



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

REQUEST FOR QUOTATION
Security Services for Embassy and the Official Residence

In line with its 2022 Annual Procurement Plan, the Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure security services for the Embassy and Official Residence for the period of 01 March 2022 to 31 December 2022.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is **USD108,333.00** or **IDR1,516,662,000.00** with a fixed rate at USD1 = IDR 14,000.00.

The Embassy invites all interested entities/individuals who are technically and legally capable to submit their respective proposal for the procurement not later than **22 February 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 10310
Tel. No. : 3100334
Fax No. : 3151167
Email : jakarta.pe@dfa.gov.ph

15 February 2022, Jakarta

By Authority of the Bids and Awards Committee (BAC)


JOEL M. PERALTA
Chairperson, BAC

Terms of Reference

The Approved Budget for Contract (ABC) is **USD108,333.00** or **IDR1,516,662,000.00** with a fixed rate at USD1 = IDR 14,000.00.

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. 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

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- 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. Two (2) water dispensers
- t. Two (2) Portable thermal scanners
- u. One (1) Face Recognition Terminal with integrated software

7. In view of the COVID-19 Pandemic, the Contractor shall ensure that the security personnel being deployed to the Embassy's Official Residence and Chancery (both regular guards and relievers) are vaccinated and in good physical and mental health condition. Should any of the personnel manifest any of the symptoms of COVID-19 or a direct close contact of a person which tested positive to COVID-19, the Contractor shall immediately notify the Embassy's Administrative Officer and/or Security Officer. The guard/s shall likewise be immediately replaced and relieved of his duties and shall not be allowed to enter the Embassy and/or Residence premises for the next fourteen (14) days or until cleared, by presenting a negative RT-PCR test taken within 48-hours or medical certificate. In addition, all security personnel are required to undergo monthly Antigen or RT PCR Test chargeable to the Contractor. Results of the test should be immediately forwarded to the Administrative Officer of the Embassy.
8. 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.
9. 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.
10. 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.

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

12. The Contractor shall seek the approval of the Embassy regarding the pre-assignment and regular briefings of the security personnel.

13. 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.

14. 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

15. The Contractor shall ensure the payment of salaries and allowances of their security personnel every 15th and 30th day of the month for the services rendered.

16. 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.

17. 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.

18. At no instance shall the Contractor deploy trainees.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. The Contractor shall at all times enforce strict discipline and good order among its guards.

25. 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.

26. 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.

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27. 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

28. 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.

29. There shall be no employer-employee relationship between the Embassy and the contracted security guards.

30. The employer-employee relationship shall be between the Contractor and the contracted security guards.

II. Contract Duration

The contract shall cover a period of ten (10) 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. The total Contract Price submitted by interested bidders shall refer to the Contract Price for the original contract period of ten (10) months.

III. Terms of Payment

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