

Embassy of India

Manila

No. Mani/Admn/815/01/2022

29 Aug 2025

Notice Inviting Tender

Subject: Notice Inviting Tender for hiring of Local Security Guards (LSGs) for the Chancery and the Embassy Residence.

The Embassy of India, Manila invites sealed tenders from professional security companies/firms for providing Local Security Guards for the Chancery and the Embassy Residence at the following locations:

(A) Chancery:

- i) 2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila.
- ii) Unit – 2702, 27th Floor, One World Place, 32nd Street, BGC, Taguig City, Metro Manila.

(B) Embassy Residence: 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila.

Last date of submission of bids: 19 September 25

Tender Documents

A. Technical Bid Documents : -

| | | |
|--------------|---|---|
| Annexure I | : | Instructions to bidders |
| Annexure II | : | Scope of work |
| Annexure III | : | Terms and Conditions of the contract |
| Annexure IV | : | Technical Bid (Part-I)- Quality Parameter for Local Security Guards to be provided |
| Annexure V | : | Technical Bid (Part-II)- Quality parameter for Service Provider Companies |
| Annexure VII | : | Bid Security Declaration |

B. Financial Bid Documents: -

| | | |
|-------------|---|------------------------|
| Annexure VI | : | Financial Bid Proforma |
|-------------|---|------------------------|

Sd/-

(Shiv Lal Meena)

Head of Chancery

Embassy of India, Manila

2190, Paraiso Street, Dasmarinas Village,

Makati City, Metro Manila

Email: hoc.manila@mea.gov.in

Tel: +632 88441429

No. Mani/Admn/815/01/2022
Embassy of India
Manila

Instructions to Bidders (Annexure-I)

Subject: Notice Inviting Tender for hiring of Local Security Guards (LSGs) for the Chancery and the Embassy Residence.

Tenders are invited under two bid system viz. Technical Bid and Financial bid from the reputed professional security companies/firms on the subject.

2. The tender should be submitted in two sealed envelopes as below:
 - a) The first sealed cover superscripted as “Technical Bid” should contain details of technical capabilities of the firm (with documentary evidence i.e. firm registration paper, experience with other offices/organizations (as per **Annexure-IV& V**).
 - b) The second envelope superscripted “Financial Bid” should contain rates only for Annual contract as per **Annexure-VI**.
 - c) Both sealed covers, along with Bid Security Declaration (**Annexure-VII**), should be placed in the main sealed envelope superscripted “Tender for Hiring of Local Security Guards “addressed to the **Head of Chancery, Embassy of India, Manila at 2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila** and must reach **on or by 17:30 hrs on 19 Sep 2025**. Bids may be hand delivered or sent by courier/post at the aforementioned address so as to reach on or before the prescribed date and time. The Embassy will not be responsible for any postal delay.
3. The Embassy reserves the right to amend any of the terms and conditions contained in the tender document or reject or all bids without giving any notice of assigning any reason thereof. The decision of Embassy in this regard will be final and binding upon all the bidders.
4. Bidders are requested to go through the terms & condition of the contract (**Annexure-III**).
5. The important schedule and dates are given below:

| S. No. | Key event | Dates |
|--------|----------------------------|-------------------|
| 1. | Tender publish date | 29 August 25 |
| 2. | Clarification (Start Date) | 01 September 2025 |
| 3. | Clarification (End Date) | 05 September 2025 |

| | | |
|----|---------------------------|---|
| 4. | Bid submission start date | 30 August 2025 |
| 5. | Bid submission end date | 19 September 2025 |
| 6. | Opening of technical bids | 23 September 2025, 1500 hrs |
| 7. | Opening of financial bids | 25 September 2025, 1500 hrs (only for technically qualified bidders) |

6. For any tender related enquiry/clarification/site visit, please contact the undersigned by email hoc.manila@mea.gov.in/ def.manila@mea.gov.in or by phone at (+632 88430101/02).

7. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the bid is accepted by the Embassy.

