



BIDS AND AWARDS COMMITTEE

PROJECT: "ONE (1) LOT-Supply of One Hundred Twenty-Six (126) AVSEC Guards for Landside Traffic and Airside Security Services"

ABC : PHP33,475,448.43

DATE : March 7, 2017

BID BULLETIN NO. 1

1.) Two (2) Envelope System –

(First Envelope)

- a.) **One (1) Envelope- Encloses Eligibility and Technical Information/Documents containing one (1) original copy and four (4) photocopies (properly labeled as Copy No. 1, Copy No. 2, Copy No. 3 and Copy No. 4) comprising the following documents:**

ELIGIBILITY DOCUMENTS (Class "A"):

(Legal Documents)

1. Phil-GEPS Certificate of Registration
2. Registration from SEC, DTI or CDA including Articles of Incorporation and By-laws;
3. Mayor's Permit (principal place of business) for 2017 or 2016 with proof of its renewal or equivalent document for Exclusive Economic Zones or Areas;
4. Valid Tax Clearance per Executive Order 398, Series of 2005

(Technical Documents)

5. Statement/List of **all** ongoing government & private contracts including contracts awarded but not yet started (**Attach Contract or P.O.**)

*Note: Interested bidders must submit all their on-going government & private contracts including awarded but not yet started with supporting proof as stated in the Form hereto attached. **All the pages of the Contract/PO must be complete, however, no need to include attachments.***

6. List of Single Largest Completed Contract (Government or Private) which are similar in nature as stated in the BDS (within 5 years) **attaching the Contract/PO with its corresponding attachments/annexes;**

Note: Interested bidders are not required to submit all their completed contracts. However, it is a requirement that a bidder must have one (1) single largest similar contract which is similar in nature (within 5 years) with an amount of at least equivalent to 50% of the ABC with supporting proof as stated in the form hereto attached.

SIMILAR CONTRACTS SHALL REFER TO CONTRACT FOR SECURITY SERVICES WITH AT LEAST 63 GUARDS AMOUNTING TO AT LEAST PHP 16,737,724.22 IN ONE YEAR.

7. Audited Financial Statements (2014 and 2015 or 2015 and 2016) stamped "received" by the BIR or its duly accredited and authorized institutions
8. NFCC or CLC (Note: Cash Deposit Certificate) (Class "B")
9. Joint Venture Agreement (JVA), if applicable.

TECHNICAL DOCUMENTS

10. Bid Security

Note: Bid Securing Declaration is acceptable

11. Schedule of Requirements with the word "comply"

12. Technical Specification with the word "comply" and proof of compliance.

13. Description and Scope of Work with the word "comply"

14. Minimum Equipment Required and its Distribution:

a. LANDSIDE TRAFFIC SECURITY SERVICES

b. AIRSIDE SECURITY SERVICES

15. Revised Omnibus Sworn Affidavit with notarized document attesting that a particular person is authorized to represent the bidder/entity

(Second Envelope)

b.) One (1) Envelope - Financial Information/Documents containing one (1) original copy and four (4) photocopies (also properly labeled as Copy No. 1, Copy No. 2, Copy No. 3 and Copy No. 4) comprising the following documents:

Financial Documents

1. Bid Offer/Proposal in the prescribed form
2. BOQ
3. Payment Schedule

c.) The abovementioned envelopes (a & b) shall be enclosed or placed in one single envelope duly sealed.

Note: Submission of bidding documents in accordance with the following methods are also allowed:

One Envelope for the Originals duly sealed, signed and marked – inside are two envelopes for the original copy of Eligibility/Technical Documents and original copy of the Financial Documents each properly sealed, signed and marked.

One Envelope for Copy 1 duly sealed, signed and marked– inside are two envelopes for Copy 1 of the Eligibility/Technical Documents and Copy 1 of the Financial Documents each properly sealed, signed and marked.

The same procedures with Copy 2, Copy 3 and Copy 4.

The aforementioned five (5) envelopes with the corresponding documents inside (Original, Copy 1, Copy 2, Copy 3 and Copy 4) each duly sealed, signed and marked shall be enclosed in one single envelope or carton also duly sealed, signed and marked.

2. Cashier's/Manager's check, Bank draft/guarantee, Irrevocable letter of Credit **should be from universal or commercial bank.** (Note: Rural or Savings Bank is not acceptable)

3). Bid Security –

- a. Cash/Cashier's/Manager's Check/Bank Draft/Guarantee or irrevocable letter of credit
- b. Surety Bond

c. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.

Note: Bid Securing Declaration is acceptable

4. Surety Bond callable upon demand issued by a surety or insurance private company must have a corresponding certification issued by the Insurance Commission that such private company is authorized to issue such bond. For Surety Bond from GSIS, such certification is no longer necessary.

5. The deadline for the submission and opening of bids will be on March 15, 2017 at 2:00 o'clock in the afternoon.

6. All Bidders who bought the bidding documents and will not participate the bid opening must inform the BAC in writing.

7. All documents submitted must be duly bound or fastened, paginated and duly signed or initialed by the authorized signatory mentioned in the Secretary's Certificate or SPA or Joint Affidavit attached to the Omnibus Sworn Statement. The aforementioned documents must be submitted in five (5) copies, one (1) original and four (4) photocopies. Unsigned or Failure to comply any of these requirements, SHALL also be a ground for disqualification.

8. In case of conflict, this Bid Bulletin shall be deemed an amendment to the items and/or statements under the Bidding Documents.

9. Attached is a copy of the Checklist and other Standard Forms for bidder's compliance.

Issued on March 7, 2017.

Atty. GLENN B. NAPULI
BAC-Chairperson

cc: All Interested Bidders



CHECKLIST FOR ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS

PROJECT: "ONE (1) LOT-Supply of One Hundred Twenty-Six (126) AVSEC Guards for Landside Traffic and Airside Security Services"

ABC : PHP33,475,448.43

DATE : March 15, 2015 at 2:00 P.M.

