1. Daily Activity and Situation Report;
 - 7.5.2. Spot Report;
 - 7.5.3. Incident Report (in case of occurrence of unusual incident);
 - 7.5.4. Investigation Report (as necessary);
 - 7.5.5. Special Reports (in case of confluence of events and observations which have bearing on safety and security);
 - 7.5.6. Information Report (as obtained);
 - 7.5.7. Roster of Guards (every 15th and 30th of the month);
 - 7.5.8. Guard Deployment Schedule (every 15th and 30th of the month);
 - 7.5.9. Guard Duty-Detail-Order (DDO);

- 7.6. Employ/deploy guards with the following qualifications:



- 7.6.1. Mandatory Training:
- (a) Basic Security Officer/Guard Training Course
 - (b) Retraining/Refresher Officer/Guard Training Course
 - (c) Weapons Handling and Safety
 - (d) Basic Marksmanship Training Course
- 7.6.2. Training/seminar/enhancement skill of Security Officers which may contribute to their efficiency, effectiveness and quality of services:
- (a) Basic Life Support Training/Seminar
 - (b) VIP Security Training/Seminar
 - (c) Marksmanship Refresher Training
 - (d) Information Gathering and Basic Report Writing Training/Seminar
 - (e) Basic Investigation Seminar
 - (f) Disaster and Emergency Response Training
 - (g) Computer Literacy Training for Security Officers
- 7.7. Coordination with the CSIS, PNP, AFP and other friendly forces on matters related to the security and protection of respective AORs.

8. QUALIFICATION REQUIREMENTS OF THE PSA:

- 8.1. Must have been in the contract security industry for **at least three (3) years** from the date of opening of bids with no pending litigation/case in any private or government entities pertaining to security contract of services, good business standing and operationally capable of providing security services in accordance with Audited Financial Statement and other relevant documents.
- 8.2. Must have a current and Regular License to Operate (LTO), as Private Security Agency issued by Philippine National Police, Supervisory Office for Security Investigation Agency (PNP-SOSIA);
- 8.3. Must have at least 200 active guards currently employed;
- 8.4. Must not currently under suspension by CAAP nor “BLACKLISTED” or barred from bidding by any government or private entity;
- 8.5. Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS);
- 8.6. Must have a Clearance of No Derogatory Record/Certificate of No Pending Case as Private Security Agency issued by PNP-SOSIA, which shall be valid during the submission and opening of bids;
- 8.7. Must have a Certificate of Registration as Contractor issued to the Bidder by the Regional Office of the Department of Labor and Employment (DOLE) where it principally operates, pursuant to Department Order No. 174, Series of 2017;



8.8. Must have a Certification of Pending or No Pending labor standards violation case/s issued by the following agencies pertaining to the provision of the security services:

- 8.8.1. Department of Labor and Employment (DOLE); and
- 8.8.2. National Labor Relations Commission (NLRC).

8.9. Must have a valid Clearance Certificate from the following agencies:

- 8.9.1. Social Security System (SSS);
- 8.9.2. Home Development and Mutual Fund (HDMF/Pag-IBIG);
- 8.9.3. Philippine Health Insurance Commission (PhilHealth); and
- 8.9.4. Bureau of Internal Revenue (BIR).

However, these documents shall still be subject to further verification.

8.10. Must have completed, within a period of **at least three (3) years**, a single contract that is similar to this project, equivalent to at least “fifty percent (50%)” of the ABC or have at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least “fifty percent (50%)” of the ABC, with the largest of these similar contracts being equivalent to at least “twenty five percent (25%)” of the ABC;

8.11. The PSA shall certify under oath as to the correctness of the statements made, and the completeness and authenticity of the documents submitted. Documentary requirements shall be validated during the post qualification.

9. QUALIFICATIONS OF SECURITY OFFICERS AND SECURITY GUARDS

9.1. Detachment Commander (DC)

- 9.1.1. Filipino Citizen, with good moral character;
- 9.1.2. Physically and mentally fit;
- 9.1.3. College Graduate of any Bachelor’s Degree;
- 9.1.4. Preferably, but not necessarily a former non-commissioned officer of the AFP or of the PNP with corresponding retirement papers or honorable discharge papers, or have undergone any of equivalent military officer’s training such as Security Officer Course with corresponding certificate and diploma. Must have never been charged of any major crime and convicted of any crime;
- 9.1.5. Good knowledge in computer operation and preparation of report;
- 9.1.6. Good communication skills in English, oral and written;
- 9.1.7. Must have undergone the following training: Intelligence/Security/Investigation Seminar, Leadership Seminar, Basic



Safety/Fire Prevention, First Aid Course, Self-Defense and other security enhancement training.

- 9.1.8. Must undergo Aviation Security (AVSEC) training within six (6) months upon deployment;
- 9.1.9. Must have **at least five (5) years** of experience in the operations of a security detachment with minimum manpower complement of not less than fifty (50) guards;
- 9.1.10. Must possess a **valid security officer license**.
- 9.1.11. Must have passed **Ishihara Test**;
- 9.1.12. Must have passed Neuro-Psychiatric Evaluation Test and Drug Test to be conducted by independent neuro-psychiatric and drug testing centers not affiliated with the security agency, which should be both valid for six (6) months prior to deployment in CAAP MAIN OFFICE AND NEARBY FACILITIES AORs; and
- 9.1.13. Must have never been convicted of any crime.

9.2. Head Guard (HG)/Shift In-Charge (SIC)

- 9.2.1. Filipino Citizen, with good moral character;
- 9.2.2. Physically and mentally fit;
- 9.2.3. College Graduate of any Bachelor's Degree;
- 9.2.4. Preferably, but not necessarily, a former non-commissioned officer of the AFP or of the PNP with corresponding retirement papers or honorable discharge papers, or have undergone any of equivalent military officer's training such as Security Officer Course with corresponding certificate and diploma;
- 9.2.5. Good knowledge in computer operation and preparation of report;
- 9.2.6. Good communication skills in English, oral and written;
- 9.2.7. Must have undergone the following training: Intelligence/Security/Investigation Seminar, Leadership Seminar, Basic Safety/Fire Prevention, First Aid Course, Self Defense and other security enhancement training;
- 9.2.8. Must undergo Aviation Security (AVSEC) training within six (6) months upon deployment;
- 9.2.9. Must have **at least three (3) years** of experience in the operations of security supervision;



- 9.2.10. Must possess a **valid security officer license**;
- 9.2.11. Must have passed **Ishihara Test**;
- 9.2.12. Must have passed Neuro-Psychiatric Evaluation Test and Drug Test to be conducted by independent neuro-psychiatric and drug testing centers not affiliated with the security agency, which should be both valid for six (6) months prior to deployment in CAAP MAIN OFFICE AND NEARBY FACILITIES AORs. Random drug test shall be conducted at any time within the duration of the contract at the expense of the PSA; and
- 9.2.13. Must have never been convicted of any crime.

9.3. Security Guards (SGs)

- 9.3.1. Filipino Citizen, with good moral character;
- 9.3.2. Physically and mentally fit;
- 9.3.3. Preferably have attended at least two (2) years in college or senior high school graduate;
- 9.3.4. Good knowledge in computer operation and preparation of report;
- 9.3.5. Can understand English, oral and written;
- 9.3.6. Must have **at least one (1) year** of experience as Security Guard;
- 9.3.7. Must undergo Aviation Security (AVSEC) training within six (6) months upon deployment;
- 9.3.8. Must possess a **valid security guard license**;
- 9.3.9. Must have passed **Ishihara Test**;
- 9.3.10. Must have passed Neuro-Psychiatric Evaluation Test and Drug Test to be conducted by independent neuro-psychiatric and drug testing centers not affiliated with the security agency, which should be both valid for six (6) months prior to deployment in CAAP MAIN OFFICE AND NEARBY FACILITIES AORs; and
- 9.3.11. Must have never been convicted of any crime.

10. UNIFORM AND APPEARANCE STANDARD

- 10.1. The PSA shall provide, at its own expense, the necessary uniforms of the guards and ensure that said guards are well groomed and in proper/neat attire at all times complete with paraphernalia, equipment/accessories (i.e. flashlight, holsters, badges, insignias, whistles, timepieces, writing pens, logbooks, raincoats and boots, handcuffs, first aid kit, teargas, nightstick/baton) as may be required to carry out the provision of the contract. No security



personnel will be allowed to work within CAAP airports, /facilities premises without the appropriate uniform, identification card, and other equipment which are essential for security purposes.

- 10.2. **Employees Identification** –The PSA security personnel shall be identified through Employees Identification which shall contain the name of the employee, photograph, assignments, company's name, date of employment, TIN, blood type, contact person and number in case of emergency, current address, SSS/GSIS number, and date of expiry along with airport issued access permit/pass. These must be conspicuously displayed at all times while on duty.

