



ILOILO 1 ELECTRIC COOPERATIVE INC.

(I L E C O – 1)

BRGY. NAMOCON, TIGBAUAN
ILOILO

INVITATION TO BID NO. 2025-001

“SUPPLY OF SECURITY GUARD SERVICES FOR YEAR 2025”

1. Iloilo 1 Electric Cooperative Inc. (ILECO-1) through its Bids and Awards Committee (BAC), invites interested bidders to participate in the **public bidding** of the Project, **“Supply of Security Guard Services for year 2025”** in accordance with the Republic Act (RA) 10531 and 9184 and its Revised Implementing Rules and Regulations. The ILECO 1, through the FY 2024 General Fund intends to apply the sum of **Twenty-Five Million Five Hundred Seventy-Five Thousand One Hundred Forty-Eight Pesos and 80/100 (Php 25,575,148.80)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project. The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project.

Lot No.	Item Description	Approved Budget for the Contract (ABC) inclusive of vat	Non-refundable Fee for Bid Documents	Delivery Schedule	Source of Fund
1	Supply of Security Guard Services	Php 25,575,148.80	Php 25,000.00	One Year	General Fund

2. The ILECO I BAC shall conduct the meeting for pre-bid and opening of the documents and bid offer at the given address and schedule below **Face-to-Face**. Authorized attendees, including representatives of bidders, must be physically present at the ILECO I Conference Hall, Brgy. Namocon Tigbauan Iloilo.

Availability of Bidding Documents	Pre-Bid Conference	Submission of Bid/Bid Opening
January 10, 2025 to January 29, 2025, from Monday to Friday only from 8:00 A.M. to 5:00 P.M	January 16, 2025 at 1:30 PM	January 30, 2025 at 1:30 PM.

3. The Prebid-Conference is on **January 16, 2025, 1:30 PM** at the Employees’ Hall, ILECO I Main Office, Brgy. Namocon Tigbauan Iloilo, which shall be open to prospective bidders.
4. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **1:30 PM of January 30, 2025. Late Bids shall not be accepted.**
5. Prospect Bidders are required to attend the Pre-bid Conference.
6. All Bids must be accompanied by a Bid Security in any acceptable forms and in the amount stated in the Bidding Documents. The Submission and Opening of Bids will be on **January 30, 2025 (Thursday), 1:30 PM at Employees’ Hall, ILECO I Main Office, Brgy. Namocon, Tigbauan, Iloilo**. Bids shall contain the Eligibility and Technical Documents, as well as the Financial Documents prescribed in the Bidding Documents which will be opened in the presence of the bidder’s representatives.

Unsealed or unmarked bid envelopes shall also be rejected. In addition, bid offers received in excess of the ABC shall likewise be automatically rejected.

7. Representatives from each bidder/company must submit their **notarized letter of Authorization (LOA)** during the Pre-bid conference and the Opening of Bids. Failure to comply the above-mentioned will automatically mean disqualification. Only those who have paid the Non-refundable fee in the amount specified above shall be allowed to participate in the discussion during the Prebid Conference and have their bid offers opened.

Notarized LOA must be separated from the Sealed Bid, and to present upon attendance during the bid opening.

8. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” Criterion.
9. Suppliers/Contractors who intend to participate shall be immediately **disqualified under the following cases:** (a) suppliers/contractors whose contracts were previously **terminated** by ILECO 1 due to its failure to comply with its contractual obligation; (b) suppliers / contractors with (b.1) **ongoing or** (b.2) **un-finish projects or** (b.3) **at least 10% negative slippage** with ILECO 1; (c) suppliers/contractors with pending case filed with ILECO 1 and (d)

contractors/suppliers which was previously **blacklisted** either by ILECO 1 or any government agencies, should be automatically disqualified from participating in any competitive public bidding to be or presently being undertaken by ILECO 1.

10. Interested bidders may obtain further information from the ILECO-1-BAC Secretariat through the contact details given below.
11. The ILECO-1 reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract as indicated in the National Electrification Administration (NEA) Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA 10531 (2017) and in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

The results of the bidding shall be submitted to the ILECO I Head of Procuring Entity (HoPE) for final decision and awarding of BIDS. The decision of the HoPE shall be deemed final and executory.

12. For further information, please refer to:
ILECO I BAC Secretariat
Iloilo I Electric Cooperative, Inc. (ILECO-I)
Namocon, Tigbauan, Iloilo
Email Add: bac@ilecol.org
Mobile No.: 0917-156-3079
ILECO-I Website: ileco1.com

P. Star – January 10, 2025

(sgd) ENGR. GC JUNE N. GARANCHON, PEE
BAC Chairperson

Schedule of Requirements

“Supply of Security Guard Services for Year 2025”

