



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

**REQUEST FOR QUOTATION**

**2023 Security Services**

In line with its 2023 National Expenditure Program, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure services for the security services for the Embassy and the Official Residence from 01 January to 31 December 2023

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD90,000.00 or or its equivalent in IDR.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 06 December 2022. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number 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 : [julius.calisin@dfa.gov.ph](mailto:julius.calisin@dfa.gov.ph)

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at a conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 29 November 2022

By Authority of the Bids and Awards Committee (BAC)

  
**JOEL M. PERALTA**  
Chairperson, BAC

## **Terms of Reference**

### **2023 Security Services**

The Approved Budget for Contract (ABC) is USD90,000.00 or or its equivalent in IDR.

#### **I. Qualifications of the Contractor**

1. The Contractor 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 Contractor 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.
3. The Contractor must submit the following documents:
  - a. Notarial deed of establishment;
  - b. Taxpayer Identification Number;
  - c. Business Number;
  - d. Trade Business License;
  - e. Audited Financial Statement
  - f. Previous awarded contracts (at least one (1)); and
  - g. Other relevant documents.

#### **II. General Conditions**

1. The quotation must be in IDR and for all the of items listed herein.
2. The quoted price shall be the final price and include all applicable taxes.
3. The prices quoted must be valid and not be subject to any changes;
4. The quotation must include a duly accomplished and signed statement of compliance with the Terms of Reference

#### **III. Duties of the Contractor**

1. The Contractor shall render 24/7 security services to (1) secure and safeguard all Embassy properties, equipment, motor vehicles, personnel, visitors within the premises of the Embassy's Official Residence and Chancery 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; (3) The security guards shall remove/escort out of the premises, any unwanted/unwelcome/undesirable persons as directed by embassy

authorities; and, (4) install attendance monitoring and inspection system equipment at both premises.

2. The Contractor shall provide the Embassy with 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 professional, licensed and well-trained;
  - g. Must be assertive to enforce security measures, as required;
  - h. Must be courteous, hardworking, and cooperative, and possess good moral character; and
  - i. Must speak and understand the English Language
3. The Contractor 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 Contractor 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 Contractor shall provide its security and safety guards with property uniforms and paraphernalia including identification cards countersigned by the company's representative in order to distinguish them from the Embassy personnel.
6. The Contractor 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. Seven (7) 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) pairs of safety helmets
- n. Two (2) pairs of safety shoes
- o. Two (2) safety helmets
- p. Two (2) safety glasses
- q. Two (2) sets of raincoats and rain boots
- r. Two (2) traffic vests
- s. Six (6) traffic cones
- t. Three (3) road signs with stand
- u. Two (2) water dispensers
- v. Two (2) Portable thermal scanners
- w. One (1) Face Recognition Terminal with integrated software

7. The Contractor 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 Contractor shall guarantee that all equipment required of their Contractor 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 Contractor 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's Administrative Officer and Security Officer.

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

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

11. The Contractor 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 Contractor cannot remove or replace any of its assigned guards without the written approval of the Embassy.
13. The Contractor 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 (BIPS, 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 Contractor 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 Contractor regardless of its errors in the computation of the said total Contract Price. Should the Contract Prices submitted be lower than the minimum amount necessary to cover the wages and other allowances of its employees, the Contractor 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 Contractor shall guarantee that all guards deployed for the duration of the contract are regular workers of the Contractor 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 Contractor deploy trainees.
18. The Contractor is liable for any and all losses and damages to Embassy property, its personnel, or third persons, caused by the Contractor's personnel and/or attributable to their fault, negligence or misbehavior within the premises.
19. The Contractor shall guarantee that it shall not subcontract, assign or transfer any and all of its rights and obligation 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 Contractor 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.
21. The Contractor 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 confined themselves within their respective assigned areas of work.
22. The Contractor 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 Contractor shall at all times enforce strict discipline and good order among its guards.
24. Pursuant to Section 39 of RA 9184, the Contractor shall post a Performance Security in any of the forms prescribed under Section 39.2 of the IRR of RA 9184. Failure by the Contractor 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 Contractor in the vent that the damages exceed the amount of the Performance Security posted.
25. The Contractor 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.
26. The Contractor 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
  - d. Liaising with the local police for the purpose of referring cases involving both locations
27. The Contractor shall ensure that it rightly complies with the local labor laws such as the regular payment of salaries, overtime, holiday pay and other allowances/bonuses, access to comprehensive and quality health



services, payment of social security contributions, entitlement to holidays and leave credits, and other benefits.

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 Contractor and the contracted security guards.

## **II. Contract Duration**

The contract shall cover a period of twelve (12) months that could be extended at the option of the Embassy on a month-to-month basis not exceeding six (6) months and under the same terms and conditions as provided for under the original contract.

## **III. Terms of Payment**

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