11. OBLIGATIONS AND RESPONSIBILITIES

11.1. The Private Security Agency (PSA) shall:

- 11.1.1. Establish a Liaison Office located within five (5) kilometers from the CAAP MAIN OFFICE AND NEARBY FACILITIES, with office equipment (desktop computer, filing cabinets, and office tables), consumable office supplies, office/company signage and manned by office clerk/personnel at company expense one-week prior deployment. Makeshift office shall not be acceptable;
- 11.1.2. Provide one (1) Area Security Coordinator/Supervisor at company expense for effective administrative support, management, supervision, coordination and control of their security personnel. The Area Coordinator/Supervisor shall make sure all obligations under the Contract are properly complied with;
- 11.1.3. Provide airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES with the required number of Security Guards and Security Officers who are qualified and trained to secure and protect CAAP airports/facilities, equipment and properties, as well as provide protection for its officials, employees, visitors, guests, air crew, passengers and stakeholders;
- 11.1.4. Submit Bio-data and Work Employment Record with corresponding description of expertise and experience of the nominated Detachment Commander; Head Guard; and Shift-In-Charge; for review or record examination by CSIS. Acceptance or denial of the nominated Security Officers and Guards shall be determined by the CSIS;
- 11.1.5. Submit to CAAP the 201 files of all deployed Security Officers and Security Guards to include Personal Data Sheet, copies of Security Licenses, Certificates of Completion of Training for Security officers/guards, NBI Clearances, PNP Clearances, Barangay Clearances, Neuro-psychiatric Test, Ishihara Test and Drug Tests. To this end the PSA and its personnel shall submit a waiver in compliance with the Data Privacy Act of 2012;
- 11.1.6. Provide, at company expense, all necessary firearms, ammunitions, vehicle, motorcycle, communication equipment, supplies and other related items in the fulfilment of their obligations under this Contract;



- 11.1.7. Include in its Administrative Overhead Operations Costs such as licenses (local and national), supervision, trainings, insurances, and other incidental expenses relative to security guarding;
- 11.1.8. Ensure payment of salaries, without delay, to its security personnel and assume the payment for at least three (3) months of salaries of its security personnel. Failure to pay salaries on time within this time period and throughout the entire duration of the agreement and the contract will be considered as one of the bases for the pre-termination of the existing contract and the entire agreement;
- 11.1.9. Guarantee that all required equipment is installed/ delivered in airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES during TIAC inspection**. The inspection of requirement as per Terms of Reference will be conducted by the Authorized members of the Technical Inspection and Acceptance Committee (TIAC) for Security Services;
- 11.1.10. Assume full responsibility for the proper conduct and efficient performance of its security personnel in the discharge of their duties and responsibilities.
- 11.1.11. Hold CAAP free from any forms of liability and all claims that its security personnel or third persons might make against CAAP and its personnel in connection with the performance of their guard duties;
- 11.1.12. To make available duly qualified, licensed and trained relievers who satisfy the requirements under **Item 10.0** hereof, to ensure continuous and uninterrupted service in the absence of an assigned guard. The posting of a reliever and his qualifications shall be immediately reported by the PSA to CSIS in writing;
- 11.1.13. Provide time record equipment and require its security personnel assigned to airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES** to record daily attendance.
- 11.1.14. Require its security personnel assigned to airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES to render services in accordance with the Contract and to report **at least thirty (30) minutes** for mandatory guard mounting, prior to reporting to their respective post;
- 11.1.15. CSIS shall issue a memorandum to PSA prior to the replacement of security personnel for loss of trust and confidence or who have rendered unsatisfactory performance, displayed questionable behavior or moral acts and willfully and grossly violated CAAP policy, rules and regulations.
- 11.1.16. The PSA shall not replace security personnel detailed with CAAP without approval of the CSIS Supervisor;
- 11.1.17. The PSA officers/guards shall undergo CAAP random drug testing activities;

- 11.1.18. Pay its security guards assigned in airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES** not less than the rates specified in the PSA's submitted Financial Proposal. Payment of these rates shall be in accordance with applicable minimum wage rates and legal entitlements. In no instance that the PSA shall have a backlog of salary of personnel not more than one (1) month;
- 11.1.19. Comply with existing applicable labor laws, rules and regulations and warrant the payment of salaries and allowances to its security personnel within legal rates provided under Section 7.5 DOLE Department Order No. 150-16 and other related laws;
- 11.1.20. Assume full responsibility for any liability, cause of action or claim which may be filed by any of the security personnel under the Labor Code, Employees Compensation Law or other special laws, rules and regulations mandated by the Department of Labor and Employment (DOLE) which are currently in effect and by virtue hereof, the PSA shall render CAAP, its officers and employees free of any of such liability, cause of action or claims;
- 11.1.21. Comply with all obligations and responsibilities stated in the provisions of the contract and contract documents. Non-compliance or violations shall be a **ground for cancellation and/or termination** of the Security Services Contract after due written notice;
- 11.1.22. Authorizes CAAP to exact penalty or to deduct an amount equivalent to the penalties for offenses or violation committed by the PSA as specified in **Annex "D" – Table of Offenses/Violations and Penalties**; and
- 11.1.23. Turn-over to CAAP Security & Intelligence Service (CSIS) all logbooks upon termination of the contract.

11.2. **The Civil Aviation Authority of the Philippines (CAAP) shall:**

- 11.2.1. Grant the Winning Bidder or PSA, the contract to render security services in airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES**;
- 11.2.2. Pay the PSA for security services rendered upon validation of required billing documents and mandatory government contributions;
- 11.2.3. Monitor the implementation of the security services in accordance with the specifications and conditions of the contract and the TOR through CAAP Security & Intelligence Service – Technical Review and Assessment Compliance (CSIS - TRAC);
- 11.2.4. Reserve the right to require the replacement of any or all of the PSA's security personnel assigned to airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES** who do not meet the requirements set forth in the Contract. This is without prejudice to the right of CAAP to

seek relief under the contract, including termination for breach as applicable;

- 11.2.5. Reserve the right to demand from the PSA the rigid execution of controls in the implementation of security operations as it deems proper. Whenever CAAP-CSIS finds the security inadequate, the PSA shall provide reinforcement of the security force to particular airports/facilities that have inadequate personnel, upon request of CSIS;
- 11.2.6. Reserve the right to require the PSA to replace, immediately upon CAAP's notice, any or all of its security personnel assigned to CAAP who are found to be using illegal drugs, engage in the sale of illegal drugs & prohibited substance, solicitation, lacking in discipline, integrity, good moral character and aptitude, or for inefficiency or other negligent acts or omissions in the performance of duties;
- 11.2.7. The CAAP shall increase or decrease the number of security guards or reallocation of guards to other airports within CAAP MAIN OFFICE AND NEARBY FACILITIES from time to time as the need arises. The CAAP shall likewise arrange for the change or relief of security personnel assigned to airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES** with due notice to the PSA, which the latter agrees to effect within 72 hours from receipt of the notification; and
- 11.2.8. Reserve the right to require the PSA to replace and transfer security equipment and vehicles within the AOR, upon CAAP's written notice.

12. EMPLOYER-EMPLOYEE RELATIONSHIP

- 12.1. There shall be no employer-employee relationship between CAAP and the PSA's security personnel. CAAP shall in no way be responsible for any claim for personal injury, wages and other employment benefits and other claims for damages, including death, arising out of, or in connection with, the performance of the guards' duties. The PSA shall assume full responsibility for the faithful and complete performance by the security guards of all their duties under the Contract.
- 12.2. Should CAAP be made liable for the PSA's failure to comply with any provision of the labor code, rules or regulations, the PSA obligates itself to indemnify CAAP to the full extent of such liability, including litigation expenses and other charges, without need of any demand or legal action. In this regard, the PSA authorizes CAAP to deduct from the PSA's billings and/or Performance Security, all expenses incurred for such purpose, including expenses for official travel by CAAP staff/officers, provided the expenses are duly supported by receipts and/or other acceptable proof of expense.

13. WAGE RATE OF PSA SECURITY PERSONNEL AND WAGE ADJUSTMENT

- 13.1. The PSA shall guarantee each security personnel a wage rate not lower than the minimum wage rate and other remuneration and benefits as provided for in the Philippine Labor



Code and the Wage Orders officially issued by the Department of Labor and Employment, Regional Tripartite Wages and Productivity Board (DOLE-RTWPB).