Sd/-
(Shiv Lal Meena)
Head of Chancery
Embassy of India, Manila
2190, Paraiso Street, Dasmarinas Village,
Makati City, Metro Manila
Email: hoc.manila@mea.gov.in
Tel: +632 88441429

Scope of work

1. To provide Local Security Guards at the Chancery and the Embassy Residence, as detailed below: -

| S. No. | Duty Point | Duration | No. of shifts | No. of Security Guards in one shift | Total no. of Security Guards |
|---------------|---|-----------------|----------------------------|--|-------------------------------------|
| 1. | Chancery (2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila) | 24 x 7 | 02 shifts of 12 hours each | 01 | 02 |
| 2. | Chancery (Unit – 2702, 27 th Floor, One World Place, 32 nd Street, BGC, Taguig City, Metro Manila) | 12 Hours* | 01 shift of 12 hours | 01 | 01 |
| 3. | Embassy Residence (513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila) | 24 x 7 | 02 shifts of 12 hours each | 01 | 02 |

* Excluding weekends and Embassy's holidays.

2. To ensure security of the premises (as indicated above).
3. To assist in regulating visitors to the premises while being polite and courteous with visitors.
4. Take periodic patrolling and surveillance for suspected activities of visitors in premises.
5. Keep watch over any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.
6. To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law & order, medical etc.
7. Security Guards have to be very alert on duty, both physically and mentally throughout the shift and report any issues immediately to the supervisory officer in the Embassy.

8. Company will ensure to maintain proper supervision over the security personnel with regards to their discipline, alertness, proper uniform, conduct in the course of their duty and carry out periodic inspections.
9. Perform all security duties assigned by the Embassy of India, Manila.
10. Must possess basic qualification for training in Fire Fighting.

Terms and Conditions

1. The Embassy of India, Manila (hereinafter referred to as Embassy) shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
2. The bidder shall submit a Bid Security Declaration (**Annexure-VII**). Failure to honour the Bid Securing Declaration shall render the bidder ineligible to participate in any tender on behalf of Government of India, for a period of two years from the date of publication of the Tender in which the default has happened.
3. An amount of 05% of the accepted contract price value shall be obtained from the successful bidder as performance security. Performance Security may be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee from a Commercial bank. The performance security shall remain valid for 26 months (contract period plus 02 months). In case, the security agency fails to provide the desired services or breaches the contract, the security deposit will be forfeited.
4. Price quoted by the bidder in their financial bid and agreed to by the Embassy shall be considered final and no price escalation will be permitted thereafter. Bidders must quote the price in the format given at **Annexure-VI** of this document. All prices are to be quoted only in Pesos, exclusive of VAT.
5. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Embassy's interpretation of the clauses shall be final and binding on all parties.
6. The successful bidder, on award of contract, must send the contract/ acceptance in writing within 07 days of award of contract, otherwise the contract will be awarded to the next successful bidder i.e. L-2.
7. Any deviation or deficiency concerning the quality of service provided by the agency or violation of the provisions in the contract shall be taken as violation by the contract and under such circumstances either party can end the agreement after giving two months' notice.
8. No request for revision/increase of approved rates during the currency of the contract will be entertained except for due to increase in the minimum wages and mandatory government contributions such as Retirement Benefit, SSS Premium, SSS Mandatory Provident Fund, Philhealth Contributions, State Insurance Fund, Pag-IBIG etc, as indicated in the order/circulars issued by the concerned Department/Agency in the Government of Philippines or as indicated in the latest cost distribution per month

order of Philippine Association of Detective and Protective Agency Operators, Inc (PADPAO).

9. Security guard should not be more than 50 years of age. The security guard should be physically and mentally fit and should not be suffering from any apparent disability (the company should submit medical fitness certificate in respect of security guard from an authorized medical practitioner once they are successful in their bid). Additionally, the security guard should be of good physique, alert and agile. Except for mobile phone, no personal belongings will be allowed in office premises.

9. The company is responsible for getting the past record, character and antecedents vetted by local security department and should provide these details along with proof of their own vetting to the Embassy.

10. The security guard should be reasonably qualified (at least Grade 10 or its equivalent in local terms). He should be trained in basic security duties such as handling CCTV monitoring, baggage/letter scanner, access control etc. And should be able to understand and communicate in English and Tagalog and capable of communicating with the staff of Embassy and public.

