



TERMS OF REFERENCE

for the

Procurement of Security Services for 2022

The **PHILIPPINE SCIENCE HIGH SCHOOL-ZAMBOANGA PENINSULA REGION CAMPUS (PSHS-ZRC)**, anticipated to be from the GAA for FY 2022, intends to apply the sum of **TWO MILLION TWO HUNDRED THOUSAND (P2,200,000.00)** being the indicated amount in the National Expenditure Plan (NEP) as to-be the Approved Budget for the Contract (ABC) for the **Procurement of Security Services for 2022**. **This is an Early Procurement Activity.**

The project is for the engagement of a service provider for security services to PSHS-ZRC for its various classrooms, laboratories, dormitories, offices, acquired assets and facilities and projects **for the period January 1, 2022 to December 31, 2022**, subject to the assessment or evaluation of the performance of the winning provider.

A. MANPOWER REQUIREMENT

Eleven (11) security guards for twelve (12) months during the year for security services to PSHS-ZRC's various offices, classrooms, laboratories, dormitories, acquired assets, facilities and projects.

B. SCOPE OF SERVICES:

1. To secure and protect all the lives of scholars inside all declared academic and learning facilities and those residing at the dormitories, persons employed by the PSHS-ZRC, and all those legally doing business therein.
2. To protect and secure all the PSHS –ZRC acquired facilities, real assets and projects from theft, pilferage, vandalism, robbery and any form of losses and untoward incidents.
3. To provide PSHS-ZRC with such number of security guards who are properly trained, bonded and uniformed.
4. To submit monthly situational reports as well as render incident/spot reports as deemed necessary.
5. Daily Routine Operations:
 - a. Logging in and monitoring of school personnel, students and visitors who enter the school premises.
 - b. Securing the school perimeter by preventing any unlawful entry or exit, as defined by PSHS-ZRC.
 - c. Assist in the proper implementation of the campus' health protocols.
 - d. Assuring the safety of individuals and property within the school premises through regular checks of the school grounds and building premises at all times.
 - e. Assisting in the management of traffic flow especially during the early morning, late afternoon and special occasions in the campus.
 - f. Complying all and any guidelines, policies, procedures and instructions by proper authorities of PSHS-ZRC

C. SERVICE PROVIDER REQUIREMENT

Eligibility Documents – *inside an envelope, submit three (3) sets (that are also inside 3 separate envelopes that are correspondingly marked “original”, “first copy” and “second copy”) of the following:*

1. PhilGEPS Certificate of Registration and Membership (Platinum)
2. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located;
3. Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
4. Statement of all on-going, completed, awarded but not yet started security services-related contracts;
5. Single Largest Completed Contract (SLCC) similar to the project to be bid that must be at least fifty percent (50%) of the ABC of the project to be bid.

SLCC must be supported by the client's Certificate of Evaluation of the performance of the contractor during the duration of the contract, with at least Very Satisfactory rating;

6. List of Contractor's Personnel with complete qualification and experience data (with valid licenses issued by the PRC, PNP or other authorized and relevant agency);
7. List of Contractor's major equipment units (like licensed guns), which are owned, leased and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from equipment lessor/vendor for the duration of the project.
8. A current license to operate a Private Security Agency (PSA) from the Philippine National Police;
9. Proof of good standing with the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO)
10. Proposed Security Plan Manual
11. Omnibus Sworn Statement

Financial Documents - *inside an envelope, submit three (3) sets (that are also inside 3 separate envelopes that are correspondingly marked “original”, “first copy” and “second copy”) of the following:*

1. Financial Bid Form
2. Bill of Quantities
 - Direct cost should follow the standard/minimum costing as ordered by the Dept. of Labor and Employment and Indirect Cost (OCM, Contractor's Profit and VAT) should follow the standard rates

The envelope containing the three (3) sets of the Eligibility Documents and the envelope containing the three (3) sets of the Financial Documents shall be put together in one (1) envelope during bid submission.

C. BRIEF DESCRIPTIONS OF ABOVE PROPERTIES/AREAS TO BE SECURED AND DUTY SCHEDULE:

	Location/Address	Description of Property
1	PSHS-ZRC, Cogon, Dipolog City	<ul style="list-style-type: none"> 5-hectare PSHS-ZRC permanent site; with on-going construction of different structures and facilities

	Location	No. of Guards	Timing	Remark
1	Main Gate	2 2 3	7:00 AM – 3:00 PM; 3:00 PM – 11:00 PM; 11:00 PM – 7:00 AM	- Station at the gate and do roving around the campus - 2 Station at the gate; 1 to watch and do roving at the Acad Bldgs 1, 2 & 3 and Activity Center and act as augmentation for security at Dorms 1, 2 & 3 and construction works at the rear lot of the campus will do roving around the campus
2	Administration Building	1	3:00 PM – 11:00 PM	- Station and do roving in and around the Administration Building and the Academic Buildings 1 & 2 from 3PM to 6PM, then station in-between dormitory buildings and nearby facilities as augmentation security personnel from 6PM to 11PM
3	Academic Building II	1	7:00 AM – 3:00PM	- Station and do roving in and around the Academic Buildings I & 2 and the Administration Building
5	Dormitory Buildings and Other Nearby Facilities	1 1	3:00 PM – 11:00 PM 11:00 PM – 7:00 AM	- Station in-between Academic Buildings 1 & 2 from 3PM-4PM, then station in-between Dormitory Buildings 1 & 2 and do roving around the buildings and nearby facilities; augmented by guard from Administration Building from 6pm-11pm - Station in-between the Dormitory Buildings and do roving around the buildings and nearby facilities
Note: Station assignments may change depending on the actual situation/needs in the campus and number of security guards may be increased when needed.				

D. SECURITY PERSONNEL QUALIFICATIONS REQUIRED:

1. Filipino citizen, preferably between 21 to 40 years old upon deployment/posting.
2. Not addicted to or dependent on prohibited drugs or intoxicating liquor.
3. At least high school graduate and preferably an ex-serviceman.
4. Preferably with at least two-year security job experience.
5. Physically and mentally fit (duly supported with physical and neurological test results and interpretations by licensed physicians).
6. Does not suffer from any physical defect/s or deformities, if possible, and preferably residing within the area near the premises to be able to readily serve in case of need for relievers or during times of emergencies.
7. Of good moral character and without any criminal or police record.

E. EQUIPMENT/SUPPLIES REQUIREMENTS

- a. The following are the basic equipment of a security guard which shall be made mandatory and ready for his/her use while performing his/her duties:
 1. Basic SG uniform: long sleeved white shirt, dark blue pants, plain white undershirt, black shoes, knit-strap brass, brass buckle waist belt, neck tie, black socks and white gloves for ceremonial and special functions. Pershing cap for male and blue Duck bonnet for female.
 2. Cellular phone
 3. Watchman clock
 4. Metal detector
 5. Search mirror
 6. Raincoat
 7. Large Umbrella
 8. High powered Flashlight
 9. Nightstick/baton
 10. Whistle
 11. First Aid Kit
 12. Security Vest
 13. Bicycle
 14. Handcuffs
- b. The security agency shall have the responsibility of ensuring the availability and issuance of the basic equipment to its posted guards.
- c. The security agency shall ensure that the security guards shall regularly inspect operability of basic equipment issued to the guards and shall keep them acquainted with the use of these.

F. DUTIES AND RESPONSIBILITIES OF GUARDS

1. Supervisor

- a. Monitors the overall deployment and activities of the assigned security guards.
- b. Directly transacts as representative of the contractor

2. Head Guard/Roving Guard

- a. Maintains a record of roving activities of the security guards as recorded in the watchman clock.
- b. Assists in giving special guards detail assignments and such other assignments pertaining to the provision of the security services to PSHS officials and cashier.
- c. Checks entries in the daily reports and logs any unusual or untoward incidents such as thefts and pilferages and investigates these.
- d. Coordinates with local authorities in case of any eventualities that need their assistance.