Name of Bidder/s

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A. ELIGIBILITY/TECHNICAL DOCUMENTS:

CLASS "A" DOCUMENTS

								Legal Documents
								1. Phil-GEPS Certificate of Registration
								2. Registration from SEC, DTI or CDA including Articles of Incorporation and By-laws
								3. Mayor's Permit for the year 2017 (principal place of business) OR 2016 with proof of its renewal or equivalent document for Exclusive Economic Zones or Areas
								4. Valid Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR Central Office. (ALL members must submit the legal documents in case of JV)
								Technical Documents
								5. Statement/List of all On-going Government & Private Contracts including contracts awarded but not yet started (with supporting proof, i.e. Contract or PO for private contract and NOA, Contract and NTP for Government

								Contract) (page 9 of the Bid Bulletin No. 1-SF 13-A)
								6. List of SLCC (Government & Private Contracts) which is similar in nature as stated in the BDS (within 5 years) with proof (Contract or PO, Certificate of Completion or Certificate of Termination) (Page 10 of the Bid Bulletin No. 1-SF 13B) Note: Bidders must have a single similar contract equivalent to 50% of the ABC
								7. Audited Financial Statements for the years 2014 and 2015 or 2015 and 2016 duly stamped received by BIR or any accredited and authorized institutions
								8. NFCC (at least 100% of the ABC) or CLC equivalent to 10% of the ABC (Note: Cash Deposit Certificate Not Allowed) (Page 7 of the Bidding Documents- Refer to Computation For One Year)

CLASS "B" DOCUMENTS

								9. Joint Venture Agreement (JVA), if applicable.
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								10. Bid Security Cash/Cashier or Manager's Check/Bank Draft or Guarantee or Irrevocable Letter of Credit – 2% of the ABC; Or Surety Bond 5% of the ABC Note: Bid Securing Declaration is acceptable
								11. Schedule of Requirements with the word "comply" (page 73 of the Bidding Docs)

								12. Technical Specifications (with the word "Comply" with proof) (page 74 of the Bidding Docs)
								13. Description and Scope of Work with the word "comply" for each (pages 11 to 24 of Bid Bulletin No. 1)
								14. Minimum Equipment Required and its Distribution a. LANDSIDE TRAFFIC SECURITY SERVICES (page 25 of Bid Bulletin No. 1) b. AIRSIDE SECURITY SERVICES (page 26 of Bid Bulletin No. 1)
								15. Omnibus Sworn Statement with a notarized document attesting that a particular person is authorized to represent the bidder/entity (pages 7 and 8 of the Bid Bulletin)

B. FINANCIAL DOCUMENTS:

								1. Bid Proposal (page 77 of the Bidding Documents)
								2. BOQ (Page 27 of Bid Bulletin No. 1)
								3. Payment Schedule (page 28 of Bid Bulletin No. 1)

REMARKS: _____

Name: _____

Date : _____

Note: 1. All documents submitted must be duly bound or fastened, paginated and duly signed or initialed by the authorized signatory mentioned in the Secretary's Certificate or SPA or Joint Affidavit attached to the Omnibus Sworn Statement. The aforementioned documents must be submitted in five (5) copies, one (1) original and four (4) photocopies. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

2. Failure to use the Standard Forms and/or revision of its material contents shall be a ground for disqualification;

REVISED 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 sole proprietor of _____ with office address at _____;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. As the owner and sole proprietor of _____, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for _____ of the _____;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture)];

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 Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. I am not related to the Head of the Procuring Entity, 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;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, 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;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, 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 *[Name of the Project]*.
9. **I am also aware of the existing procedures or policies being implemented by the MCIAA-BAC and hereby obey and/or waive my rights to question the same;**
10. **Further, I am fully aware that MCIAA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidders.**

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

Bidder's Representative/Authorized Signatory

[JURAT]

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
 Business Address : _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						Total Cost		

Note: This statement shall be supported with:
 1 Contract or PO

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

Statement/List of Government & Private Contracts completed which are similar in nature

Business Name : _____
 Business Address : _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

1. Contract or PO

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

□

Description and Scope of Work	Statement of compliance
<p>I. INTRODUCTION</p> <p>The Mactan-Cebu International Airport Authority (MCIAA) is mandated under the provisions of Republic Act 6958, Section 5 to exercise Police Authority to regulate and supervise private security agencies operating in the Airport Complex. MCIAA is, likewise, mandated to provide internationally accepted civil aviation security services which will maintain and sustain safe, secure and orderly airport compliant with ANNEX 17, of the International Civil Organization Security Manual, Standards and Recommended Practices (ICAO-SARPS). In this vein, MCIAA intends to procure the services of the most responsive, qualified and competent Civil Aviation Security Provider.</p> <p>II. DEFINITION OF TERMS</p> <ol style="list-style-type: none"> 1. 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. ESSD DEPT MANAGER – Manager for Emergency, Safety & Security Department. 3. APD – Airport Police Division 4. CAAP – refers to the Civil Aviation Authority of the Philippines, DOTC, which is the authorized and recognized representative of the Philippines to the International Civil Aviation Organization (ICAO). 5. Aviation Security Guard – Aviation Security guard shall mean any private security guard who has completed and passed Aviation Security Course/Training conducted by ICAO accredited Training Center. 6. AVSEC – Aviation Security 7. CATC – Civil Aviation Training Center 8. Head of Agency – Head of Agency shall mean the General Manager of the Mactan-Cebu International Airport Authority (MCIAA). 9. ICAO – International Civil Aviation Organization 10. Landside – That areas of the airport to which both passengers and non-traveling public have unrestricted access. 11. MCIAA – Mactan-Cebu International Airport Authority. 12. MCIA – Mactan Cebu International Airport. 13. PNP-SAGD – Philippine National Police –Security Agencies and Guards Supervision Division. 14. Private Security Agency – Private Security Agency, as defined in the Implementing Rules and Regulations of RA 5487, 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 the purposes of this procurement, the terms “PSA” and “Private Security Agency” shall be equivalent and be used interchangeably. 15. Security Inspectors – MCIAA Civil Aviation Security Inspectors (CASI) 16. Security Guard – Security Guard, as defined in the Implementing Rules and Regulations of RA 5487, shall mean any person who has been issued a license by PNP-SAGSD 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. 	