11. Security guard should be properly uniformed and should be neat and tidy in appearance.

12. The bid will remain valid for a period of 180 days.

13. The contract will be valid for a period 02 year from the date of acceptance by the Embassy subject to renewal for 01 more year on same terms and conditions depending on the performance as per the satisfaction of the Embassy. The company will have to be mandatorily sign service level agreement with the Embassy.

14. The company shall arrange for suitable reserve personnel in lieu of weekly off or leave period of the regular security guard. No separate payment shall be made for such arrangements.

15. Compliance with labor regulations/laws of the Philippine Government will be the sole responsibility of the company. They shall comply with all the requirements of taxes, fee and other statutory payment as are required by the concerned authorities. The Embassy will have no responsibility, whatsoever, in this regard.

16. The company should also agree to allow review of pay slips/banks statements of security guards to cross-check the claim and the fact that all mandatory government contributions such as Retirement Benefit, SSS Premium, SSS Mandatory Provident Fund, Philhealth Contributions, State Insurance Fund, Pag-IBIG etc, as indicated in the order/circulars issued by the concerned Department/Agency in the Government of Philippines or as indicated in the latest cost distribution per month order of Philippine Association of Detective and Protective Agency Operators, Inc (PADPAO) are paid to them. Non-compliance will lead to the cancellation of the award of contract.

17. The company shall at all time follow the lawful instructions as given by the Embassy or its authorized representatives with regard to functioning of the security guards.

18. The company is prohibited from subletting/ outsourcing the job to any other agency.

19. The company is liable for penalty, as deemed fit by the Embassy in case it fails to provide desired service or breaches the contract, cause loss or damage, if any, to property, life of Embassy's staff etc. due to negligence of the security guard provided by the company.

20. Medical facility/health insurance/social security for the security guards will be sole responsibility of the company. The Embassy will have no responsibility, whatsoever, in this regard.

21. The service providers are hereby clearly informed that fulfilment of conditions, as mentioned in Annexure IV and Annexure V, is mandatory and these are our critical minimum requirement and any inability to meet any or all of these would make them liable for rejection at the technical bid stage itself.

Annexure-IV

(To be submitted as part of Technical Bid)

QUALITY PARAMETERS FOR LOCAL SECURITY GUARDS (LSG) TO BE PROVIDED AT CHANCERY AND ER

The bidder is required to write 'Yes' or 'No' in the column REMARKS. In case of partial fulfilment, the bidder requires to mention which conditions cannot be fulfilled.

| S. No. | Item/ Description | Remarks* |
|--------|--|----------|
| 1. | LSGs should not be more than age of 50 and supervisor, wherever necessary, should not be more than 55 years of age. | |
| 2. | LSGs should be physically and mentally fit. Service provider should submit Medical Fitness Certificate in respect of every LSG from an Authorized Hospital/Medical practitioner. | |
| 3. | LSGs should have been vetted by local Government's security department(s) in terms of past record, character and antecedents. The Provider should provide background details of the LSGs and also proof of their vetting. | |
| 4. | LSGs should possess training in basic security duties such as handling gadgets like Fire Extinguishers, access control, conduct anti-sabotage checks (of persons, baggages and vehicles) including use of basic security tools such as X-Ray Baggage Scanner, Vehicle Scanner, Under deck Scanner, HHMD, DFMD, CCTV monitoring, baggage and letter scanners etc. | |
| 5. | LSGs should have passed at least Grade 10 or equivalent. | |
| 6. | LSGs should be proficient in local language and possess minimum English Language Skills to communicate with the Mission's officials. | |
| 7. | LSGs should perform duties in smart uniform and their overall appearance should be neat and clean. | |
| 8. | LSGs should be thoroughly proficient and trained in handling of arms and other security equipment they are supposed to carry/use. | |
| 9. | Bidder has a system of undertaking supervisory checks of functioning of LSGs to ensure that the supplied LSGs are discharging their duties with efficiency. Copy of the intended system of supervision/surprise checks to be submitted along with the technical bid indicating the number of scheduled and surprise visits to be carried out in a given period. | |

*The above-mentioned parameters are Embassy's critical minimum requirement and inability to meet any or all of these would make the service provider liable for rejection at the technical bid stage only.