- 13.2. The PSA shall regularly provide each security personnel copy of official Pay Slip every pay period indicating therein the summary of their salaries, allowances, bonuses, and remittances to SSS, Pag-IBIG, PhilHealth and other authorized deductions.
- 13.3. In the event that the Regional Tripartite Wages and Productivity Board (RTWPB) or any other competent authority issues a new and valid Wage Order providing for an increase in the minimum wage during the effectivity of the Contract, the Contract Price shall be considered adjusted accordingly based on the published and authenticated rate/s, provided, however, that: (a) the adjustment shall be limited to the increment in the legislated minimum wage, and shall not apply or result to any increment in the other benefits of the security personnel, unless otherwise provided in the RTWPB Order, and (b) no adjustment shall be made to the Administrative or Overhead Cost (Agency Fee) of the PSA, unless otherwise agreed to in writing by CAAP and the PSA.
- 13.4. Wages shall be paid by the PSA at least once every two (2) weeks or twice a month at intervals not exceeding 16 days. If on account of force majeure, payment of wages by the PSA on or within the time herein provided cannot be made, the PSA shall pay the wages immediately after such force majeure ceases. The PSA undertakes to implement this measure, at its own cost, within thirty (30) calendar days from the execution of the Contract.
- 13.5. Should a Security officers/guards assigned to airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES file a claim for unpaid wages or other employment benefits before the National Labor Relations Commission (NLRC) or other appropriate government entity in connection with work performed under the Contract, CAAP reserves the right to withhold payment of service from the PSA's, subject to three (3) unanswered written official notifications.
- 13.6. All taxes payable to the government arising from the Contract shall be borne solely by the PSA.
- 13.7. The submission by the PSA of a false and/or fraudulent document or its failure to submit affidavits, clearances and other documents required to support or accompany its billings shall be sufficient ground for CAAP not to pay the security services being billed and to terminate the Contract.
- 13.8. CAAP reserves the right to withhold payment to the PSA in the event that the PSA fails to comply with the requirements, commitments and obligations contained in the contract.

14. INSPECTION AND INVENTORY

- 14.1. CAAP through CSIS shall inspect the liaison office, firearms, ammunitions, mobility, communication equipment, supplies, paraphernalia and other related items issued by the PSA to its Security officers/guards upon actual posting and at such other times as CAAP may deem appropriate, to determine if the same are compliant with the Contract, and to ensure that adequate security requirements are provided for by the PSA to airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES and its personnel.



- 14.2. CAAP through CSIS shall, at any time, inspect PSA security officers/guards during the performance of their duties to ensure the safety and security of the airports/facilities including its required materials and equipment under CAAP MAIN OFFICE AND NEARBY FACILITIES.
- 14.3. This right to inspect by CAAP shall not relieve the PSA from full responsibility for the adequate security and protection of the airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES and the contents thereof, or absolve the PSA from liability for all acts or omissions of its guards. The PSA is required to send official representatives during inspections or inventory-taking in airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES.
- 14.4. Whenever necessary and as requested by the CAAP through CSIS, the PSA consents and agrees to make available for examination by CAAP, its Financial Statements, PNP-SOSIA permit to operate, detachment logbooks, time records and such other papers as may be deemed necessary or appropriate by the CAAP.

15. MONITORING AND EVALUATION

- 15.1. The Performance of the PSA will be evaluated quarterly by CSIS based on the quality of work and its compliance with the terms and conditions of the Contract.
- 15.2. Quarterly Security Performance Evaluation and Inspection Review will be conducted by the CSIS Technical Review & Assessment Committee (TRAC) to assess the performance of the PSA in terms of Contract Compliance, Manpower Requirements, Supplies & Equipment Inspection, Personnel/Work Performance and other related requirement which will form part of the Performance Review of the PSA;
- 15.3. Firearms, vehicles/motorcycles, handheld radios & other equipment shall be inspected daily by CSIS Area/Airport Security Manager or his authorized representative to determine its compliance with the contract and TOR;
- 15.4. The PSA shall maintain at least “SATISFACTORY” level of performance throughout the term of the Contract using the Performance Evaluation Assessment Form (Annex “C”) and/or relevant CAAP/CSIS issuances;
- 15.5. Two consecutive failed ratings of CSIS TRAC shall be a ground for termination of the contract. A written notification shall be issued to the contracted PSA and shall be given five (5) calendar days upon receipt of the notification to appeal on why the contract should not be terminated;
- 15.6. Before the end of the contract period, CSIS-TRAC shall conduct an assessment or evaluation of the performance of the PSA based on the CAAP set Performance Criteria. The average of the Four (4) Ratings of the CSIS-TRAC shall be “Eighty Percent (80%)” to qualify for the extension of the Contract for another year. The result of the performance evaluation is non-appealable.
- 15.7. The CAAP–TRAC shall be composed of representatives from the Security Division, CSIS. They shall conduct the monitoring of the Private Security Agency’s Performance and deficiencies after every quarter of the year. Report on the findings of the Committee shall be submitted to the Director General.

- 15.8. Based on the Performance Evaluation Assessment, CAAP may cause the termination process of the Contract for failure of the PSA to perform its obligations thereon following the procedure prescribed under the “Guidelines of Termination of Contracts” issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated 22 December 2004.

16. LIABILITY FOR LOSS, DAMAGE OR INJURY

- 16.1. The PSA shall be responsible for any loss or damage that may be incurred by the airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES due to PSA’s willful act or negligence or violation of the Contract, or due to the willful act or negligence/carelessness of its security officers and guards in the performance of their duties. In such event, and at the sole discretion of CAAP, lost or damaged CAAP properties within the airports/facilities shall be replaced based on the Fair Market Value (FMV) of said CAAP properties. FMV shall mean the current appraised value of the relevant property as determined by CAAP based on an in-house or third-party appraisal. CAAP shall have the prerogative to suspend payments due to the PSA under the Contract, pending result of final investigation of the loss or damage suffered by CAAP, without prejudice to other legal remedies available to CAAP. Upon receipt of the result of investigation and due notice to the PSA, any loss or damage to CAAP properties be found to have been caused by the fault or negligence of the Security Guards, Supervisors and/or the PSA itself, the PSA authorizes CAAP to deduct from any payments due to the PSA under the Contract, the corresponding FMV of the property that was lost or damaged, and to forfeit the Performance Security.
- 16.2. In cases of encroachment upon CAAP airports/facilities by illegal settlers, CAAP shall have the prerogative to withhold payments due to the PSA from its security billings under the contract, and to forfeit its Performance Security, without prejudice to other legal remedies available to CAAP under the contract and under applicable laws and rules if subsequent investigation indicates negligence or lack of due diligence. The amount withheld shall be released only upon the PSA’s eviction of the illegal settlers or upon the complete resolution of the illegal settlement or encroachment issue as may be determined by CAAP. However, in the event that the PSA fails to resolve such illegal settlement or encroachment issue after a reasonable period, and it no longer manifests interest in resolving the same, CAAP shall, upon prior written notice, have the prerogative to declare the PSA in default and the withheld amount shall be recovered by CAAP. In no case, however, shall the forfeited Performance Security be returned to the PSA. In the event of such forfeiture, the PSA shall provide CAAP with a new Performance Security and the Bid Data Sheet as security for the faithful performance by the PSA of any and all its obligations under the contract, and to cover any loss, damage or injury suffered by CAAP or for which the PSA may be made liable under the terms of the contract. Failure by the PSA to provide CAAP with a new or replacement Performance Security shall entitle CAAP to terminate the contract.
- 16.3. The PSA shall assume full responsibility for any loss of or damage to any property, and for any personal injury, including death, of any person, that may be caused by act, willful omission or gross negligence of its security personnel assigned to the airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES.

- 16.4. The PSA shall hold CAAP free and harmless from any and all liabilities or claims for loss or damage to property or for personal injury, including death, which CAAP, its officials, employees and personnel or third persons may suffer by reason of the performance or non-performance of the obligations of the PSA under the Contract.

17. PAYMENT PROCEDURES

- 17.1. The payment shall be made on a Monthly Basis and shall be based on the actual number of personnel deployed as verified and certified by CSIS Area/Airport Security Manager accompanied by a Certificate of Performance issued by CSIS Area/Airport Security Manager in the Area/Airport attested by the Area/Airport Manager. Payment of remuneration shall be subject to the usual government accounting and auditing regulations. The following documents shall be attached on the billing:

17.2. FIRST BILLING:

- 17.2.1. Statement of Account;
- 17.2.2. Copy of Payroll (reflect payment of 13th Month Pay on monthly basis);
- 17.2.3. Copy of Duty Detail Order (DDO);
- 17.2.4. Guards Schedule
- 17.2.5. Daily Time Record (DTR)
- 17.2.6. Summary of Time Record duly certified correct by CSIS;
- 17.2.7. Copy of the Contract (certified true copy);
- 17.2.8. Notice of Award (certified true copy);
- 17.2.9. Notice to Proceed (certified true copy);
- 17.2.10. Copy of Performance Bond (certified true copy);
- 17.2.11. Certificate of Performance issued by CSIS Official in the Area/Airport attested by the Area/Airport Manager;
- 17.2.12. Official Receipt (O.R.) of the remittances paid for the necessary benefits of security guards (SSS, PhilHealth, Pag-IBIG and Withholding Taxes).
- 17.2.13. Certification under oath attesting that it is compliant with the DOLE Minimum Wage Law in accordance with its representation and warranties
- 17.2.14. One (1) copy of the original and four (4) photocopies of the Monthly Deployment Report (MoDR) duly accomplished by the Security Agency at the end of each month stating the names of the guards and supervisors, salary rates and actual attendance;
- 17.2.15. Certification under oath attesting its prompt payment of wages and benefits of security guards;

17.3. SUCCEEDING BILLING:

- 17.3.1. Statement of Account;
- 17.3.2. Copy of Payroll (reflect payment of 13th Month Pay on monthly basis);
- 17.3.3. Copy of Duty Detail Order (DDO);
- 17.3.4. Guards Schedule
- 17.3.5. Daily Time Record (DTR)
- 17.3.6. Summary of Time Record duly certified correct by CSIS;
- 17.3.7. Copy of the Contract (certified true copy);



- 17.3.8. Certificate of Performance issued by CSIS Official in the Area/Airport attested by the Area/Airport Manager;
 - 17.3.9. Official Receipt (O.R.) of the remittances paid for the necessary benefits of security guards (SSS, PhilHealth, Pag-IBIG and Withholding Taxes).
 - 17.3.10. Certification under oath attesting that it is compliant with the DOLE Minimum Wage Law in accordance with its representation and warranties
 - 17.3.11. One (1) copy of the original and four (4) photocopies of the Monthly Deployment Report (MoDR) duly accomplished by the Security Agency at the end of each month stating the names of the guards and supervisors, salary rates and actual attendance;
 - 17.3.12. Certification under oath attesting its prompt payment of wages and benefits of security guards;
- 17.4. It is agreed and understood that the payment of the contract price shall be made on the condition that the PSA has paid its security personnel who are assigned to airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES all their salaries, wages and other benefits due them up to time of payment of said amounts by CAAP in accordance with DOLE Wage Rates. A certification to this effect shall be stated and duly signed in the billings made by the PSA. CAAP shall not be required to pay directly to any of PSA's personnel any amount owing them by the PSA as salaries, wages or for any purposes whatsoever;
- 17.5. Payment of sums hereunder shall be subject to the usual government accounting, auditing, and other CAAP rules and regulations;
- 17.6. Billing Statements with complete attachments as stated in 17.2 and 17.3 shall be submitted on or before 27th day of the next billing Month.
- 17.7. Should CAAP be constrained to file a case to obtain court relief against the PSA, the latter will hold itself liable to pay an amount equivalent to twenty percent (20%) of the amount claimed in the complaint as attorney's fees, aside from the costs of the litigation and other expenses which may entitle the CAAP to recover from the PSA any and all actions arising from this Agreement which any party may decide to institute shall be filed with proper court in the Pasay City.

18. PERFORMANCE SECURITY

- 18.1. The PSA's Performance Security shall serve as security for the faithful performance by the PSA of any and all its obligations under the contract, and to cover any loss, damage or injury caused by the PSA or its security personnel in the performance of the contract or for which the PSA may be made liable under the terms of the contract. However, the liability of the PSA shall not be limited to the amount of the Performance Security but to the actual loss or damage that may be suffered by CAAP, its personnel or representatives.
- 18.2. Thereupon, the PSA's Performance Security shall be forfeited in favor of CAAP in case the PSA fails to comply with the terms and conditions of the Contract. Should the amount forfeited be insufficient to cover the loss, damage or injury incurred due to the fault of the PSA or its security personnel, the PSA shall pay the remaining balance. In this connection, the PSA authorizes CAAP to withhold payment of its security service fees until the amount

of the loss, injury or damage has been paid to CAAP, or to directly offset such payment against the amount of the loss, damage or injury.

- 18.3. The PSA's Performance Security shall likewise cover any and all claims for non-payment of wages, salary differentials or whatever monetary claims its security personnel may have against the PSA, to the extent of the work performed under the Contract with CAAP. In such event, the liability of the PSA shall not be limited to the amount of the Performance Security but to the actual amount of valid claims of the security personnel of the PSA.
- 18.4. The cost of obtaining such Performance Security and maintaining the same throughout the prescribed period shall be borne solely by the PSA.
- 18.5. The PSA shall present and deliver the Performance Security to CAAP within a maximum period of ten (10) calendar days from the receipt of the Notice of Award (NOA) from the CAAP, with proof of payment of the required premium thereof. The PSA shall maintain the Performance Security for a period of three (3) years from the effectivity of the Contract.

19. ASSIGNMENT OF RIGHTS

- 19.1. The PSA shall not assign any of its rights and obligations under the Contract to any party.

20. SETTLEMENT OF DISPUTES AND VENUE OF ACTIONS

- 20.1. Any and all disputes arising from the implementation of the contract shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the "Arbitration Law", Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004" and the Supreme Court's Special Rules on Alternative Dispute Resolution.
- 20.2. In the event of litigation arising from/relating to the terms and conditions of the contract, the venue of such court actions shall be in Pasay City, and the PSA waives any other venue.
- 20.3. For breach by the PSA of any of the stipulations, conditions, warranties, representations or obligations under the contract as determined by CAAP, the latter shall retain, as liquidated damages, all sums of money due to the PSA. Any consideration, concession, tolerance or relaxation of any provision of the contract shall not be interpreted as a renunciation on the part of CAAP of any of its rights granted therein.

21. CONFIDENTIALITY CLAUSE

- 21.1. All information, data and documents concerning the business and affairs of CAAP shall be classified as confidential and shall be treated with extreme secrecy by the PSA, Officers/Guards and shall not be communicated or disclosed to any person or entity without prior written clearance from CAAP.
- 21.2. In the event that the PSA fails to comply with this Confidentiality Clause, CAAP shall have the option to apply charges provided for under the Table of Offenses/Violations and Penalties (Annex "D") hereto attached.
- 21.3. In the event that the disclosure of the confidential information and or documents is made by the PSA to any person or entity after the termination of its contract with CAAP, the



latter shall have the right to seek redress and compensation through legal proceedings in a court of law.

- 21.4. A non-disclosure agreement with CAAP shall form part of the contract between the PSA and CAAP.

22. DURATION AND EXTENSION OF CONTRACT

- 22.1. The PSA shall provide security services to airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES for a contract period of three (3) years and may be extended for a maximum of one (1) year.

23. TERMINATION/CANCELLATION OF THE CONTRACT BY CAAP

- 23.1. Owing to the nature of the services rendered by the PSA, CAAP shall have the right, upon written notice to the PSA and without need of court action, may immediately and unilaterally cause the cancellation/termination of the contract, wholly or in part, on any of the following grounds:

- 23.1.1. Revocation by the PNP/SOSIA of the AGENCY's License to Operate (LTO);
- 23.1.2. Expiration or suspension of the PSA's LTO;
- 23.1.3. Expiration or cancellation of the PSA's Certificate of Registration as Contractor issued by the Regional Office of the Department of Labor and Employment where the PSA principally operates;
- 23.1.4. Failure of the PSA to maintain its Performance Security within the period specified in **item 18.5** hereof;
- 23.1.5. Failure of the PSA to provide a new and replacement Performance Security as provided under **item 18.2** hereof;
- 23.1.6. When the misconduct, fault or negligence of the PSA or its security personnel, or a violation by the PSA of its obligations, results in physical injury or death to other security personnel of the PSA, or to CAAP personnel or third parties; or when such misconduct, fault, negligence or violation causes loss of or damage to airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES** or properties of CAAP personnel or third parties;
- 23.1.7. Non-payment by the PSA of the salaries/wages and other employment benefits of its security guards/employees assigned to airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES**;
- 23.1.8. Non-remittance/non-payment by the PSA of the compulsory social security benefit required contributions (including the employer's share/contribution, as applicable) to the SSS, PhilHealth, Pag-IBIG, and Employees Compensation/State Insurance Fund;
- 23.1.9. Any false, misleading or fraudulent representation made by the PSA in connection with the procurement or bidding process, or in connection with



the implementation of, or the performance of its obligations under, the contract;

- 23.1.10. The PSA has engaged or is engaging in corrupt or collusive or coercive or obstructive practices defined in **ITB 3.1(a) and GCC 2.1(a)**, or is engaging in unlawful or unethical business or employment practices;
- 23.1.11. Loss of trust and confidence in the PSA;
- 23.1.12. Any change in the number of guards and/or reshuffling of the guard/s, or any removal or replacement of guards, without the prior written approval of CAAP through CSIS;
- 23.1.13. Failure of the PSA to cause the withdrawal, replacement, decrease or increase of posting and number of guards as required by CAAP through CSIS;
- 23.1.14. Summary of Violations exceeded 10% of the total amount of the contract;
- 23.1.15. Failure of the PSA or its security personnel to comply with their obligations under the contract;

For this purpose, a written notice of cancellation/termination of contract by the CAAP shall be sufficient to give immediate effect to the unilateral cancellation/termination of the Contract.