III. WORK DESCRIPTION AND SPECIFICATION

A. SCOPE OF WORK

The scope of work includes the furnishing of all necessary personnel,, vehicles, equipment, materials, and logistics and other items/particulars necessary to perform, provide, maintain and sustain security services for MCIAA Security requirements.

The list of post/number of required personnel hereunder indicated (Item III) encompasses all the areas in the scope of work.

The firearms to be used in guarding these posts shall be 9mm pistols and shotguns of reputable brands. The contractors must have at least one (1) service vehicle each, handheld radios in order to provide mobility and fast communication linkage to the Airport Police Division to immediately report untoward incident and for immediate and fast coordination of security arrangements and other information related to Aviation Security. Provide rain gears, flashlights and megaphones for the use of its personnel.

The contracted AVSEC guard shall report with their authorized uniform complete with all the gadgets (first aid kit, flashlight, name clothed, security badge, access pass, head gear, baton, etc.) They shall be under the direct operational supervision and control of the Airport Police Division upon posting to their respective post assignment.

B. GENERAL REQUIREMENTS

The contractor shall under obligation to adhere to the following requirements, while carrying out his functions and responsibilities during the implementation of the contract.

1. Supervision and Control – The contractors shall provide one (1) Detachment Commander to oversee the security operation and agency’s personnel. He shall be a Certified Security Professional (CSP) and AVSEC trained.

Detachment Commander shall report directly to the Manager, APD and/or his/her authorized representative (Division, Section and Unit) in respective areas of responsibilities for effective operational supervision and control, coordination of SOP’s, rules and regulations implemented and any violation thereof.

The Contractor must employ additional supervisors (24/7) without cost to the Authority to ensure that all contracted posts are properly supervised, manned and secured by the required AVSEC guards and the respective security measures and procedures are properly implemented, maintained and sustained.

The Contractor shall see to it that all guards on post shall not abandoned/leave his post. Guards shall bring their own Provisions (Baon) into his post to be able to maintain the manning requirement on every post.

The Contractor shall see to it that guards on duty shall not brought his/her cellphones, Tablets or any communication gadgets except handheld radios, so as not to divert guards alertness towards his performance duty. A hotline shall be establish by the contractor for emergency purposes.

2. On Quality Assurance - The Contractor shall establish a complete Quality Assurance Program to assure that the requirements of the contract are provided as specified. One copy of the contractor’s Quality Control Program shall be submitted to MCIAA Attention: ESSD Department Manager prior to the start of the contract, copy furnished GM/AGM. An updated copy must be provided as changes occur. The program will include but not limited to the following:

a. Inspection Report covering all services to be performed under the contract. This must specify areas to be inspected on both as scheduled or unscheduled basis and such personnel who will perform the inspection.

b. Methods for identifying deficiencies in the quality of service rendered, before the level of performance becomes unacceptable.

c. File of all inspection conducted by the Contractor and corrective action taken. This documentation shall be made available to the MCIAA upon request of the ESSD Department Manager or his duly authorized representative.

d. MCIAA management through ESSD Department Manager or his duly authorized representative shall monitor the Contractor's performance under the contract. The Contractor shall be required to submit a weekly Performance Report containing the scope of work accomplished and significant events covered which shall be submitted to APD.

3. On Lost and Found Property – It is the responsibility of the Contractor to ensure that all the articles/items of personal or monetary value found by the Contractor's employees, are turned-over to the MCIAA APD.

4. On Conservation of Utilities – The Contractor shall be directly responsible for instructing employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities/energy that shall include but not limited to:

a. Light shall be used only in areas where and at the time when work is actually being performed;

b. No AVSEC guards shall be engaged in manipulating any mechanical equipment controls for heating, ventilation and air-conditioning system;

c. Water faucets or valves shall be turned off after the required usage has been accomplished;

d. Government telephone shall not be used for personal nor for any local or international calls;

e. Hand dryers should be strictly utilized for purposes of drying hands not for drying clothes or hair.

5. Security and Safety – The Contractor shall adhere to all the security measures and procedures required for implementation by the MCIAA ESSD and shall, under no circumstances, violate standard rules and regulations on airport security:

a. The Contractor and all its employees shall comply with all the security requirements implemented by the Authority at all times while in the Airport facilities/premises and or complex;

b. The Contractor shall turn off lights, close all windows and lock all exterior doors when work has been completed;

c. The Contractor shall be responsible for instructing his employees in safety measures, considered appropriate under contract.

6. Storage and Rest Facilities - MCIAA shall provide without so cost to the Contractor area for storage of security equipments, materials and employees, office space not exceeding 20 square meters from existing resources excluding in-building telephone service. The Contractor shall store all equipment in the storage area and shall see to it that all the equipment in the storage area is available for inspection by the Authority. It is required that the Contractor avails of the in-building telephone service to respond easily to calls.

7. The Contractor shall not make any alteration to the space except with the written permission from the Authority.

8. Should the Contractor need bigger office space, rental of office space can be arranged with the Business Development and Concession Department.

C. DUTIES AND FUNCTION OF SECURITY GUARD

As a general rule, AVSEC Guards shall strictly adhere, follow and practice the 11 General Orders (R.A. 5487) otherwise known as Private Security Agency Law.

The AVSEC Guards are contracted by MCIAA to provide security in the airport hence, they shall participate and respond in case of Emergency Plan (EMPLAN) within and Off-Airport Area of Responsibility (AOR).

The MCIAA Complex is composed of Landside and Airside. The Contractor is required to post duly trained and certified Aviation Security guards to all security checkpoints as determined and approved by MCIAA whose qualifications are as stated in the Paragraph "D" hereunder.

AVSEC guards shall implement all Civil Aviation Security measures and procedures on respective post assignments, enforce and comply with the instructions of the Airport Police Division. They are required to deal with Airport users with utmost courtesy and discipline and extend assistance without abandoning their post assignment.

In maintaining security at their respective post assignments, AVSEC guards shall be under the operational control and supervision of the Airport Police Division which has jurisdiction over their respective post and shall maintain contact on regular basis through their Base Operations detailing the post status and any situation/problems/incidents encountered and to submit Post Duty Report to APD office concerned or as the need arises.

The AVSEC guards shall perform the following functions:

1. Parking Security

- a. AVSEC guards shall ensure that all parking areas are appropriately secured.
- c. Conduct roving inspection and implement challenge procedure to ensure parking areas are safe and free from vandals and illegal elements.
- d. AVSEC guards shall conduct vehicle search and inspection prior entry to the parking areas.
- e. In case of suspicious persons/individuals, vehicles, item/s observed inside the parking areas, AVSEC guard shall immediately report/notify the APD personnel assigned/office for appropriate action.
- f. AVSEC guards shall assist APD personnel in the conduct of apprehension and saturation drive against elements and other suspicious characters/persons/individuals at the parking areas.
- g. AVSEC guards not allow nor connive with illegal elements/suspicious persons/individuals at parking areas. They shall immediately effect apprehension if sighted within their AOR and turned-over to APD-PIID for appropriate action.

2. Security of Vital Facilities and Other MCIAA Properties

- a. AVSEC guard shall ensure that all vital facilities and other MCIAA properties at Landside areas are appropriately secured.
- b. AVSEC guard shall ensure that no person/s or individual/s are allowed without written approval from MCIAA.
- c. AVSEC guard shall conduct manual search and inspection of person/s and hand carried bag/s item/s of persons allowed entry to their respective post assignments.
- d. Implements "NO ID, NO ENTRY" policy.
- e. Implements challenge procedure to all person/s or individual/s roaming around the vicinity to ensure suspicious character are verified.
- f. Apprehends suspicious persons and or illegal elements if sighted within their AOR and turned-over to APD-PIID for proper disposition.

3. Traffic Control

- a. AVSEC guard shall assist APD personnel in ensuring smooth flow of traffic

(vehicles and persons) at MCIAA Complex.

b. AVSEC guards shall assist APD in ensuring that all vehicles are parked at the designated parking areas.

c. AVSEC guards shall report any complaints/observation of any violations of LTO Rules and Regulations to the APD personnel to ensure airport users are safe and protected.

d. AVSEC guards shall assist APD personnel in the apprehension of traffic violators and other vehicular traffic operations.

e. AVSEC guard shall ensure that pedestrian lanes are safe and properly guided.

f. AVSEC guard shall report immediately to APD personnel/unit any traffic violations, incidents etc within their respective AOR.

g. AVSEC guard shall see to it that both arrival and departure roads are loading and unloading only be at designated Parking Areas.

h. AVSEC guard shall drive-out the illegal canvassers, illegal porters and illegal tour guides seen on their respective post.

4. Checkpoint Security

a. AVSEC guards shall conduct random vehicle inspection and profiling of persons on board implementing the plain view doctrine of checkpoint security application personnel.

b. AVSEC guards must always be alert and observant of the environment.

c. AVSEC guards must ensure smooth flow of vehicular traffic.

d. In cases of high threat situation, AVSEC guards shall ensure that vehicles and persons on board are appropriately profiled and inspected.

e. AVSEC guards must immediately report any suspicious movement of persons and vehicles to the APD personnel tasked to supervise checkpoint security application.

f. AVSEC guards must immediately endorsed complaint/s to the APD personnel (Checkpoint Supervisor) for appropriate action.

5. Ramp/Aircraft Movement Area (AMA) Security

AVSEC guards assigned must be alert at all times and exercise due diligence in implementing AMA Security Rules and Regulations. The following security measures and procedures must be strictly observed:

a. Prevent Entry of Unauthorized vehicles.

1. Check if vehicle/s has the appropriate and valid AMA sticker.

2. Check if the vehicle has the required operational beacon/revolving light.

3. Vehicle without the required access pass/sticker, before allowed entry, must be provided with escort-vehicle.

4. Driver must have MCIAA RAB ID and Authority to Drive Airside (ADA) ID.

b. Prevent Entry of Unauthorized Persons

1. Check and allow entry of authorized persons (employees, visitor-drivers) with valid and appropriate ID/Access pass and ADA Drivers ID.

2. Check vehicle occupants for corresponding valid ID/pass. Persons without ID/Access pass shall be denied entry.

3. Check/Challenge the movement of laborers/employees with in the AOR for verification of access limitation etc.

6. Cargo Security

a. AVSEC guards shall ensure that only authorized personnel with valid access limitations are allowed at the restricted terminal cargo area hold areas (Ramp

baggage Build-up and Break-down area).

b. AVSEC guards shall ensure that no hand carried (personal) and prohibited items are brought inside the restricted cargo area.

c. AVSEC guards shall conduct manual search and inspection of authorized persons prior entry and exit of the terminal ramp baggage build-up and breakdown area.

d. AVSEC guards are required to conduct challenge procedure to all authorized personnel within the AOR for verification of access limitation.

Any violations noted/detected in the conduct of enforcing Security Rules and Regulations shall be immediately referred to the nearest APD personnel/patrol or to APD Airside Police Division for appropriate action.

7. **Parking Security**

a. AVSEC guards shall ensure that all parking areas are appropriately secured.

c. Conduct roving inspection and implement challenge procedure to ensure parking areas are safe and free from vandals and illegal elements.

d. AVSEC guards shall conduct vehicle search and inspection prior entry to the parking areas.

h. In case of suspicious persons/individuals, vehicles, item/s observed inside the parking areas, AVSEC guard shall immediately report/notify the APD personnel assigned/office for appropriate action.

i. AVSEC guards shall assist APD personnel in the conduct of apprehension and saturation drive against elements and other suspicious characters/persons/individuals at the parking areas.

j. AVSEC guards not allow nor connive with illegal elements/suspicious persons/individuals at parking areas. They shall immediately effect apprehension if sighted within their AOR and turned-over to APD-PIID for appropriate action.