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated_____

**Name and address of the
Agency/Company**_____

Seal of the firm

Annexure-V

(To be submitted as part of Technical Bid)

QUALITY PARAMETERS FOR SERVICE PROVIDER COMPANIES

| S. No | Item/ Description | Response* |
|-------|--|-----------|
| 1. | Provide the list of other clients to whom the company is serving in Philippines as well as in other countries, if any. | |
| 2. | Submit a brief of past experience, service history and achievements of the company. | |
| 3. | Submit evidence of registration of the company under relevant statutory regulations such as labor laws, arms licenses etc. | |
| 4. | Any other security services other than manpower services provided to the clients should be enumerated. | |
| 5. | Provide the information on current size of the reserve pool of guards and logistics such as response teams, patrol vehicles, security/ communication equipment, control room facilities under use etc. | |
| 6. | Attrition rate of security guards and supervisors (the average period for which a security guard remains with the company) | |
| 7. | Provider should clearly mention whether it has its own training facilities or avail the facility of another provider or a company that only focuses on training. Also to indicate curriculum and duration of training of the security guards and the supervisors. | |
| 8. | Industry certification obtained by the provider for its quality from the specialized security certification bodies. Also to specify service provider's relationship with local police. | |
| 9. | Scope and limit of liability of the company in terms of compensation for its security failures in monetary terms. | |
| 10. | Provide the information on take home pay and other allowances of the security guards. (in Pesos, Monthly figures). | |
| 11. | Financial Bid submitted is compliant with the latest order of Philippine Association of Detective and Protective Agency Operators (PADPAO) Inc. Undertaking to be submitted along with technical bid stating that financial bid submitted is compliant with contribution to all Government schemes in favor of Guard, as indicated in the latest order of PADPAO on Cost Distribution per Month. | |

* Responses shall be filled in the given column and relevant documents shall be enclosed with the technical bid. In case of partial fulfilment, the bidder is required to mention which conditions cannot be fulfilled. It may be noted that non submission of

required documents and undertaking as indicated above would make the service provider liable for rejection at the technical bid stage only.

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated_____

**Name and address of the
Agency/Company**_____

Seal of the firm

Annexure- VI

FINANCIAL BID

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (IN ENGLISH)

| | | |
|----|--|--|
| 1. | Name of the Bidding Agency/Company | |
| 2. | Address of the Bidding Agency/Company | |
| 3. | Contact details of the Bidding Agency/ Company | |

Break-up of the total cost:

| Duty Point | No. of shifts with duration of each shift | LSGs in one shift | No. of LSGs | Unit Price (monthly) | Total monthly amount (in Pesos) | Applicable VAT on monthly amount | Total Amount incl. VAT (in Pesos) |
|---|---|-------------------|-------------|----------------------|---------------------------------|----------------------------------|-----------------------------------|
| <u>Chancery:</u> 2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila | 02 shift (12 hours each) | 01 | 02 | | | | |
| <u>Chancery:</u> Unit – 2702, 27 th Floor, One World Place, 32 nd Street, BGC, Taguig City, Metro Manila) | 01 shift (12 hours) | 01 | 01 | | | | |
| <u>Embassy Residence:</u> 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila) | 02 shift (12 hours each) | 01 | 02 | | | | |

* Requirement for working days only.

Total monthly amount for 05 guards: Php. _____ (excluding. VAT)

Total VAT on monthly amount for 05 guards in PHP _____

Total monthly amount for 05 guards: Php. _____ (Including. VAT)

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge. The quoted unit price (monthly) includes all mandatory contribution such as Retirement Benefit, Philhealth, SSS Premium, SSS Mandatory Provident Fund, State Insurance, Pag-IBIG etc. as per the extant provision of the Government of the Philippines and indicated in the latest Order of Philippine Association of Detective and Protective Agency Operators, Inc (PADPAO) on Cost distribution per month

(Signature of the authorized signatory)

Dated_____

**Name and address of the
Agency/Company**_____

Seal of the firm

**No. Mani/Admn/815/01/2022
Embassy of India
Manila**

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Bid Securing Declaration

I/We accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:
Name:

Place:
Signature: