



January 15, 2025

NOTICE OF AWARD

URDUJA SECURITY SERVICES, INC.

138 Matalava Lingayen, Pangasinan

Tel No/s: (075) 632-1117; (027) 949-4069

Dear Sir/Madam,

Please be advised that as a result of **Public Bidding** conducted by the National Center for Mental Health – Bids and Awards Committee for Contract Services and Consultancy for the **Security Outsourcing Services (NCMH-Main and Camarin Extension) CY 2025 (Early Procurement Activity)** and is hereby **awarded** to your company the following:

NO	ITEM CODE	ITEM DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
01	CS-005-2025-PB	<p>Public Bidding for Security Outsourcing Services (NCMH-Main and Camarin Extension) CY 2025 (Early Procurement Activity)</p> <p>I. Title: Procurement of Security Services for the National Center for Mental Health and Camarin Extension</p> <p>II. Total Bid Offer: Twenty-Two Million Four Hundred Fifty-Three Thousand Seven Hundred Thirty-Two Pesos and 80/100 (Php22,453,732.80).</p> <p>III. CONTRACT DURATION: The duration for this Contract is one (1) year, from January 1, 2025 – December 31, 2025.</p> <p>IV. REQUIRED NUMBER OF MANPOWER: This Contract shall require Thirty-Six (36) Security Personnel (34-Male and 2-Female).</p> <p>V. SCOPE OF WORK</p> <p>1. The Security Guards may be assigned to any areas within the NCMH Compound and Camarin Extension as identified and recommended by the Chief of Security</p>	1	Lot	22,453,732.80	22,453,732.80

There is no Health without Mental Health



	<p>Section and approved by the Chief Administrative Officer.</p> <ol style="list-style-type: none"> 2. Security personnel assigned/posted by the Security Agency shall have no relative within the 4th civil degree of consanguinity or affinity to an NCMH employee. 3. Each Security Guard shall render 12 hours of duty from Mondays through Sundays to be validated by the NCMH Security Section. The Security Agency shall submit DTR thru Biometrics for all security guards duly signed by their Detachment Commander. Biometric machine shall be provided by the Agency. 4. The Security Agency shall undertake this Contract under the supervision of the NCMH Chief, Hospital Operations and Patient Support Service, in coordination with the NCMH Chief, Security Section. 5. Orientation on the scope of responsibilities, rules, regulations, and policies in the NCMH shall be conducted by the NCMH Security Section to all the Security Guards deployed prior to their assumption to duty. In no case that a Security Guard assume his/her post without the proper orientation. 6. Movement of supplies, materials, equipment, etc. shall be monitored by the Security Guard within his/her area of assignment. Any loss, damage, etc. on NCMH properties brought by the negligence of the concerned Security Guard shall undergo proper legal actions/resolutions. 7. The Security Agency, through its Security Inspector, shall conduct regular inspection to all the deployed Security Guards of at least twice a month to ensure alignment of security activities and to provide recommendations/suggestions for the betterment of the service. 8. Any Security Guard found to be under the influence of alcohol, prohibited drugs, or any other illegal substances while on duty shall be immediately relieved and replaced at their post. 9. Any Security Guard found to be defiant and incompetent, as evaluated and recommended by the Chief of Security Section and duly approved by the NCMH Chief Administrative Officer, Hospital 				
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		<p>Operations and Patient Support Service shall be replaced by the Security Agency upon receipt of the request and after the validation of the complaint.</p> <p>10. The Roving Security Guards shall monitor compliance of the posted Security Guards in Sectors 1 and 2. Likewise, they shall ensure that the premises of the NCMH are protected and safe. Any untoward activities, presence of suspicious character, etc. shall report immediately to the NCMH Security Section for proper joint actions/resolutions.</p> <ul style="list-style-type: none"> • Sector 1 Areas: Administration Building, HRMO Building, Research and OSM Building, Dietary Building, PETRU, Chapel, ARC, PHU Building, Women's Dormitory, Pavilions (1, 2 ER, 3, 4, 5, 6, 8, 9, 10, 12, 14, and 15), Staff Cottages (1, 2, 3, 4, 5, 6, and 7), and perimeter wall of NCMH. • Sector 2 Areas: EDMRV Oval, Pavilions (7, 11, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, and 35), Staff Cottages (1, 2, and 3), Laboratory Building, Laundry & Linen Building, Morgue, Modular Facility, Isolation Facility, Dump Site, and perimeter wall of NCMH. • Sector 3 Area: NCMH Camarin-Extension <p>11. The Security Agency shall assume full responsibility for any claims of compensation on injuries, accidents, or deaths of their Security Guards in line of duty and shall hold the NCMH free from any legal suit in connection therewith.</p> <p>12. The NCMH reserves the right to terminate the Security Agency Contract for non-compliance on the provisions stated under the contract as per R.A. 9184.</p> <p>VI. QUALIFICATIONS OF THE SECURITY AGENCY</p> <p>A. Security Agency</p> <ol style="list-style-type: none"> 1. Must be a duly licensed and registered Security Agency in accordance with DOLE Department Order No. 174, Series of 2017 (D.O. No. 174-17). 2. Must be duly registered with the Department of Labor and Employment (DOLE) in good and active standing, with proper operating 				
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	<p>permits (licensed by PNP-SOSIA) and other statutory requirements to be submitted.</p> <ol style="list-style-type: none"> 3. Must be duly registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA). 4. Must be PhilGEPS registered with Platinum Membership. 5. Should have at least five (5) years of experience in providing security services to a government agency or private corporation. 6. Net Financial Contracting Capacity (NFCC) must be at least equal to the Approved Budget for the Contract (ABC). 7. Must submit a sworn statement compliant with the Labor Laws and Other Social legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9184. 8. Must provide an original Certification from the Department of Labor and Employment (DOLE) & National Labor Relations Commission (NLRC) of NO PENDING CASE within the last two (2) years from the date of the bidding. 9. Must present at least three (3) Satisfactory Rating from government agencies or private corporations, with whom the Security Agency has a past or ongoing contract outside NCMH within the last five (5) years. In the case of an ongoing contract with NCMH, the Service Provider shall submit Performance Rating issued by the NCMH with consistent Satisfactory Ratings. 10. Must provide proof of payment of remittances in a form of Certification issued by the SSS, PhilHealth and Pag-IBIG for at least six (6) months from date of public bidding. The original copy of Certification and its attachments must be presented for validation during the post-qualification. 11. Must warrant that its employees are paid not less than the minimum wage as provided for by law. 12. Must submit a Certification to attest that security guards' qualifications are met as required by the National Center for Mental Health. <p>B. Shift-in-Charge</p>				
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	<ol style="list-style-type: none"> 1. With a valid license issued by the Philippine National Police (PNP) / Supervisory Office and Investigation Agencies (SOSIA) and PADPAO. 2. Must have completed at least two (2) years in college and with adequate knowledge of English language. <i>An updated Curriculum Vitae must be submitted to the office of the Chief Security Section of NCMH.</i> 3. <i>The individual must possess good moral character and reputation, be courteous, alert, and have no criminal or derogatory record.</i> 4. Physically and mentally fit. 5. Must pass the Neuro-Psychiatric Examination and Drug Test conducted by the National Center for Mental Health as evidenced by the issuance of a Certification of the said agency. 6. Must submit an updated NBI and Police Clearance or Certificate of NO PENDING CASE. (Certification must be issued within one year from the date of engagement with the National Center for Mental Health). 7. In consideration of the current health protocol and set-up, Security Personnel with Covid-19 vaccination card or certificate shall be given preference. 8. With at least five (5) years' work experience as Shift Supervisor. <p>C. <u>Documentary Requirements:</u> The Security Agency shall provide a Notarized Affidavit of <i>Undertaking</i> that it shall submit a consolidated file of the following documentary requirements from each Security Guard:</p> <ol style="list-style-type: none"> a. Personal Data Sheet (PDS); b. Current and Valid Medical, Neuro-Psychiatric, and Drug Test Results/Clearances; c. Certified True Copy (CTC) of School Transcript of Records and/or School Diploma; d. Authenticated Birth Certificate from Philippine Statistics Authority (PSA); e. Valid and current NBI Clearance (to be renewed every year); f. Valid and current National Police Clearance (to be renewed every 6 months); 				
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- g. Valid and current LTO issued Driver's License (for assigned Roving Guards);
- h. Good Moral Character from the three (3) previous jobs (if applicable);
- i. Proof of SSS Membership;
- j. One (1) piece of 2x2 Colored ID picture;
- k. Security Guard License with Special Bank Receipt; *and*
- l. Certificate on Basic Security Training Course (to be renewed every 6 months).

D. Security Guard Qualifications:

The Security Agency shall provide a Notarized Affidavit of **Undertaking** that all Security Guards to be deployed must **possess** the following minimum qualifications:

- a. Height of at least 5'5" - Male and 5'3" - Female, with weight proportionate to his/her height;
- b. Age between 22-50 years old;
- c. At least finished two (2) years in college level or with 72 units;
- d. Physically and mentally fit on the following:
 - Neuro-Psychiatric Exam from the NCMH;
 - Drug Test from the NCMH (cleared by an NCMH Physician on Medical Clearance); *and*
- e. Duty Detail Order or Mission Order.

E. Training/Course Requirement:

The Security Agency shall provide a Notarized Affidavit of **Undertaking** that all Security Guards to be deployed must possess and undergo the following trainings/courses/seminars. The corresponding fees from these trainings/courses/seminars shall be handled by the Security Agency.

- The Security Agency shall submit the following Certificates prior to the deployment of all Security Guards:
 1. Basic Security Training Course;
 2. Seminar on Hostage Taking;
 3. Anti-Sexual Harassment.

F. Equipment Requirements:

The Security Agency shall provide a Notarized Affidavit of **Undertaking** that it shall provide the following equipment in order to efficiently and effectively carry-out its function:

	<ol style="list-style-type: none"> 1. Patrol Vehicle <ul style="list-style-type: none"> • Four (4) LTO-registered vehicles <ul style="list-style-type: none"> ◦ 1 unit 4-wheels ◦ 1 unit 3-wheels ◦ 2 units motorcycle 2. Twenty-six (26) units of NTC-registered hand-held radio with charger (25kHz/7.4V/5W), or its equivalent equipment 3. Twenty-six (26) units of hand-held radio spare battery (7.4V back-up battery), or its equivalent equipment 4. One (1) unit Base Radio (758 channels/25kHz wide/20kHz middle/12.5kHz narrow), or its equivalent equipment 5. Firearms and ammunitions, duly licensed by PNP-FED <ul style="list-style-type: none"> • Fifteen (15) units of Caliber 9mm Pistol with seven (7) ammo each, and sixty (60) rounds of reserved ammo • Five (5) units of 12-gauge Shotgun with twelve (12) ammo each, and twenty-four (24) rounds reserved ammo 6. One (1) unit of Firearms Vault and Cabinet (metal) 7. Forty (40) units of Watchman's Clock or Digital Security Guard Patrol Tour/Time Keeping System 8. Thirty (30) units of Search Light (rechargeable, 300 yard radius / 10W/24 leds) 9. Six (6) units of Binocular (50mm diameter/8.2° angle/5.0 exit pupil distance/5.300m/high definition) 10. Twenty (20) units of hand-held Metal Detector 11. Thirty (30) sets of Shield and Helmet 12. Two (2) units of Ostrich Mirror (1.5 meters meal handle/5"x9" mirror) 13. Two (2) units of Digital Camera (13 megapixel resolution) 14. One (1) unit of Computer Set with Printer (Core i5 7th generation core processor or higher/3.2 GHz/colored, print, scan, copy printer type) 15. One (1) unit of Biometric Machine 16. Five (5) units of Megaphone (high power/12V) 				
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	<p>17. Three (3) sets of Luminous Traffic Vest with Hand Gloves</p> <p>18. Thirty-six (36) sets of Security Vest</p> <p>19. Thirty-six (36) Teargas (56 grams)</p> <p>20. Thirty-six (36) Nightstick (wooden)</p> <p>21. Fourteen (14) units of CCTV Camera with Monitor (NVR 8 channel/4TB HDO/5 megapixel IP Cam Bullet/32" monitor)</p> <p>G. <u>Security Guard Prescribed Uniform and Paraphernalia Requirements:</u></p> <p>The Security Agency shall provide a Notarized Affidavit of Undertaking that it shall provide each of its Security Guard the prescribed uniform and the following paraphernalia:</p> <ul style="list-style-type: none"> a. One (1) Flashlight (rechargeable/LED) b. One (1) Whistle (metal) c. One (1) Handcuff (metal) d. One (1) Wristwatch (analog/digital) e. One (1) Raincoat and Boots f. One (1) First Aid Kit (2-band aid/1-thermometer/15g-burn ointment/1-sterelized gauze pad/ 7.5mL-povidion iodine / cotton/1-plaster/ 5g-menthol soothing cream) <p>VII. TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> 1. The Security Agency shall assume full responsibility for any loss or damage due to negligence, misdemeanor theft, pilferage, robbery, sabotage, and any form of trespass, which the National Center for Mental Health or any of its personnel/guest/clients may suffer during the effectivity period of this contract. 2. The Security Agency shall exercise extraordinary diligence in the personnel on its duties and obligations. 3. All applicable and related Learning and Development Interventions facilitated by the NCMH must be participated by all deployed Security Guards. 4. The Security Agency shall not, during the existence of this contract or any thereafter, disclose to any person or entity any information concerning the National Center for Mental Health affairs, which the AGENCY may have acquired by reason of this contract. 5. The Security Agency shall provide adequate and responsible supervision over its 				
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		<p>personnel. For this purpose, the AGENCY shall regularly coordinate with the Chief of the Security Section of the National Center for Mental Health for special instructions, directives and guidance or office policies, systems and proceedings.</p> <p>6. The Security Agency shall ensure that there should be no replacement of Security Guards within the complement except for justifiable reasons, such as resignation, health conditions and other valid causes. Provided, the replacement shall not exceed six (6) security guards.</p> <p>7. This contract shall take effect on January 1, 2025 until December 31, 2025, unless sooner terminated in accordance with the provisions thereof. After the expiration of this contract and no new contract has been made or issued by the National Center for Mental Health or that the result of the bidding is not yet issued if one is conducted, this contract shall be deemed extended on a month-to-month basis until such period as may be allowed by law, rules and regulations.</p> <p>8. If the need arises supported by justifiable reasons which favors the interest of the Procuring Entity, modifications in the contract implementation may be applied.</p> <p>9. No subcontracting shall be allowed for the entire contract duration.</p> <p>VIII. DUTIES AND RESPONSIBILITIES</p> <p>A. EXECUTION AND PRE-TERMINATION OF THE CONTRACT</p> <p>1. This Terms of Reference (TOR) shall form an integral part of the Contract, which shall be executed by and between the National Center for Mental Health as the Procuring Entity and the Service Provider upon issuance of the Notice of Award (NOA). The Contract and this TOR shall warrant its pre-termination. In case of pre- termination, the National Center for Mental Health shall inform the Service Provider within ten (10) calendar days prior to the effectivity of the termination.</p>				
TOTAL:					Php22,453,732.80	

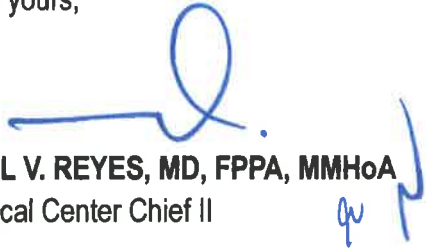
You are hereby required to provide the following within ten (10) calendar days;

- Contract Agreement Form for the **Security Outsourcing Services (NCMH-Main and Camarin Extension) CY 2025 (Early Procurement Activity)**; and
- Performance Security in any forms and amount stipulated below:

A. Cashier's Managers Check Bank Guarantee	Five Percent (5%) of the Total Contract Price
B. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Five Percent (5%) of the Total Contract Price
C. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission / GSIS	Thirty Percent (30%) of the Total Contract Price

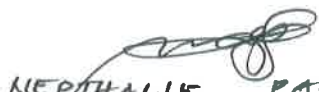
Failure to provide any of the above shall constitute sufficient ground for cancellation of the Award and forfeiture of the Bid Security.

Truly yours,



NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II

CONFORME:



NEPHTALIE PASCUAL
Authorized Representative

Date and Time: JAN 21, 2025