- 23.2. Should the contract be cancelled or terminated, the PSA shall not be entitled to any right other than those which may have accrued at the time of the cancellation or termination of the contract;
- 23.3. The PSA shall immediately and without need of demand, and in no case later than five (5) calendar days from receipt of written notice of the termination of the contract, indemnify CAAP for any loss or damage it has sustained on account of any of the foregoing grounds for cancellation/termination;
- 23.4. In case of cancellation or termination of the contract under item 23.1 hereof, the PSA shall submit such quitclaims, releases or undertakings as CAAP may require.



Annex “A”

MANPOWER REQUIREMENTS



Annex "A"

MANPOWER REQUIREMENTS

AOR I – CAAP MAIN OFFICE

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
A. CAAP MAIN OFFICE													
1	Detachment Commander	1	0		1	1	0	1	0	0	1	1	0
2	Shift-In-Charge	1	1		2	1	0	1	0	1	2	2	0
3	Main Lobby	1	1		2	1	0	1	1	0	2	2	0
4	Main Lobby Assist	1	0		1	1	0	1	0	0	1	1	0
5	Gate 1 ID Issuance	1	1		2	0	0	1	0	1	2	2	0
6	Gate 1 Pedestrian Inspection	1	0		1	1	1	0	1	0	1	1	0
7	Vehicle Inspection	2	1		3	1	0	1	0	0	3	3	2
8	Gate 2 - Exit Recorder	1	1		2	1	1	1	0	1	2	2	1
9	Gate 3 - Entrance/Exit	1	1		2	1	0	1	1	1	2	2	1
10	Director General's Office	1	1		2	1	0	1	0	0	2	2	0
11	Annex Building Lobby	1	1		2	1	0	1	0	0	2	2	0
12	Annex Collection/Med. Area	1	0		1	0	0	1	0	0	1	1	0
13	OFSAM Lobby	1	0		1	1	0	1	0	0	1	1	0
14	FSIS Bldg	1	1		2	1	0	1	1	0	2	2	0
15	Multi-Level Parking	1	0		1	1	0	1	0	0	1	1	0
16	ANS Technical Center/Roving	1	1		2	1	0	1	0	1	2	2	0
17	MAFC Lobby	1	1		2	1	0	1	0	1	2	2	0
18	Patrol Driver/Roving	1	1		2	1	0	1	0	1	2	2	0
TOTAL		19	12		31	16	2	17	4	7	31	31	4

AOR II – MANILA CONTROL TOWER

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
B. MANILA CONTROL TOWER													
1	Main Gate	1	1		2	1	1	1	1	1	2	2	2
2	MCT Lobby / Roving	1	1		2	1	0	1	1	1	2	2	0
TOTAL		2	2		4	2	1	2	2	2	4	4	2

AOR III – CAAP HANGAR

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
C. HANGAR													
1	Hangar Lobby	1	1		2	1	0	1	1	1	2	2	0
TOTAL		1	1		2	1	0	1	1	1	2	2	0



AOR IV – RADAR 2

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
D. RADAR 2													
1	Main Gate	2	2		4	1	1	1	1	1	4	4	1
TOTAL		2	2		4	1	1	1	1	1	4	4	1

AOR V – RADAR STATION 1

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
E. RADAR STATION 1													
1	Main Gate	1	1		2	1	1	1	1	1	2	2	1
TOTAL		1	1		2	1	1	1	1	1	2	2	1

AOR VI – CATC

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
F. CATC													
1	Shift-In-Charge	1	1		2	1	0	1	0	1	2	2	0
2	Lobby	1	1		2	1	0	1	1	0	2	2	0
3	Gate 1	1	1		2	1	0	1	1	1	2	2	1
4	Gate 2	1	1		2	1	1	1	0	1	2	2	1
5	CFR	1	1		2	1	0	1	0	1	2	2	0
6	Condo	1	1		2	0	1	1	0	1	2	2	0
TOTAL		6	6		12	5	2	6	2	5	12	12	2

AOR VII – MANILA TRANSMITTER STATION



Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
G. MANILA TRANSMITTER STATION													
1	Shift-In-Charge	1	1		2	1	0	1	0	0	2	2	0
2	Gate 1	1	1		2	1	1	1	1	1	2	2	1
3	Gate 2	1	1		2	1	0	1	0	1	2	2	0
4	Gate 3	1	1		2	1	0	1	1	1	2	2	1
TOTAL		4	4		8	4	1	4	2	3	8	8	2

AOR VIII – ROSARIO NDB

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
H. NDB ROSARIO CAVITE													
1	NDB Rosario Cavite	1	1		2	0	1	1	0	1	2	2	0
TOTAL		1	1		2	0	1	1	0	1	2	2	0

AOR IX – CAAP TAGAYTAY RADAR

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
I. CAAP TAGAYTAY RADAR													
1	Shift-In-Charge	1	1		2	1	0	1	0	0	2	2	0
2	Main Gate	1	1		2	1	1	1	1	1	2	2	2
3	Transmitter	1	1		2	1	0	1	0	1	2	2	0
4	Receiver	1	1		2	1	0	1	0	1	2	2	0
5	Extension Receiver Site	1	1		2	1	0	1	0	1	2	2	0
TOTAL		5	5		10	5	1	5	1	4	10	10	2

AOR X – MANILA ATMC

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
J. MANILA AIR TRAFFIC MANAGEMENT CENTER													
1	CNS/ATM Main Gate	1	1	1	3	1	0	1	1	1	3	3	1
2	CNS Lobby	1	1	1	3	0	0	1	0	0	3	3	0
3	CNS/ATM Roving	1	1	1	3	1	0	1	0	1	3	3	0
TOTAL		3	3	3	9	2	0	3	1	2	9	9	1

Annex “B”

SUPPLIES AND REQUIRED EQUIPMENT



Annex “B”

SUPPLIES AND REQUIRED EQUIPMENT

To be delivered and readily available **during TIAC Inspection** at the CAAP MAIN OFFICE AND NEARBY FACILITIES or Project Sites:

Description	CAAP MAIN OFFICE											TOTAL	Delivered, Weeks/Months	
	CMO	MCT	CH	RADAR 2	RADAR 1	CATC	MTS	NDB	TAGAYTAY	MANILA ATMC				
1. FIRE ARMS														
a. Pistol, Cal 9mm, 2 Magazines, each magazine with 7 rounds	16	2	1	1	1	5	4	0	5	2		37	Seven (7) Calendar Days prior to Date of Guard Posting	
b. Shotgun, 12GA (18 Rounds/FA)	2	1	0	1	1	2	1	1	1	0		10	-do-	
2. TRANSPORT VEHICLES														
a. Pick up Truck Patrol Vehicle with Security Agency's Markings	2	0	0	0	0	0	0	0	0	0		2	-do-	
b. Motorcycle	1	1	1	0	1	1	1	0	1	0		7	-do-	
3. COMMUNICATION EQUIPMENT														
a. Radio Base with UPS	1	1	1	1	1	1	1	1	1	1		10	-do-	
b. Handheld Radio with reserve battery packs	17	2	1	1	1	6	4	1	5	3		41	-do-	
c. Cellular Phone (Post Paid)	1	1	1	1	1	1	1	1	1	0		9	-do-	
4. OTHER SECURITY EQUIPMENT														
a. Desktop Computer with Printer	1	0	0	0	0	1	1	0	1	0		4	-do-	
b. Handheld Metal Detector	4	2	1	1	1	2	2	0	1	1		15	-do-	
c. Digital Camera	1	1	1	1	1	1	1	1	1	0		9	-do-	
d. Search Light/Spot Light	7	2	1	1	1	5	3	1	4	2		27	-do-	
e. Megaphone	2	1	1	1	1	1	1	1	1	1		11	-do-	
f. Under vehicle chasis inspection mirror	4	2	0	1	1	2	2	0	2	1		15	-do-	
g. ReflectORIZED Traffic Vest	31	4	2	4	2	12	8	2	10	9		84	-do-	
h. ReflectORIZED Traffic Gloves	31	4	2	4	2	12	8	2	10	9		84	-do-	
i. Medical Pouch	31	4	2	4	2	12	8	2	10	9		84	-do-	
j. Flash Lights	31	4	2	4	2	12	8	2	10	9		84	-do-	
k. Baton	31	4	2	4	2	12	8	2	10	9		84	-do-	
l. Handcuff	31	4	2	4	2	12	8	2	10	9		84	-do-	
m. Raingear	31	4	2	4	2	12	8	2	10	9		84	-do-	
n. Heavy Duty Rubber Boots	31	4	2	4	2	12	8	2	10	9		84	-do-	
p. Bundy Clock/Finger Scan Time Attendance	1	1	0	1	0	1	1	0	1	0		6	-do-	
q. Logbook, 300 pages (w/Nos.)	200	30	20	30	20	90	90	20	90	30		620	-do-	
t. Canine Dog	-	-	-	-	-	-	-	-	-	-		0	As need arises	
5. INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS														
- Class "A" Uniform (long sleeve with neck tie) & Paraphernalia's, except selected posts listed below												2 sets	Must be available upon posting.	
- White Long Sleeve Barong with Name Plate (Selected Post)												2 sets	Must be available upon posting.	
a. Main Office:														
1. Detachment Commander														
2. Shift-in Charge														
3. Main Lobby														
4. Director General's Office														
5. Annex Building Lobby														
6. OFSAM Lobby														
7. FSIS Building														
b. Manila ATMC														
1. CNS Lobby														
c. CATC														
1. Shift-in Charge														
2. Lobby														
- Rain coat												1 pc.	Must be available upon posting.	
- Rain Boots												1 pair	Must be available upon posting.	
- Medicine/First Aid Kit												1 pouch	Must be available upon posting.	
- Handcuffs												1 pc.	Must be available upon posting.	
- Flashlight												1 pc.	Must be available upon posting.	
- Nightstick/Baton												1 pc.	Must be available upon posting.	
- PPE												1 Pc.	Must be available upon posting.	
- Whistle												1 pc.	Must be available upon posting.	



