



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
KEDUTAAN BESAR REPUBLIK FILIPINA  
JAKARTA

**REQUEST FOR PROPOSAL**

(Security Services for the Embassy and the Official Residence)

The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure security service for the Embassy and the Official Residence, located at Jl Imam Bonjol 8 & 38, Menteng, Jakarta 10310 for the period 01 February 2021 to 31 January 2022.

Approved Budget for the Contract (ABC) is IDR1,800,000,000.00 or USD130,000.00. Terms of Reference (TOR) are attached.

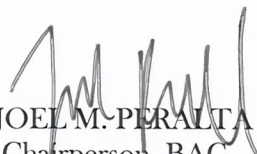
The Embassy invites all interested technically, legally and financially capable companies to submit their respective quotations for the procurement, accepting the TOR and not exceeding the ABC, not later than 19 January 2021. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax numbers given below:

Mr. JULIUS P. CALISIN  
Property Officer and Attaché  
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia  
Tel. No. : 3100334  
Fax No. : 3151167  
Email : [jakartape@gmail.com](mailto:jakartape@gmail.com)

This Request for Proposal shall be posted at the official website of the Embassy (<https://www.philembjkt.com/>) and at conspicuous place in the premises of the Embassy. (Also, at PhilGEPS website if facility for overseas procurement is available)

Jakarta, 11 January 2021

By Authority of the Bids and Awards Committee (BAC)

  
JOEL M. PERALTA  
Chairperson, BAC

**TECHNICAL SPECIFICATIONS**  
(Procurement of Security Services for the Embassy and  
the Official Residence for 2021-2022)

**I. Qualifications of the Company**

1. The Company shall be a corporation or company duly organized and existing under Indonesian laws and duly licensed by appropriate government authorities to render security and related services.
2. The Company shall have the necessary capability, expertise, equipment, manpower, financial resources and experience to undertake the security services requirements the Embassy and the official residence located at Jl Imam Bonjol Nos. 8 & 38 Menteng, Jakarta Pusat 10310.

**II. Duties of the Company**

1. The Company shall render 24/7 security services to (1) secure and safeguard all Embassy properties, equipment, motor vehicles and personnel within the premises of the Embassy and the official residence from threats, hazards, risks, as well as from sabotage, theft, pilferage, robbery and other unlawful acts (2) implement the Embassy's visitor and traffic control regulations and, (3) install attendance monitoring and inspection system equipment at both premises.
2. The Contractor shall provide the Embassy with professional, trained and duly licensed security personnel who possess the following qualifications:
  - a) Indonesian Citizen
  - b) Must have *Kartu Tanda Anggota* (KTA)
  - c) Physically and mentally fit
  - d) Must have passed the neuropsychiatric test and drug test conducted by any government-accredited center
  - e) Must have no derogatory record or pending case, both administratively or criminally
  - f) Must be well-trained, courteous, hardworking, and cooperative, and possess good moral character
  - g) Must speak and understand the English language
3. The Company shall ensure that its security personnel underwent the following programs with corresponding certifications:
  - a) Proper customer relation
  - b) Firefighting, search and rescue operations, evacuation, general emergency procedures and crowd disturbance management (CDM)
  - c) First aid administration.
4. The Company shall submit, upon effectivity of the contract, a police clearance and Medical Certificate of the security personnel prior to deployment. The clearance should be valid for the duration of the contract.

5. The Company shall provide its security and safety guards with proper uniforms and paraphernalia including identification cards countersigned by the company's representative in order to distinguish them from the Embassy personnel.
6. The Company shall provide at all times, at its own expense, the following equipment:
  - a) Online attendance monitoring equipment/system
  - b) Online inspection monitoring equipment/system
  - c) Two (2) mobile phones
  - d) Two (2) units of portable metal detectors.
  - e) Five (5) units of portable handheld radios each with microphone, earpiece, charger and corresponding accessories.
  - f) Two (2) inspection mirror
  - g) Two (2) traffic Torch
  - h) Four (4) flashlights
  - i) One (1) digital camera
  - j) Four (4) umbrellas
  - k) Two (2) safety masks
  - l) Two (2) pairs of safety shoes
  - m) Two (2) safety helmets
  - n) Two (2) safety glasses
  - o) Two (2) sets of raincoats and rain boots
  - p) Two (2) traffic vests
  - q) Two (2) water dispensers

7. The Company shall guarantee that all of the above-listed equipment are installed and delivered in both locations within seven (7) working days of the effectivity of contract. The Embassy shall have the right to inspect and test the capabilities of all equipment listed above and refuse acceptance of inoperable equipment.

8. The Company shall guarantee that all equipment required of their company under the service contract shall remain at both locations for the entire duration of the contract and at no instance shall the Contractor remove from the Embassy premises equipment without written notification and approval Embassy Security Officer. The company shouldering, at its own expense, the cost of repair or maintenance of all its equipment.