Item No.	Description	Quantity	Statement of Compliance
1	Valid Licensed Service Firearms (9 mm Pistol and at least 8 units shot guns with Twelve (12) gauge Live Ammunitions Each) – Minimum Requirement	One (1) per guard on duty	
2	VHF Portable Handheld Radio, with extra battery pack and battery charger	One (1) per guard on duty	
3	Metal Detector	One (1) per office	
4	Flashlights with batteries	One (1) per guard on duty	
5	Policeman Club “Batuta”	One (1) per guard on duty	
6	Handcuffs	One (1) per guard on duty	
7	Medical kit	One (1) per office	
8	Raincoat	One (1) per guard on duty	
9	Rain Boots	One (1) per guard on duty	
10	Whistle	One (1) per guard on duty	
11	Megaphone	One (1) per office	
12	Biometric		
13	Uniform must have a Type A and Type B uniform		
14	Other tools and equipment, if there is any (specify)		
15	Agency should be a DOLE accredited		

Technical Specifications

“Supply of Security Guard Services for Year 2025”

Item	Specifications	Requirement	Statement of Compliance
I	PERFORMANCE CRITERIA		
	<p>The Bidder shall comply with the following performance criteria:</p> <ul style="list-style-type: none"> (a) Quality of service delivered; (b) Time management; (c) Management and suitability of personnel; (d) Provision of monthly accomplishment report and incident report as the need arises; (e) Attentiveness and presence of mind of guards on duty; (f) Compliance with Office policies/guidelines 	<ul style="list-style-type: none"> (a) Certificate/proof that the agency has frontline services and with experience on substation tendering. (b) Time card, checklist, orientation (c) Not specified (d) At least three (3) months or quarterly accomplishments (e) Certification from previous customers (f) Certification from previous customers 	
II	TECHNICAL EVALUATION PARAMETERS (supported by Company Profile)		
	<p>1. Stability</p> <ul style="list-style-type: none"> (a) Years of Experience: at least five (5) years in front line security service (b) Liquidity of the Contractor: At least Php500,000 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet as of December 31, 2023) (c) Organizational Set-up: with good office set-up, personnel, and office tools and equipment 	<ul style="list-style-type: none"> (a) Company Profile, and certification (b) Audited Financial statements (c) Organizational Chart with attached picture of the offices 	
	<p>2. Resources</p> <ul style="list-style-type: none"> (a) Number and Kind of Equipment and Supplies: with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements (b) Number of Licensed Guards: all security guards - qualified, licensed, bonded, uniformed, and armed security guards (c) Supervisors: with at least two (2) supervisors 	<ul style="list-style-type: none"> (a) List of all resources and equipment (b) Certified true copy of licensed, and training certificates for 3 years (c) conduct inspection and orientation – twice a month 	
	<p>3. Security Plan</p> <ul style="list-style-type: none"> (a) Tailored fit for ILECO-1 especially areas with frontline services in accordance with the minimum requirements below. Statement / enumerate the specific methodology to execute the Plan. 	Proposed Security Plan (Item III)	

	<p>4. Other Factors</p> <p>(a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements among others, as such:</p> <p>i. Not less than 25 but not more than 60 years of age</p> <p>ii. With at least one (1) relevant trainings relative to frontline services within five years</p> <p>iii. Physically fit</p> <p>iv. With clearance from NBI, PNP, PDEA, and psychiatry test</p> <p>v. With clearance on Pendency / Non-Pendency of administrative case or unsatisfactory performance from previous work</p> <p>(b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR</p> <p>(c) Proof of paid remittances for the following government agencies: SSS, PHIC and HDMF in the form of a certification issued by the said agencies</p> <p>(d) Copies of the licenses, results of neuropsychiatric examination, training certificates and other requirements of the guards shall be furnished to ILECO-1</p>	<p>(a) Security Guards Data Profile, Proofs of payment and Copy of Licenses as required in Performance Criteria.</p> <p>i. training certificate</p> <p>iv. individual clearances from NBI, PNP, PDEA</p> <p>v. certification from previous customer (agency)</p> <p>(b) written findings</p>	
III	SECURITY PLAN		
A	SECURITY OF HUMAN RESOURCES		
A.1	Member Consumer		
	1. Exercise tact and courtesy especially in assisting in answering queries related to power interruption and coop concerns.		
	2. Check baggage for security purposes.		
	3. Provide direction within the premises		
	4. Assist in the daily transactions of the Office frontline services as required by ILECO I		
	5. Immediate response in case of emergency/untoward incident, and prepare necessary report to the ILECO I management.		
	6. Prevent entry to security/restricted areas without proper authorization/clearance.		
	7. Regular reports of untoward incidents/complaints from the		

	public shall be forwarded by the Supervisor of Security Agency and copy furnished the ILECO I management.		
A.2	ILECO I Officials		
	1. Provide close-in security within office premises as may be required		
	2. Exercise courtesy and tact at all times		
A.3	Guests/Visitors		
	1. Check big bags/plastic bags/boxes for security purposes		
	2. Provide directions and parking area within the premises.		
	3. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of visitors.		
	4. Prevent/detect any form of breach of ILECO I rules and regulations and if possible, report or cause the arrest of the perpetrator/s.		
	5. Prevent entry to security/restricted areas without proper authorization/clearance.		
	6. Maintain logbook		
	7. Prevent entry after office hours including Saturdays, Sundays, and Legal Holidays unless authorized.		
	8. Prohibit loitering in the premises		
A.4	ILECO I Employees		
	1. Monitor/render report in the strict implementation of "NO ID/CAR PASS, NO ENTRY" rule.		
	2. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of employees.		
	3. Check big bags/plastic bags, boxes going in and out of the office for security purposes.		
	4. Prevent/detect any form of breach of ILECO I rules and regulations and if possible, report or cause the arrest of the perpetrator/s.		
	5. Implement strictly the "NO ENTRY" to security/restricted areas without proper authorization/clearance		
	6. Exercise tact and courtesy at all times.		
	7. Assist employees as requested.		
	8. Maintain logbook for personnel and property/equipment movements.		
	9. No Entry and stay in the office after office hours including Saturdays, Sundays and Legal Holidays unless authorized.		
	10. Monthly report on observation of employees not observing the Code		