Annex “C”

CSIS TRAC PSA PERFORMANCE EVALUATION RATING ASSESSMENT FORM



Annex “C”

CAAP SECURITY & INTELLIGENCE SERVICE TECHNICAL REVIEW & ASSESSMENT COMPLIANCE (TRAC) PSA Performance Evaluation Rating Assessment Form

Control No.: _____

Private Security Provider : _____
Airport/Facility : _____
Date of Inspection : _____
Inspection Period : _____
(Starting from last date of inspection to present)

I. INSTRUCTIONS TO INSPECTORS:

- Rate each Performance Factor (PF) based on the listed ratings on the Performance Matrix in accordance with the Security Services Contract and Terms of Reference (TOR);
- Select the performance rating that most accurately describes the performance of each factor and write down the percentage on the space provided;
- Attach reports, pictures and other pertinent documents to support your rating;
- Ensure that all of the Performance Factors are rated, with supporting documents and properly labeled;
- Ensure that PSA Evaluation and Assessment Form are signed by the assigned Inspectors, CSIS Area/Station Supervisor, PSA Representative/Coordinator, Detachment Commander and Area/Airport Manager/Airport OIC/FIC;
- Compute the average percentage of the Performance Factors by getting the sum of PF A1-A6 and B1-B3 divided by 9;
- Rating equivalent shall be based on the computed average percentage and percentage matrix provided and results shall reflect on the Quarterly Performance Rating of the Service Provider;
- Attach as Annex A & B the PSA Contract for Security Services & Terms of Reference respectively.

II. PERFORMANCE FACTORS:

A. Contract Administration

1. **Private Security Agency (PSA)/Security Provider have a current and regular License to Operate (LTO), as Private Security Agency issued by Philippine National Police, Supervisory Office for Security Investigation Agency (PNP-SOSIA).**

Performance Matrix:

100%	Presented the valid regular LTO/Certification of Under process of LTO with date officially receipt by SOSIA on processing and <i>must be before</i> the date of LTO expiration
80%	Presented a Certification of Under process of LTO with date officially receipt by SOSIA on processing and <i>that is on or after</i> the date of LTO expiration
50%	was not able to present a regular LTO or Certification of Under process of LTO from SOSIA upon inspection



Comment/Recommendations:

Performance Rating Percentage:

Note: Label attachment as Annex C

- i. *PSA License to Operate/Certification of Underprocess*

- 2. **Established a Liaison Office located within 5 kilometers from the CAAP Area Center, complete with office equipment (desktop computer, filing cabinets, and office tables) and manned by office clerk/personnel at company expense;**

Performance Matrix:

100%	<ul style="list-style-type: none"> ▪ with office ▪ manned by office clerk at company’s expense ▪ with consumable office supplies ▪ located within five (5) kilometers from the Area Center
95%	<ul style="list-style-type: none"> ▪ with office ▪ manned by office clerk at company’s expense ▪ with consumable office supplies ▪ located more than five (5) kilometers from the Area Center
90%	<ul style="list-style-type: none"> ▪ with office ▪ manned by office clerk at company’s expense ▪ but <i>with some</i> consumable office supplies
85%	<ul style="list-style-type: none"> ▪ with office ▪ manned by office clerk at company’s expense ▪ but <i>without</i> consumable office supplies
80%	<ul style="list-style-type: none"> ▪ with office ▪ <i>without</i> office clerk at company’s expense ▪ <i>without</i> consumable office supplies
50%	<ul style="list-style-type: none"> ▪ <i>without</i> office

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex D

- i. *Location Map of PSA Office*
- ii. *Photos of PSA Office and consumable supplies*
- iii. *Certificate of Employment of office clerk*

- 3. **Provides for an Area Security Coordinator/Supervisor at company expense for effective administrative support, management, supervision, coordination and control of security personnel.**

Performance Matrix:

100%	Complied, provided an Area Security Coordinator/Supervisor at company expense during the period of inspection
80%	Partially Complied, provided an Area Security Coordinator/Supervisor but have reports that he/she is not available or not present during



	meetings when required by CSIS or Airport Management during the period of inspection
50%	Not Complied, did not provide any Area Security Coordinator/Supervisor at company expense during the period of inspection

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex E

- i. *Certificate of Employment certifying individual as PSA Coordinator*
- ii. *Attendance record of PSA Coordinator*

4. **Submit 201 files of deployed security guards/officers/supervisors including copies of security licenses, certificate of completed trainings, NBI/PNP/Barangay Clearances, and Psychoneurotic and Drug Tests for review or record examination and acceptance or denial shall be determined by the CSIS;**

Performance Matrix:

100%	Complied without any deficiencies in the submission of 201 files and required attachments
95%	Complied but with minor deficiencies, submitted complete 201 files but not more than 5% of the security guards/officers have incomplete attachments
90%	Complied but with deficiencies, submitted complete 201 files but more than 5% but less than 10% of the security guards/officers have incomplete attachments
85%	Complied but with major deficiencies, submitted complete 201 files but more than 10% of the security guards/officers have incomplete attachments
80%	Partially Complied, submitted complete 201 files but more than 10% have incomplete attachment
50%	Not complied <ul style="list-style-type: none"> ▪ submitted incomplete 201 files and its attachments ▪ submitted attachments are discovered expired or fake

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex F

- i. *Table summary of list of guards indicating required attachment preferably encoded in Excel Spreadsheet*
- ii. *Photocopy of 201 files including its attachments*

5. **Provide all required firearms, ammunition, mobility, communication equipment, supplies and other related items in the fulfilment of the obligations under the Contract and TOR;**

Performance Matrix:

100%	▪ provided all necessary equipment under the Contract and TOR
------	---



95%	<ul style="list-style-type: none"> ▪ provided all required firearms, ammunition, mobility, communication equipment and other related items and are with the required specifications ▪ but not all supplies such as logbooks, reflectorized vests/gloves were presented during inspection
90%	<ul style="list-style-type: none"> ▪ provided all required firearms, ammunition, mobility, communication equipment and are with the required specifications ▪ but not all supplies and other related items such as heavy-duty flashlights, Megaphone were presented during inspection
85%	<ul style="list-style-type: none"> ▪ provided all firearms, ammunition, mobility, communication equipment ▪ but not all supplies and other related items such as under vehicle inspection mirror were presented during inspection
80%	<ul style="list-style-type: none"> ▪ provided all firearms, mobility, communication equipment, supplies and other related items ▪ but some firearms, mobility, communication equipment are unserviceable ▪ not all supplies and other related items such as ammunition, digital cameras, Computer with Printer, HHMD were presented during inspection
50%	<ul style="list-style-type: none"> ▪ presented required firearms but failed to present firearm license and DDO ▪ was not able to/failed to present required number of firearms, ammunition, mobility, communication under the Contract and TOR ▪ provided firearms, mobility, communication equipment, supplies and other related items that are not compliant to required specifications

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex G

- i. *Actual Inventory of Equipment encoded on to Excel Spreadsheet signed by the PSA Area Coordinator, Area Airport CSIS Station Supervisor, Area/Airport Manager and CSIS Inspection Team Leader.*
- ii. *Actual photos during the inventory of equipment*