8. **Security of Vital Facilities and Other MCIAA Properties**

a. AVSEC guard shall ensure that all vital facilities and other MCIAA properties at Landside areas are appropriately secured.

i. AVSEC guard shall ensure that no person/s or individual/s are allowed without written approval from MCIAA.

j. AVSEC guard shall conduct manual search and inspection of person/s and hand carried bag/s item/s of persons allowed entry to their respective post assignments.

k. Implements “NO ID, NO ENTRY” policy.

l. Implements challenge procedure to all person/s or individual/s roaming around the vicinity to ensure suspicious character are verified.

m. Apprehends suspicious persons and or illegal elements if sighted within their AOR and turned-over to APD-PIID for proper disposition.

D. **MANPOWER PROVISIONS**

1. The Airport Security personnel prior to every deployment and to be deployed must comply with the following minimum requirements:

a. Must be at least 5’6” for male and 5’2” for female.

b. Have completed at least 72 units of College Education. Two (2) years experience as a security guard. No derogatory record and shall qualify in the pre-employment screening and interview concerning the actual performance of duties to be conducted by APD Screening Committee before the AVSEC Training Course.

c. Must possess a valid Security Guard License issued by the PNP-SAGSD.

d. Training Requirements: Must have completed and passed the Basic

Aviation Security Course (AVSEC) conducted by Office of Transportation Security (OTS) and Civil Aviation Authority of the Philippines (CAAP) who are ICAO accredited.

e. Re-currency Training: Must undergo Aviation Security (AVSEC) Re-Currency Course every two years conducted by Office of Transportation Security (OTS) and Civil Aviation Authority of the Philippines (CAAP) who are ICAO accredited.

f. Specialized Training: For deployment to special assignments i.e. Screening Equipments (X-Ray, HHMD, WTMD), CCTV Operators, etc) conducted by ICAO accredited training institution.

g. Certification of Complete Background Check from any of the government intelligence agencies i.e. NBI, ISAFP, NICA, etc. or its combination as maybe required by MCIAA.

h. Should passed the Neuro-Psychiatric Exam and Drug Test from duly accredited government Testing Center. MCIAA has the right to conduct random drug test borne by the agency.

i. Must undergo Traffic Orientation Seminar.

j. Shift-In-Charge/Head guard/Supervisor must have undergone supervisory training applicable to security guards and with at least three (3) years experience in supervisory work in a certain security agency.

1.1 For the Security Agency:

a. Current Security Agency license and competency clearance issued by PNP.

b. Fifty-Six (56) units of firearms: Forty-Two (42) sidearm, Fourteen (14) Shotguns.

c. Eighty Four (84) units handheld radios with 84 extra batteries and two (2) UHF base radio wit repeated, licensed with NTC.

d. Two (2) Brand new Service Vehicles preferably van and pick-up type equipped with mobile radios, gasoline shall be subsidized by the contractor.

e. Five (5) years experience in security industry.

f. Shall provide 3 Shift-In-Charge (SIC) excluded in the 126 AVSEC Guards without the cost of the Authority.

g. Shall provide CCTV Cameras to APD Office with 24/7 recording capability.

2. The Contractor shall at all times, provide AVSEC supervisors and AVSEC personnel according to the prescribed schedule of deployment in the contract. The Contractor shall ensure that AVSEC guards perform official functions within the scheduled tour of duty. They are not allowed to leave their post without the knowledge and approval of APD personnel on duty assigned to supervise operational control of AVSEC guards assigned thereat.

3. The Contractor must conduct regular monthly rotation of AVSEC guards. A copy of the regular rotation of personnel must be submitted to the office of the Manager, APD for records/notation and future reference.

4. Employees Identification - All of the Contractor's personnel shall be identified thru MCIAA issued ID/Access pass. Identification card/access pass shall contain the Name of the Employee, Photograph, Place of Assignment, Company's Name, Date of Expiry and must be conspicuously displayed at all times while on duty.

5. Employee's Benefit – Wages must be paid immediately at the 15th and end of the month without waiting for claims from MCIAA. The salary of the employees must be in accordance with the approved Minimum Wage Law and Pay slips shall

be mandatorily provided by the agency to the AVSEC guards.

6. SSS and all other salary deductions – Deductions from salaries must be remitted to the office concerned for the employee’s benefits. For billing purposes, the Contractor shall submit the payroll of its employee’s to APD with corresponding proof of SSS deductions/remittance.

7. Security of Tenure - tenure of security personnel shall be co-terminus with the service contract between the Contractor and MCIAA. However, services of any security personnel shall be terminated on grounds as provided for in the Implementing Rules and Regulations of RA 5487.

8. Private Insurance for AVSEC Guards – The Contractor must provide employee with group insurance.

9. Areas covered and Operating Schedules – Work schedule/deployment of personnel shall be done in three (3) shifts including Saturdays, Sundays and Holidays.

The schedule of personnel deployment is as follows:

First Shift	10:00 PM – 6:00 AM
Second Shift	6:00 AM – 2:00 PM
Third Shift	2:00 PM – 10:00 PM

10. Advance monthly deployment scheme of AVSEC GUARDS shall be submitted or be made available to the OIC/Manager, APD. These shall reflect the security post deployment plan and number of personnel assigned.

11. Daily briefing shall be conducted for effective dissemination of orders and instructions. The APD Manager or his authorized representative/designated officer shall attend the daily briefing. A daily attendance report of personnel must be submitted the office of the Manager, APD, copy furnished MCIAA, one or two hours after each formation. The Contractor must institute corrective measures to the deficiencies noted by the security inspectors, APD Manager and or his designated Officer.

12. The AVSEC guard Code of Ethics and Discipline shall be presented by the Contractor to MCIAA Management based on existing Labor Laws/Code of the Philippines and PNP SAGSD guidelines covering Disciplinary Sanctions On Licensed AVSEC guards.

13. MCIAA has the right, at any time to request for transfer and/or immediate replacement of AVSEC guards of the Contractors, who, upon the recommendation or in the judgment of the security inspector, APD Manager, his/her designated, found wanting in qualification, honesty, integrity and competence and whose continued presence may be prejudicial to the interest of the MCIAA.

14. The personnel requirements/deployment under this contract shall be subject to change upon determination of MCIAA.

15. The sanction of every violation shall be based on the Code of Ethics and Discipline prepared by the Contractor and approved by MCIAA.

E. CONTRACTOR SUPPLIES AND EQUIPMENT

The Contractor is duty bound to give a performance that is to the satisfaction of the end user. The Contractor shall provide AVSEC guards with the basic security equipment to be used during tour of duty. The supplies and equipments are as follows:

Description	Number
1. Transportation Vehicle (AUV) on top condition, (3 year old) equipped with rotating beacon light.	Two (2)
2. First Aid Kit	Per Guard

3. UHF Handheld Radio with chargers and spare Batteries	Fifty-Two (52) units
4. Baton / Truncheons	Per Guard
5. Transparent Rain Gear	Per Guard
6. Reflectorized AMAPD Vest	Per Guard
7. Heavy Duty Rubber Boots	Per Guard
8. Handheld Metal Detector	Ten (10) units
9. Under Chassis Mirror Inspection	Ten (10) units
10. Megaphone	Eight (8) units
11. 9mm Pistol with holster	Forty-Two (42) units
12. Shotgun	Fourteen (14) units
14. Dedicated base radio tuned-in to APD Communication Facility	two (2) units
15. Flashlights with matching batteries	Per Guard
16. Whistles with matching landyard	Per Guard
17. Binocular	Fifteen (15)

The contractor shall submit the list of equipment/personnel for physical and actual inspection by the Airport Police Division (APD) prior to the awarding of contract. Likewise, the contractor shall maintain the number of equipment from the day of assumption up to the end of the contract.

IV. POSTING/DEPLOYMENT OF CONTRACTED SECURITY GUARDS

A. LANDSIDE TRAFFIC SECURITY SERVICES

B. AIRSIDE SECURITY SERVICES

V. STATEMENT OF WORK OF SECURITY GUARDS TO BE CONTRACTED

A. SCOPE OF WORK

The scope of work includes the furnishing of all necessary labor, equipment, materials, supplies, supervision and other items necessary to perform the following activities in connection with, among others:

1. Provision of security services to the subject areas in Mactan-Cebu International Airport Authority (MCIAA) on the time/shift herein provided.
2. Maintenance of security to passengers, cargoes, aircraft, airport equipment, structures, facilities, personnel, funds and documents.
3. Regulating the entry to and exit from movements within the airport.
4. Maintenance of peace and order within the premises of the Authority.
5. Enforcement of rules and regulations promulgated by the Authority.
6. Performed other task deemed necessary in the maintenance of safety and security of the Airport as directed by authorized Airport Officials.
7. The security agency shall provide and deploy One Hundred Twenty-Six (126) for Landside Traffic and Airside Security Services able-bodied security guards with adequate training and experience in Aviation Security, to the identified posts in Mactan-Cebu International Airport Authority (MCIAA) mentioned item III. In cases where no available and sufficient guards that has adequate training and experience in Basic Aviation Security Training (BAST), they shall be required to undergo such training prior to their deployment and be deployed only after submission of training certificate to the Authority or its duly authorized representatives. i.e., APD Chief/Officers.
8. Contracted security guards shall fill up and man the identified post as enumerated in item II and on three (3) shifts.
9. Contracted security guards shall work eight (8) hours duty per shift. No new security guard shall be allowed to work in MCIAA as reliever without first notifying the APD Chief. In case one of the contracted security guard is on leave or

absent or terminated by the agency concerned, APD Office must be properly notified of any action that pertains to the would-be-reliever, substitutes or termination of any contracted security guards as the case maybe. Only those security guards solely assigned at MCIAA shall be considered as reliever or as substitute for security reasons.

10. Head guard/Shift In Charge (SIC) shall have undergone and passed the supervisory training conducted by any legitimate agency or accredited office to do so, or a certification as proof that said Head guard or Shift In Charge has complied supervisory training will suffice but subject to verification of APD screening committee, before they shall be allowed to supervise, regulate and control the performance of the security guards and may act as a liaison officer to APD Office in the absence of the contractor's duly authorized representatives as the case may be.

11. The contracted security guards shall be under the direct control and supervision of the Airport Police Division (APD) personnel.

B. GUIDELINES

The Contractor shall establish a complete control program and to adhere to the requirements while carrying out his functions and responsibilities during the implementation of the contract.

1. Qualification Requirements

1.1 For the Security Agency:

- a. Current Security Agency License and Competency Clearance issued by PNP.
- b. Fifty-Six (56) firearms: Forty-Two (42) side arms and Fourteen (14) Shotguns.
- c. Forty-Two (42) units U HF handheld radios for Landside Traffic and Airside Security Services and two base radio licensed with NTC.
- d. Two (2) units of service vehicles for Landside Traffic and Airside Security Services.
- e. Fifteen (15) Binoculars
- f. Nine (9) Handheld Metal Detectors
- g. Five (5) years' experience in security industry.
- h. Must be linked to the Bureau of Internal Revenue's (BIR) Electronic Filing Payment System (EFPS).
- i. Shall provide three (3) Shift-In-Charge that will supervised the 126 AVSEC Guards with salary at your own cost.

1.2 For the Security Guard:

- a. Physically and mentally fit, passed Drug Test and Neuro-psychiatric exam.
- b. At least 21 to 30 years of age, with a height of at least 5'6 for male and 5'2 for female.
- c. Must be at least 2nd year college or have earned at least 72 units in college studies. Two years' experience as security guard. No derogatory record and shall qualify in pre-deployment screening and interview concerning the actual performance of duties to be conducted by APD Screening Committee as the training of Aviation security Training course may follow.
- d. Shall have successfully completed eighty (80) hours of The Basic Aviation Security Course conducted by the Office of the Transportation Security (OTS-DOTC), or any accredited Training Institution of International Civil Aviation Organization (ICAO) Standard Training Program (STP) before deployment of the Airport post.

f. Shift-In-Charge/Head Guard/Supervisor must have undergone supervisory training applicable to security guards and with at least three years experience in supervisory works in a certain agency.

2. Quality Assurance

The Contractor shall establish a system of quality control program to assure that the requirements as stated in the contract are complied. One copy of the contractor's quality control program shall be submitted to the Authority prior to the start of the contracted services. An updated copy may be provided as changes occur.

2.1 A method for satisfactorily completing the required minimum number of hours of basic or recurrent AVSEC Training for all security guards prior to the actual deployment in the airport within a specified time/period after the contractor has been awarded per agreement with the Authority.

2.2 A method of identifying deficiencies in the quality of services rendered before the level of performance becomes unacceptable.

2.3 The Authority's representative shall monitor the contractor's performance and/or compliance of its obligation under the contract.

2.4 Two (2) unsatisfactory performance by the contracted Security Agency, as rated on a monthly basis by the Airport Police Division (APD), may be a ground for termination of contract.

3. Safety and Security Measures

The contract shall adhere strictly to all standards and practices imposed by the Airport Authority and shall in no case violate the standard rules and regulations of the airport.

The contractor's employees or representatives shall comply at all times to the security and safety requirements imposed by the management while within the airport premises.

4. Facilities and Service Utilities

The Airport management shall provide a space at the airport premises for the Contractor's field office. Utilities shall be for the account of the contractor.

5. General Notes

5.1 The security agency shall provide and deploy one hundred twenty-six (126) able bodied security guards with adequate training. Guards shall be subject for Screening by APD Screening Committee. The said Committee is the only body to screened and Select guards be posted in MCIAA and no other individual will do the same in selecting guards.

5.2 Contracted security guards shall work eight (8) hours per shift under the supervision of the Airport Police Division (APD) personnel. However, they may render additional Four (4) hours as the need arises but limited only to two (2) times per week.

5.3 Guards must undergo security briefing by the Airport Police on the rules and regulations prior to their deployment.

5.4 The contractor's personnel shall be recognizable while on duty at the airport premises by wearing standard security guard uniforms. All expenses for the uniforms and badges shall be borne by the contractor.

5.5 The contracted security agency shall provide firearms to each security guards assigned to MCIAA except for guards assigned in at sterile areas. Night sticks, flashlights, handheld radios tuned to MCIAA VHF frequency shall also be provided preferably to each guard.

5.6 The contracted security agency shall conduct marksmanship training of the contracted security guards at least once or twice during the contract period with the supervision of APD personnel.

5.7 The contractor shall provide/dispatch the required equipment at the airport during the duration of contract for its exclusive use and shall not be removed or transferred to other clients.

5.8 In case of absence of contractor's regular security guards, they shall be replaced/substituted by equally competent security guards for the duration of those absences. Should no replacement/substitution be made, APD Office must be informed for its personnel to fill the unguarded post, but corresponding deduction in the monthly payment shall be made.

5.9 The contracted security guards shall personally punch-in and out their daily attendance cards and the same shall be done by the substituted security guards.

5.10 The APD shall supervise, monitor and appraise daily the attendance cards and the performance of the contractor. As such, the contractor shall coordinate daily with the APD Office involving their work program and performance.

5.11 Contracted security guards who are evaluated to be inefficient in their work shall be recommended for replacement or termination by the APD Chief or his Deputy and security agency shall be obliged to provide qualified replacements. Any action for replacement/reliever/substitutes shall be formally communicated to the APD Chief subject to the latter's approval.

5.12 The contracted security guards shall wear the prescribed uniforms applicable to their respective designated area of assignment, in which case they are required to wear Class "a" uniform while they are on post at the Terminal Building and "BDA" when they are assigned in field duties or along the perimeter fence, likewise, they are strictly to wear headgears once outside the Terminal Building. The Duty Detail Order (DDO) is always required, which copy shall be furnished to APD Office at least one (1) hour before the actual deployment of the guards.

5.13 The Management and Staff of the security agency and all contracted security guards concerned shall act and abide with the policy set by the ESSD Chief or APD Chief. Implementation of certain rules and regulations concerning airport security which may not embodied in this technical specifications including other task recommended for implementation from both offices are mandatory and shall at all times prevail.

5.14 The MCIAA, upon the recommendation of the APD Office, may increase or decrease the number of security guards and adjust as well, or modify the guard posting assignment and schedule upon the exigency of the service.

5.15 The Security Agency for the loss of any government property of the Authority (MCIAA) in particular that are covered by the guards AOR when such loss is attributable to the latter's negligence without prejudice to be indemnified by the security agency.

VI. AGENCY CLIENT WORKING RELATION

1. The officials of the Authority may recommend to the Manager and/or Officer-In-Charge, Airport Police Division for any violations/lapses committed by a certain guard and the former shall have the authority to recommend for termination and/or reject security guards evaluated to be ineffective/incorrigible/undeserving in his job and may require the security agency to provide immediate replacement therewith with prior adherence and compliance to the qualification requirement.

2. The contractor shall hire at least two personnel, a degree holder, with background knowledge, training, expertise and experience in civil aviation security; wherein one (1) will be tasked to oversee how working operation being carried out and to receive direct instructions from the Airport Officials; to conduct day to day constant inspection on areas where contracted security guards are posted; to rectify lapses inadvertently committed thereon, or upon recommendation of any authorized

APD Officials may resolve/rectify any inadvertence committed thereon and to coordinate the same to APD Office; and the other one (1) to serve as alternate in case the former is temporarily incapacitated. Said personnel shall be considered as Contractor's authorized representatives, whose works involves the upgrading of the skills of all contracted guards (e.g., conduct constant security measures exercises) and may report any untoward incident concerning security within the premises directly to the APD Chief. Compensation of the two Contractor's authorized representatives shall be borne by the contractor itself.

VII. FIREARMS AND OTHER SECURITY EQUIPMENT

1. The Security Agency shall provide sufficient firearms and handheld radios tuned to MCIAA UHF frequency to all security guards except for guards assigned at sterilized areas;
2. Provide their own service vehicles to be use for inspection and in ferrying their security guards to their respective post;
3. Night sticks or locally known "Batuta" together with flashlights and medical kits shall also be provided as standard equipment of security guards.

VIII. MANNING AND OPERATIONAL SET UP

A. WORK SCHEDULE

Location : Mactan-Cebu International Airport, Lapu-lapu City

Number of Working Days: Seven (7) days/week including holidays

(Shift/Time is subject to change as the situation may warrants)

- 1st Shift (10:00 P.M. - 6:00 A.M.) = 8 hours
- 2nd Shift (6:00 A.M. - 2:00 P.M.) = 8 hours
- 3rd Shift (2:00 P.M. - 10:00 P.M.) = 8 hours

Project duration : One (1) year

B. MANPOWER SCHEDULE

Total Personnel Required:

B.1 LANDSIDE TRAFFIC SECURITY SERVICES

- 1st Shift (14)
- 2nd Shift (14)
- 3rd Shift (14)

B.2 AIRSIDE SECURITY SERVICES

- 1st Shift (28)
- 2nd Shift (28)
- 3rd Shift (28)

The Contractor shall provide at least One Hundred Twenty-six (126) for Landside Traffic/Airside Security Services security guards to properly accomplish all necessary related works. Below this would be subject to reduction of payments (bill). The contractor shall designate a competent representative who shall be available at the area to oversee working operation being carried out and to receive instructions from the Airport officials. The contractor's authorized representative shall be responsible for the overall management and coordination of work to be performed as provided in the contract and shall act as the contact person to disseminate any important information that the management may intend to convey to

the contractor. Likewise, the former shall initiate appropriate action on any eventuality concerning security guards on duty in behalf of the while in the airport premises.

C. EQUIPMENT REQUIRED

The contractor shall provide all the necessary equipment and supplies needed for the performance of the contract.

The equipment must be at all times ready, capable and in the case of vehicle it must be roadworthy, serviceable and operational to properly respond to any emergency situations. The contractor's equipment provided therein shall be made available during the consummation of the contract. The use of other kind or substituted equipment other than those stated may not be permitted.

The following schedule determines the required minimum number of basic security equipments such as firearms, handheld radios, and handheld metal detectors, and their distribution in relation to the post location. The minimum number of other equipment, materials and supplies are also appropriately determined herein.

D. PAYMENT SCHEDULE

Payment shall be paid for based on the total contract price shown in the bid schedule which price shall comprise full compensation for providing the One Hundred Twenty-Six Landside Traffic and Airside security guards to taxes and other incidental expenses.

(Authorized Signatory)

Minimum Equipment Required and its Distribution

LANDSIDE TRAFFIC SECURITY SERVICES

Post/Name/ Location	Maximum Number of Guards per Shift	Equipment Needed				
		Firearms		Handheld Radios	Handheld Metal Detectors	Binoculars
		9mm cal. Pistol	.12 ga. Shotgun			
1. Pag-asa Checkpoint	4	4	2	4		
2. Power Plant	1	1	1	1		
3. Eng'g. Compound	1	1		1	1	
4. Parking 2 (Silangan)	1	1		1	1	
5. HRMD Gate	1	1		1	1	
6. IBO Gate	2	2	1	2		
7. Traffic Roving	1	1		1		
8. 2 GO Building (MCIAA Stock Room)	2	2		2		
1. Guard House Cargo Intersection	2	2		2		
10. Back Water Front Hotel	1	1		1		
TOTAL	14	14	4	14	3	0

(Authorized Signatory)

AIRSIDE SECURITY SERVICES

Post/Name/ Location	Maximum Number of Guards per Shift	Equipment Needed				
		Firearms		Handheld Radios	Handheld Metal Detectors	Binoculars
		9mm cal. Pistol	.12 ga. Shotgun			
1. Roving Patrol	1	1		1		
2. AMA 1	2	2		2	1	
3. AMA 2	2	2		2	1	1
4. PAL Cargo	1	1		1	1	
5. GALCO Gate	1	1		1	1	
6. AMA 3	1	1		1		1
7. Tower 1	1	1	1	1		1
8. Approach 22	1	1		1		1
9. Buaya Gate	1	1		1	1	1
10. Staff House	2	2		2		1
11. Tower 2	1	1	1	1		1
12. VOR	1	1	1	1		1
13. Fire Base	1	1		1		1
14. Tower 4	1	1	1	1		1
15. AMA 5	1	1	1	1		1
16. Tower 5	1	1	1	1		1
17. Tower 6	1	1	1	1		1
18. AMA 6	2	2	1	2		
19. Guard House 22	1	1	1	1		
20. Tower 3	1	1	1	1		1
21. GenAv Entrance	1	1		1	1	
22. Approach 04	1	1		1		1
Total	28	28	10	28	6	15

(Authorized Signatory)

BILL OF QUANTITIES	
	AMOUNT
A. Direct Cost:	
1. Amount to Guard	
Average Pay/Month (DW x no. of days/12)	
(Php_____ x 393.50 days/12)	
Night Differential Pay (Ave. Pay/Month x 10% x 1/3)	
13 th Month Pay (DW x 365/12/12)	
5 Days Incentive Pay (DW x 5/12)	
Uniform Allowance	
2. Amount to Government in favor of Guard	
Retirement Benefit (R.A. 7641)	
SSS Premium	
Philhealth Contribution	
State Insurance Fund	
Pag-ibig Fund	
SUB-TOTAL	
B. Indirect Cost	
1. Agency Fee	
Administrative Overhead and Margin	
2. Value Added Tax (Agency Fee x 12% VAT)	
SUB-TOTAL	
TOTAL PROJECT ESTIMATED COST	

(Authorized Signatory)

PAYMENT SCHEDULE

BID PROPOSAL	PROJECT DURATION	MODE OF PAYMENT
<hr/>	One (1) Year	<hr/> OR IN ACCORDANCE WITH GOVERNMENT AUDITING RULES AND REGULATIONS

(Authorized Signatory)