
GUIDELINES ON THE PROCUREMENT OF SECURITY AND JANITORIAL SERVICES

1.0 POLICY STATEMENT

Under Section 5 (h) of Republic Act No. 9184 (R.A. 9184), as reiterated in Section 5 (k) of its Implementing Rules and Regulations Part A (IRR-A), procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods. Thus, in the procurement of security or janitorial services, the winning bid is determined by the lowest calculated and responsive bid.

It is recognized, however, that the proper and efficient procurement of security and janitorial services should be based not solely on cost, but should also take into consideration a range of other factors, such as, but not limited to, length of contract, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.

2.0 SCOPE AND APPLICATION

These guidelines shall govern the procurement of security and janitorial services by government agencies.

These guidelines shall not apply to the procurement of other general support services, such as, repair and maintenance of equipment and furniture, trucking, hauling, and other services.

3.0 PURPOSE

These guidelines are formulated to meet the following objectives:

- 3.1 To prescribe an objective set of parameters in the evaluation of technical proposals for security and janitorial services;
- 3.2 To provide conditions on the use of multi-year contracts for security and janitorial services.

4.0 ADDITIONAL SET OF TECHNICAL PARAMETERS

- 4.1 Procuring entities are highly encouraged to evaluate the technical proposal of bidders using the additional set of parameters prescribed in Appendix A of these guidelines. However, considering that procuring entities have different needs and requirements, the minimum standard

for each parameter shall be determined by the procuring entity.

Additional technical parameters and minimum standard for each parameter must be expressly stated under *Section VII. Technical Specifications* of the Philippine Bidding Documents for the Procurement of Goods (PBDs).

- 4.2 To determine compliance with these parameters, procuring entity may require additional documents or materials as part of the bidder's technical proposal. These additional documents or materials must be expressly stated in Item 14.1.(j) of the Bid Data Sheet consistent with Item 11, Section 25.3 (A) of the IRR-A of R.A. 9184.
- 4.3 The procuring entity shall check compliance with the technical parameters using a non-discretionary "pass/fail" criteria

5.0 MULTI-YEAR CONTRACTS

Procuring entities may enter into multi-year contracts, but not to exceed three (3) years, in the procurement of security and janitorial services, subject to the following conditions:

- 5.1 The Invitation to Apply for Eligibility and to Bid must expressly state the following:
 - 5.1.1 Duration of the contract to be bid, which should not exceed three (3) years;
 - 5.1.2 The Approved Budget for the Contract (ABC) for the first year only.
- 5.2 All bid prices for a duration of three (3) years shall be fixed and shall not be adjusted during contract implementation, except for the following:
 - 5.2.1 Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding,
 - 5.2.2 Increase in taxes; and
 - 5.2.3 If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of security guards or janitorial attendants, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.

The procuring entity shall ensure that the foregoing allowable price adjustments are specified under Section 8.1 of the Special Conditions of Contract of the PBDs.

- 5.3 The Financial Proposal shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract.
- 5.4 Procuring entities shall expressly provide, under *Section VII. Technical Specifications*, which shall form part of the contract under Section 13.1 of the General Conditions of the Contract of the PBDs, that the service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.

The performance criteria to be applied shall include, among others, the following: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.

- 5.5 Before end of each year, procuring entities shall conduct an assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria prescribed under *Section VII. Technical Specifications*.
- 5.6 Based on its assessment, the procuring entity may pre-terminate the contract for failure by the service provider/contractor to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No.018-2004 dated 22 December 2004.

6.0 EFFECTIVITY

These Guidelines shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and upon filing with the University of the Philippines Law Center of three (3) certified copies of these guidelines.

APPENDIX A

ADDITIONAL SET OF TECHNICAL PARAMETERS

A. Security Services

1. Stability

- (a) Years of Experience
- (b) Liquidity of the Contractor
- (c) Organizational Set-up

2. Resources

- (a) No. of Licensed Firearms
- (b) No. and Kind of Communication Devices
- (c) No. and Kind of Motor Powered Vehicles
- (d) No. of Licensed Guards

3. Security Plan

4. Other Factors

- (a) Recruitment and Selection Criteria
- (b) Completeness of Uniforms and Other Paraphernalia

B. Janitorial Services

1. Stability

- (a) Years of Experience
- (b) Liquidity of the Contractor
- (c) Organizational set-up

2. Resources

- (a) No. and Kind of Equipment and Supplies
- (b) No. of Janitors and Supervisors

3. Housekeeping Plan

4. Other Factors

- (a) Recruitment and Selection Criteria
- (b) Completeness of Uniforms and Other Paraphernalia