- 6. Pay its security guards not less than the rates specified in the PSA’s submitted Financial Proposal, ensures on-time payment (at least once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days) of salaries to its security personnel, and regularly provides each security personnel copies of official Pay Slip every period indicating the summary of their salaries, allowances, bonuses and remittances to SSS, Pag-Ibig, PhilHelath and other authorized deductions.**

Performance Matrix:

100%	<ul style="list-style-type: none"> ▪ All Security guards/officers wages are not less than the rates specified in the PSA’s submitted Financial Proposal ▪ All Security guards/officers wages are ON-TIME ▪ All security guard/officers’ are provided with official Pay Slips every period
95%	<ul style="list-style-type: none"> ▪ All Security guards/officer’s wages are not less than the rates specified in the PSA’s submitted Financial Proposal ▪ All Security guards/officer’s wages are ON-TIME ▪ All security guard/officers’ are provided with official Pay Slips every period
90%	<ul style="list-style-type: none"> ▪ Security guards/officer’s wages are not less than the rates specified in the PSA’s submitted Financial Proposal ▪ Security guards/officer’s wages are ON-TIME ▪ All security guard/officers’ are provided with official Pay Slips every period



85%	<ul style="list-style-type: none"> ▪ Security guards/officer's wages are not less than the rates specified in the PSA's submitted Financial Proposal ▪ All security guard/officers' are provided with official Pay Slips every period ▪ One (1) report during the inspection period on Security guards/officer's wages are not on time ON-TIME
80%	<ul style="list-style-type: none"> ▪ Security guards/officer's wages are not less than the rates specified in the PSA's submitted Financial Proposal ▪ All security guard/officers' are provided with official Pay Slips every period ▪ More than one (1) and less than three (3) reports during the inspection period on Security guards/officer's wages are not on time ON-TIME
50%	<ul style="list-style-type: none"> ▪ Security guards/officers' wages <i>are less than</i> the rates specified in the PSA's submitted Financial Proposal ▪ Security guard/officers' <i>are not</i> provided with official Pay Slips every period ▪ More than three (3) reports during the inspection period on Security guards/officer's wages are not on time ON-TIME

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex H

- i. *DOLE Wage Order on respective areas*
- ii. *PSA submitted financial proposal*
- iii. *Reports on PSA for not providing Official Pay Slips, if any*
- iv. *Reports on PSA for not providing guard's wages On-Time, if any*
- v. *Reports on PSA for not providing guard's wages through ATMs, if any*

B. Management and Supervision

1. Provide airports and facilities with the required number of Security Guards and Security Officers who are qualified and AVSEC trained;

Performance Matrix:

100%	<ul style="list-style-type: none"> ▪ required number of security guards/officers are provided ▪ all security guards/officers provided are all qualified based on qualification standards of security guards/officers ▪ security guards/officers are all AVSEC trained by CSIS Mobile Training Team
95%	<ul style="list-style-type: none"> ▪ required number of security guards/officers are provided ▪ all security guards/officers provided are all qualified based on qualification standards of security guards/officers ▪ <i>some (not more than 5)</i> security guards/officers are not AVSEC trained by CSIS Mobile Training Team
90%	<ul style="list-style-type: none"> ▪ required number of security guards/officers are provided ▪ <i>some (not more than 5)</i> of the security guards/officers provided are not qualified based on qualification standards of security guards/officers ▪ security guards/officers are all AVSEC trained by CSIS Mobile Training Team
85%	<ul style="list-style-type: none"> ▪ required number of security guards/officers are provided ▪ <i>some (not more than 5)</i> security guards/officers provided are not qualified based on qualification standards of security guards/officers ▪ <i>some (not more than 5)</i> security guards/officers are not AVSEC trained by CSIS Mobile Training Team
80%	<p>Partially Complied</p> <ul style="list-style-type: none"> ▪ required number of security guards/officers are provided



	<ul style="list-style-type: none"> ▪ more than 5 security guards/officers provided are not qualified based on qualification standards of security guards/officers ▪ more than 5 security guards/officers are not AVSEC trained by CSIS Mobile Training Team
50%	<p>Not Complied</p> <ul style="list-style-type: none"> ▪ required number of security guards/officers are not provided but can provide for the required daily manhours through overtime ▪ more than 5 security guards/officers provided are not qualified based on qualification standards of security guards/officers ▪ more than 5 security guards/officers are not AVSEC trained by CSIS Mobile Training Team

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex I

- i. **Qualification standards of security guards and officers based on the TOR**
- ii. **actual list of PSA security guards and its qualification and training certificates encoded in an Excel Spreadsheet**
- iii. **Copies of Avsec Training Certificates and/or copy of Masterlist of Avsec Training Attendance Certificate**

2. PSA to assume full responsibility for the proper conduct and efficient performance of its security personnel in the discharge of their duties and responsibilities such as but not limited to;

- a. Abandonment of Post;
- b. Unauthorized disclosure of confidential information/document of CAAP by the PSA or anybody among the deployed Security Guards;
- c. Posted Security Guards that are found intoxicated with alcoholic beverages, under the influence of prohibited drugs while on duty or tested positive during random testing;
- d. Security guard indiscriminate firing/accidental firing of firearms;
- e. Guards performing duty for more than eight (8)/ 12 hours (depending on contract);
- f. Failure of the security guard to report to duty without prior notice;
- g. Failure of posted security guard to carry his security license while on duty;
- h. Posted security guards observed playing with his firearm or allowed others to play or tinker with his firearm;
- i. Security guard apprehended for alarm and scandal or disorderly conduct within the premises of CAAP, ON or OFF duty;
- j. Security guard engaging in mulcting or extortion activities;
- k. Manifested or displayed discourteous or rude manner of failure to render appropriate respect or courtesy to CAAP officials, employees or visitors;
- l. Security guard found sleeping ON Duty.
- m. Security Guard not recording his/her daily attendance on time record equipment;
- n. Other offences and violations stated in Annex A *Table of Offences/Violations and Penalties* of the TOR.

Performance Matrix:

100%	<ul style="list-style-type: none"> ▪ No reported incidents during the inspection period
95%	<ul style="list-style-type: none"> ▪ One (1) report received during the inspection period on violations (e), (f), (m) & (n)



90%	<ul style="list-style-type: none"> ▪ One (1) report received during inspection period on violations (g) & (k).; ▪ More than one (1) but not more than (3) reports received during the inspection period on violations (e), (f), (m) & (n)
85%	<ul style="list-style-type: none"> ▪ One (1) report received during inspection period on violations (h)& (l).; ▪ More than one (1) but not more than three (3) reports received during the inspection period on violations (g) & (k).; ▪ More than three (3) but not more than five (5) reports received during the inspection period on violations (e), (f), (m) & (n)
80%	<ul style="list-style-type: none"> ▪ One (1) report received during inspection period on violations (a) & (c).; ▪ More than one (1) report but not more than three (3) reports received during the inspection period on violations (h) & (l).; ▪ More than three (3) but not more than five (5) reports received during the inspection period on violations (g) & (k).; ▪ More than five (5) but not more than seven (7) reports received during the inspection period on violations (e), (f), (m) & (n)
50%	<ul style="list-style-type: none"> ▪ One (1) report received during inspection period on violations (b), (d), (i) & (j).; ▪ More than one (1) report but not more than three (3) reports received during the inspection period on violations (a) & (c).; ▪ More than three (3) reports but not more than five (5) reports received during the inspection period on violations (h) & (l).; ▪ More than five (5) but not more than seven (7) reports received during the inspection period on violations (g) & (k).; ▪ More than seven (7) reports received during the inspection period on violations (e), (f), (m) & (n)

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex J

- i. *Photocopy of reported/logged incidents/violations of PSA guards in the discharge of their duties and responsibilities, if any*

3. Implement and enforce all applicable CAAP rules and regulations, SOP's and other issuances relative to the maintenance of safety and security within the scope of work of the contracted PSA Provider such as but not limited to:

Performance Matrix:

100%	<ul style="list-style-type: none"> ▪ No reported incidents of security guards violating CAAP rules and regulations on safety and security ▪ No reported incidents on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances
95%	<ul style="list-style-type: none"> ▪ No reported incidents of security guards violating CAAP rules and regulations on safety and security ▪ One (1) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss due to negligence



90%	<ul style="list-style-type: none"> ▪ No reported incidents of security guards violating CAAP rules and regulations on safety and security ▪ More than one (1) but not more than three (3) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss to CAAP property due to negligence
85%	<ul style="list-style-type: none"> ▪ No reported incidents of security guards violating CAAP rules and regulations on safety and security ▪ One (1) reported incident on PSA/security guard's negligence which caused issues such as damage to CAAP property ▪ More than three (3) but not more than five (5) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss to CAAP property due to negligence
80%	<ul style="list-style-type: none"> ▪ One (1) reported incidents wherein PSA/security guards violating CAAP rules and regulations on safety and security ▪ More than one (1) but not more than three (3) reported incident on PSA/security guard's negligence which caused issues such as damage to CAAP property ▪ More than five (5) but not more than seven (7) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss to CAAP property due to negligence
50%	<ul style="list-style-type: none"> ▪ One (1) report on any loss or damage that may be suffered by the airports/facilities due to PSA's/security guards willful act or negligence or violation of Contract, or due to willful act or negligence/carelessness of its security guards and supervisors in the performance of their duties. ▪ More than one (1) reported incidents wherein PSA/security guards violating CAAP rules and regulations on safety and security ▪ More than three (3) but not more than five (5) reported incident on PSA/security guard's negligence which caused issues such as damage to CAAP property ▪ More than five (5) but not more than seven (7) reported incident on PSA/security guards not implementing CAAP rules and regulations, SOP's and other issuances and caused minor issues such as loss to CAAP property due to negligence

Comments/Recommendations:

Performance Percentage Rating:

Note: Label attachment as Annex K

- i. *Photocopy of reported/logged incidents/violations of PSA guards in the performance of their duties and responsibilities which caused damage and/or loss to the Authority, if any*

III. PERFORMANCE PERCENTAGE & RATING EQUIVALENT:

Percentage Matrix

<u>RATING</u>	<u>PERCENTAGE</u>
Outstanding	96% to 100%
Excellent	91% to 95%
Very Satisfactory	86% to 90%
Satisfactory	80% to 85%
Unsatisfactory	



COMPUTED RESULTS OF EVALUATION & ASSESSMENT:

Averaged Percentage:	Equivalent Rating:
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For information and reference.

**

Prepared by:

Inspector **Inspector** **Team Leader/Inspector**

Attested by:

**Detachment Commander/PSA
Coordinator** **PSA Representative** **CSIS Area/Station Supervisor**

Noted by:

Airport/Facility Manager/OIC **Chief, Security Division** **Assistant Director General II, CSIS**

This is to acknowledge the above-stated observations of the CSIS to examine and evaluate diligent compliance to the Terms of Reference of the signed Security Services Agreement between Civil Aviation Authority of the Philippines ("CAAP") and _____ for CY _____ to _____.

I affixed my signature as witness to the Inspection conducted, representing _____ by virtue of my job employment as _____ and further obligating myself to officially inform the corporate management of _____ of the result of the aforesaid Inspection.

Signed this ____ day of _____, 2022 at _____.



Annex “D”

TABLE OF OFFENSES / VIOLATIONS AND PENALTIES



Annex “D”

TABLE OF OFFENSES/VIOLATIONS AND PENALTIES

TO BE IMPOSED FOR OFFENSES OR VIOLATIONS OF RULES COMMITTED BY THE PRIVATE SECURITY AGENCY (PSA)/SECURITY PROVIDER IN THE CONTRACT WITH THE CAAP.

A. CAAP shall impose on PSA penalties for offenses or violations as listed below:

PSA OFFENSES	PENALTY
1. <i>Abandonment of Post (Leaving post without properly relieved)</i>	<i>Per each report, deduct from the billing of Php50,000.00 and termination of the guard’s service upon receipt of the written notice from the CAAP.</i>
2. <i>Unauthorized disclosure of confidential information/document of CAAP by the PSA or anybody among the deployed Security Guard.</i>	<i>Subject to investigation findings, deduct from the billing of Php50,000.00 and termination of the guard’s service upon receipt of the written notice from the CAAP.</i>
3. <i>Posted Security Guard found drunk, drinking intoxicated liquor or found under the influence of prohibited drugs while ON Duty.</i>	<i>Per each report, deduct from the billing of Php50,000.00 and termination of the guard’s service upon receipt of the written notice from the CAAP.</i>
4. <i>Security Guard firing or fired his firearms indiscriminately.</i>	<i>Deduct from the billing of Php50,000.00 and termination of the guard’s service upon receipt of the written notice from the CAAP.</i>
5. <i>Guard performing duty for more than 12 hours.</i>	<i>Deduct from the billing of Php5,000.00 per violation.</i>
6. <i>Failure of the Security Guard to report to duty without prior notice.</i>	<i>Deduct from the billing of Php5,000.00 per incident.</i>
7. <i>Failure of the posted Security Guard to carry his license to exercise his profession as Private Security Guard.</i>	<i>Deduct from the billing of Php5,000.00 per incident.</i>
8. <i>Posted Security Guard observed playing with his service firearm or allowed others to play or tinker with his firearm.</i>	<i>Deduct from the billing of Php10,000.00 and termination of the guard’s service upon receipt of the written notice from the CAAP.</i>
9. <i>Security Guard apprehended for alarm scandal or disorderly conduct within the premises of CAAP, ON or OFF Duty.</i>	<i>Deduct from the billing of Php10,000.00 and termination of the guard’s service upon receipt of the written notice from the CAAP.</i>
10. <i>Security Guard engaging in mulcting or extortion activities.</i>	<i>Deduct from the billing of Php10,000.00 and termination of the guard’s service upon receipt of the written notice from the CAAP.</i>



11. Manifested dishonesty, display of discourteous or rude manner or failure to render appropriate respect or courtesy to CAAP's officials and employees or visitors.	Deduct from the billing of Php5,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.
12. Security Guard found Sleeping while on duty.	Deduct from the billing of Php5,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.
13. Security Guard posted without security guard license or expired license.	Deduct from the billing of Php10,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.

B. CAAP shall impose on PSA penalties for committing violations of the Contract, as follows:

PSA VIOLATIONS	PENALTY
1. If failed to provide the required service vehicle as per contract.	Deduct from the billing of Php5,000.00 per vehicle per day.
2. Failed to provide fuel allocation 50% of fuel Tank Capacity for PSA service vehicle.	Deduct from the billing of Php3,000.00 per day.
3. Its service vehicle is unserviceable.	Deduct from the billing of Php5,000.00 per vehicle per day.
4. It provided a service vehicle but not in accordance with the contract.	Deduct from the billing of Php1,000.00 per vehicle per day.
5. It failed to issue firearm to posted guard.	Deduct from the billing of Php5,000.00 per post per day.
6. It issued firearm without license.	Deduct from the billing of Php10,000.00 per firearm without license per day.
7. It issued firearm of lower calibre than per required under the contract.	Deduct from the billing of Php5,000.00 per firearm per day.
8. It issued a defective firearm to posted guard.	Deduct from the billing of Php5,000.00 per firearm per day.
9. It issued a firearm to a posted guard not owned or licensed in the name of the PSA.	Deduct from the billing of Php5,000.00 per firearm per day.
10. It issued a firearm to a posted guard not included in the TIAC Inspection.	Deduct from the billing of Php5,000.00 per firearm per day.
11. It had not issued extra magazine or holder for extra ammunition.	Deduct from the billing of Php100.00 per magazine per day.
12. It had issued ammunitions short of the requirements as per contract or had issued reloaded ammunition.	Deduct from the billing of Php100.00 per ammunition per day.
13. Its radio/communication equipment is defective or unserviceable.	Deduct from the billing of Php500.00 per radio equipment per day.
14. It failed to provide the required number of radios or communication equipment as required under the contract.	Deduct from the billing of Php500.00 per radio/communication equipment per day.



15. It posted guard(s) that are not qualified as per contract.	Deduct from the billing of Php5,000.00 per day per guard and removed of the guard from any detail upon receipt of CAAP's notice.
16. It failed to issue the required equipment under the contract (e.g. handheld metal detector, under vehicle inspection mirror, handheld search light, digital camera etc.) or has issued but unserviceable.	Deduct from the billing of Php500.00 each lacking or unserviceable equipment per day.
17. Failed to provide PSA guard pay slip.	Deduct from the billing of Php500.00 per guard.

C. MISCELLANEOUS – The following violations or deficiencies shall be penalized with deductions from billings, as follows:

- 1st Offense* - *Php250.00*
- 2nd Offense* - *Php500.00*
- 3rd Offense* - *Php1,000.00*
- 4th Offense* - *Termination of service of the guard*

1. *Smoking while ON Duty;*
 2. *Reading newspaper, comics, and other unofficial reading materials while ON Duty;*
 3. *Using of mobile phone while on duty.*
 4. *Sporting the non-regulation haircut, beard/moustache or not in proper uniform while ON Duty;*
 5. *Engaging in prolonged or unnecessary conversation over the telephone or with visitors/employees while ON Duty;*
 6. *Security Guard without whistle and flashlight while on night duty and raincoat/umbrella during bad weather conditions;*
 7. *Late reporting to formation prior to posting; and*
 8. *Non-submission every morning to CSIS the Shift Guard Detailed Mounting Report of all incidents of loss, injury or damage to life and property, involving the CAAP's property and personnel, that occurred during the previous day.*
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