9. The Company shall conduct, at least once every three (3) months, training and drills on emergency procedures (fire-fighting, first aid and medical evacuation, earthquake drill and evacuation, search and rescue operations and crowd disturbance management). The drill shall be evaluated by the Embassy Security Officer.

10. The Company shall provide security guards for the hereunder prescribed deployment:

Time	0600-1400WIB	1400-2200WIB	2200-0600WIB
Embassy	3 guards	3 guards	3 guards
Official Residence	2 guards	2 guards	2 guards

11. The Company shall seek the approval of the Embassy regarding the pre-assignment and regular briefings of the security personnel.
12. At no instance shall a security personnel be permitted to render service beyond a period of twelve hours continuously. A violation of this condition shall be considered

sufficient ground to terminate the contract. The Company cannot remove or replace any of its assigned guards without the written approval of the Embassy.

13. The Company shall submit a detailed price computation (cost breakdown) with the following format:
  - a) Amount to be paid directly to each guard
  - b) Amount to be paid to government in favor of each guard (BJPS, et. al.)
  - c) Operational expenses
  - d) Overhead and profit margin
  - e) Value Added Tax
  - f) Total amount per month
  - g) Total Contract price
14. The Company shall ensure the payment of salaries and allowances of their security personnel every 15<sup>th</sup> and 30<sup>th</sup> day of the month for the services rendered.
15. The total Contract Price shall be binding on the Company regardless of its errors in the computation of the said total Contract Price. Should the Contract Price submitted be lower than the minimum amount necessary to cover the wages and other allowances of its employees, the Company shall be deemed to have shouldered the difference in amount, from its own financial resources. In no case should the total Contract Price be lower than the minimum rate required by the minimum wage law of Indonesia.
16. The Company shall guarantee that all guards deployed for the duration of the contract are regular workers of the company who received at least the minimum wage, including holiday pay for special and public holidays, as well as other benefits mandated by law.
17. At no instance shall the Company deploy trainees.
18. The Company is liable for any and all losses and damages to Embassy property, its personnel, or third persons, caused by the Company's personnel and/or attributable to their fault, negligence or misbehavior within the premises.
19. The Company shall guarantee that it shall not subcontract, assign or transfer any and all of its rights and obligations under the services contract to any third party without the prior written consent of the Embassy. Failure on the part of the Contractor to observe this condition shall be considered as sufficient ground for the Embassy to terminate the contract.
20. The Company shall guarantee the right of the Embassy to inspect, at all times, the services rendered by the company's guards with the view of determining the quality and acceptability of the services rendered by the Company.
21. The Company and all its representatives and security guards shall comply with the security and safety rules and regulations of the Embassy and shall only be allowed access to both locations only during their respective scheduled work and shall confine themselves within their respective assigned areas of work.

22. The Company shall immediately replace any of the guards whose deployment is found prejudicial to the Embassy's interest. The Embassy may ban said personnel from entry to the Embassy premises.
23. The Company shall at all times enforce strict discipline and good order among its guards.
24. Pursuant to Section 39 of RA 9184, the Company shall post a Performance Security in any of the forms prescribed under Section 39.2 of the IRR of RA 9184. Failure by the Company to perform duties and responsibilities in accordance with the contract, shall result in the forfeiture of the Performance Security. The Embassy shall collect penalties and liquidated damages directly from the Company in the event that the damages exceed the amount of the Performance Security posted.
25. The Company shall conduct Security Risk Assessment of both Embassy facilities every six months and submit them in writing to the Security Officer.
26. The Company shall submit a written report on any reported loss, theft, pilferage or illegal act, and any investigation on the same, occurring within the premises, to the Embassy Security Officer including the final outcome of the contractor's own in-house investigation
27. The Company shall likewise provide, at its own expense, the following additional services when required by the Embassy:
  - a) Security planning (to be submitted to the Security Officer);
  - b) Specialized Investigation; and,
  - c) Liaising with the local police for the purpose of referring cases involving breach of security or any unusual incidents occurring within the premises of both locations
28. There shall be no employer-employee relationship between the Embassy and the contracted security guards.
29. The employer-employee relationship shall be between the Company and the contracted security guards.

### III. Contract Duration

The contract shall cover a period of one (1) year that could be extended at the option of the Embassy on a month-to-month basis not exceeding one (1) year and under the same terms and conditions as provided for under the original contract. The total Contract Price submitted by interested bidders shall refer to the Contract Price for the original contract period of one (1) year.

### IV. Terms of Payment

1. The Company shall submit monthly billings.
2. Payment shall be made within thirty (30) calendar days upon receipt of the monthly invoice with complete requirements.