	of Employee Discipline and not wearing proper uniform.		
B	SECURITY FOR PHYSICAL RESOURCES		
B.1	Vehicle Control		
	1. Monitoring and conducting inspection to outgoing/incoming vehicles in ILECO I premises.		
	2. Inspection of materials released versus gate pass and Materials Requisition Charge Ticket (MRCT).		
	3. Maintain a logbook on the arrival and departure of ILECO I vehicles.		
	4. Control flow of traffic and direct drivers in parking their vehicles properly.		
	5. Safeguard and protect vehicles from pilferage of accessories and other attachments.		
	6. Required trip ticket for outgoing ILECO I vehicles duly assigned by the approving authorities.		
	7. Prohibit overnight parking for non ILECO I vehicles.		
	8. Recommend parking/proper traffic signs.		
B.2	Facilities & Buildings		
	1. Disallow access to restricted areas for unauthorized persons.		
	2. Record authorized persons entering restricted area/s using logbook.		
	3. Inspection of all doors and windows are closed and locked after office hours.		
	4. Disallow entry for peddlers and unauthorized vendors.		
	5. Identify need for lighting and recommend measures.		
	6. Identify fire hazard and recommend measures.		
	7. Prohibition of unauthorized person and unrecognized individuals (including deliveries unless otherwise with clearance) in the premises especially during weekends and holidays.		
B.3	Supplies and Equipment		
	1. All outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating serial/property number, person moving the equipment, time, date, and other necessary details as may be required.		
	2. Personal properties shall be covered by personal property slip issued by the security detachment.		
	3. Access to supply rooms and areas will be allowed to authorize personnel only.		
	4. Ensure security of supplies, equipment, documents at all times.		

C.	CONTINGENCY PLAN FOR VARIOUS RISK		
C.1	Fire		
	1. Inform Fire Department immediately		
	2. Know status and location of firefighting equipment.		
	3. Knows how to operate firefighting equipment.		
	4. Be familiar with fire exit and electrical control switches.		
	5. Initiate fire alarm.		
	6. Report fire and any fire hazard.		
	7. Recommend and assist in the formation of fire brigade		
	8. Assist in the evacuation of employees, records and equipment.		
	9. In case of fire, clear driveways for easy entry of fire fighter team, medical team and police officers.		
C.2	Theft, Pilferage and Burglary		
	1. Secure all entry and exit points		
	2. Conduct investigation and submit written report within 24 hours to ILECO I management.		
	3. Identify witnesses, if possible		
	4. Apprehend culprit within the premises, secure incident area to protect evidence.		
	5. Coordinate with appropriate nearest barangay officials / PNP station		
	6. Assist in controlling violence.		
	7. Limit number of entry to premises to as few as possible.		
C.3	Trespassing		
	1. Challenge identity and detain trespassers.		
	2. Turn-over trespassers.		
	3. Report to the management		
C.4	Hostage Situation		
	1. Notify PNP, ILECO I management and all guards		
	2. Act as temporary negotiator until the arrival of the expert negotiator.		
C.5	Earthquake		
	1. Prevent panic and maintain calm.		
	2. If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects.		
	3. Assist in evacuation of personnel, supplies, materials, and equipment.		
C.6	Flood and Typhoon		
	1. Prevent exit when there are strong winds outside the building		
	2. Assist in evacuation of personnel, supplies, materials and equipment.		
C.7	Sabotage		

	1. Cordon the affected area to secure evidence		
	2. In case of explosion, help evacuate all personnel from affected area.		
	3. Inform Fire Department and PNP.		
C.8	Bomb Threat		
	1. Immediately report to PNP		
	2. Inform ILECO I management		
	3. Assist evacuation of personnel		
	4. Secure ILECO I property and clear from unauthorized persons		
C.9	Crowd Control		
	1. Inform ILECO I management.		
	2. Maximum tolerance must be observed.		
	3. Ensure that entrance gate must not be blocked by the unruly public.		
	4. Non-obstructive action must not be interrupted. Exert efforts to regain ILECO I business as normally as possible.		
	5. Disruptive actions should be controlled in accordance with ILECO I authorized personnel/outlet supervisor.		
C.10	Proposed Deployment of Guards (Annex A)		
	1. Each shall render services for eight (8) hours daily, including Saturdays, Sundays and Holidays to be rotated on a 12-hour working schedule daily at two (2) working shifts. No guard shall be allowed to render double or straight duty.		