- e. Recommends to their supervisor any security measures needed for the safety and security of the campus.
- f. Submits a Daily and Monthly Report Summary of the Security activities, observations and recommendations their supervisor.
- g. Monitors school personnel, students and visitors who enter the premises.
- h. Conducts roving inspection of the whole premises, noting all security and safety conditions of the campus.
- i. Logs and reports immediately to their supervisor and to the FAD Chief of PSHS-ZRC any abnormal or untoward incidents found or that happened while on duty.

3. Regular guards

Gate - Strictly enforces the policies, procedures and instructions regarding the entry and exit of students, personnel, construction personnel, delivery personnel and other visitors, especially the health protocols during this time of the COVID-19 pandemic.

School lobby –

- a. Monitors compliance of students with PSHS-ZRC rules and regulations on the wearing of uniforms and identification cards.
- b. Prohibits egress of students during school hours without official leave form duly signed by the authorized official.
- c. Controls access to the PSHS-ZRC premises by maintaining a visitor's logbook. Such record includes the names and signatures of visitors, the persons to be visited and the purposes of the visit. The following must be strictly enforced by the guards on duty:
 - Issuance of visitor's ID/pass in exchange of a valid ID for proper identification of all visitors/guests.
 - Inspection of all bags, packages, brief cases and similar carry-alls being brought in or out of the premises during school/office hours. Beyond office hours, no employee, unless authorized to render overtime service or dormitory responsibilities, may be allowed to enter or stay within the building or its premises or at the dormitory during identified holidays and school breaks. Employees authorized to render overtime service shall be limited to their respective work areas unless otherwise indicated in their overtime authority.
 - Monitors personnel movement by allowing PSHS-ZRC personnel free access to any part of the building during office hours. Beyond office hours, no employee, unless authorized to render overtime service, may be allowed to enter or stay within the building or its premises. Employee authorized to render overtime service shall be limited to their respective work areas unless otherwise indicated in their overtime authority.
- d. Directs visitors to their respective destinations.
- e. Checks all parcels and packages coming-in and going-out. Checks delivery receipts and/or Gate Passes.
- f. Conducts inspection around the school premises, classrooms and offices to ensure that no student is left inside and no electrical equipment left plugged or switched on.
- g. Logs in and monitors school personnel, students and visitors who enter the premises.
- h. Regularly conducts roving inspection of the whole area during nighttime.
- i. Punches in the time of arrival to work and out of the departure from work of employees.
- j. Logs and reports immediately to their supervisor and to the FAD Chief of PSHS-ZRC any abnormal or untoward incidents found or that happened while on duty.

Back Area –

- a. Controls access to Dormitory building by maintaining a visitor logbook. Such record includes the name and signature of visitors, the date and time of entry/exit to/from the compound, the person to be visited, and the purpose of the visit.
- b. Extends assistance in the parking of vehicles.

- c. Maintains record of all vehicles parked to include such information as the date, time in and out of the parking area, driver/official driving the vehicle, make, plate number and distinguishing marks or conditions of vehicles (Noting: dents, broken lights, etc.).
- d. Regularly conducts roving inspection of the whole area during nighttime and inspects vital installations such as electrical and water systems.
- e. Logs and reports immediately to their supervisor and to the FAD Chief of PSHS-ZRC any abnormal or untoward incidents found or that happened while on duty.

Vehicular Traffic Area -

- a. Screens all incoming vehicles of their destinations and to issue car pass, if available.
- b. Salutes and greets all incoming/outgoing PSHS officials and employees.
- c. Directs traffic flow during early morning and late afternoon and special occasions.
- d. Maintains orderliness with regard to parking procedures and regulates entrance of vehicles in the area.
- e. Directs traffic in the parking area and in the street in front of PSHS-ZRC in as far as it affects the vehicles or leaving the premises.
- f. Monitors movement of vehicles. Ensures the use of vehicle is authorized by a duly approved Trip Ticket. Takes note of the condition of the vehicle and the passengers. Ensures that the vehicle is in the same condition when it comes back to the compound. Reports any damages that may be discovered and other irregularities to the Administrative Officer.
- g. Sees to it that only authorized official and staff vehicles are parked at the designated areas and on their respective slots.
- h. Regularly conducts roving inspection of the whole area during nighttime and to punch in the watchman clock.
- i. Conducts vehicle inspection on all incoming vehicles using under-chasses (ostrich) mirror.
- j. Logs and reports immediately to their supervisor and to the FAD Chief of PSHS-ZRC any abnormal or untoward incidents found or that happened while on duty.

All security personnel shall strictly follow all and any guidelines, policies, procedures and instructions being formulated and imposed by PSHS-ZRC. They shall also perform such other functions that may be directed by authorized PSHS-ZRC personnel and the security service contractor's officer.

In the event of security guard's absence, the CONTRACTOR shall immediately provide a replacement. However, no security guard shall be allowed to continuously render more than the prescribed eight (8) hours service at his/her post without prior approval from authorized school officials, or unless, no other guard can replace him/her.

G. PSHS OPTIONS

The PSHS-ZRC reserves the right to reduce or increase the number of the guards or replace all, some or any particular guard as the exigencies of its operations may require, and such reduction, increase or replacement shall become effective twenty-four (24) hours after notice thereof is given by the PSHS-ZRC to the CONTRACTOR. Additional guards shall be made available in the campus on special occasions upon sufficient notice to the CONTRACTOR.

H. CONTRACTUAL RELATIONSHIP

All security guards assigned by the CONTRACTOR under this contract shall exclusively be the employees of the CONTRACTOR, who, as their employer shall comply with the LABOR CODE and such other related laws bearing on employment, including the MINIMUM WAGE, 13th Month Pay, Bonus, Workmen's Compensation, Employer's Liability Separation Pay, SSS, PhilHealth Coverage and Pag-IBIG Contribution, Income Tax Payments, and the like and that the CONTRACTOR shall hold the PSHS-ZRC free from any claim of security guards related thereto. The CONTRACTOR shall remit the required payments/contributions of the security guards to the SSS, Pag-IBIG and BIR and shall promptly furnish the PSHS-ZRC a copy of monthly remittance reports to these agencies. The remittance reports, certified true copies of actual payroll to the

CONTRACTOR by the PSHS-ZRC. The CONTRACTOR shall, upon request of the PSHS-ZRC, certify that the security guards are paid regularly and all complaints should be acted upon promptly by the CONTRACTOR.

I. DISCIPLINE AND CONTROL

The CONTRACTOR shall maintain effective discipline and full control and supervision over the security guards assigned under this Contract as well as the manner of performance of their duties. However, the CONTRACTOR binds itself to cause the implementation or enforcement of any and all rules, regulations, or directives that the PSHS-ZRC may issue. In case of emergency or immediate need for the services of the security guards, the PSHS-ZRC or any of its ranking officials may issue direct orders for compliance by the security guards. The CONTRACTOR assumes all obligations and liabilities which may arise due to acts or omissions committed by the security guards in the performance of their duties.

J. OTHER RESPONSIBILITIES/OBLIGATIONS

The CONTRACTOR hereby assumes full responsibility for theft, pilferage, damage, loss, robbery, vandalism, arson, or other unlawful acts concerning properties owned by the PSHS-ZRC or its employees kept at their offices or those held in trust for third persons by the PSHS-ZRC, except when the loss or damage is due to fortuitous event such as conflagration, not attributable to the fault or negligence of the CONTRACTOR, or earthquake, typhoons, flood and other natural phenomena beyond the control of man. The CONTRACTOR shall be notified by its security guards and/or the PSHS-ZRC within twenty-four (24) hours from the date of the loss or damage occurred or is discovered to enable the CONTRACTOR to conduct its investigation. Should the CONTRACTOR fail to pay such loss or damage within 15 days from the date of notice, the PSHS-ZRC may set-off such loss or damage against the compensation payable to the CONTRACTOR or go against the surety bond set forth in this Contract. In case of loss, the PSHS-ZRC has the option to demand payment of the replacement value of the lost article or its replacement by another at least substantially in the same condition as the former.

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K. CONSULTATIONS

Contract implementation shall be subject to continuing evaluation as to effectiveness and advantage, and for this purpose shall be further governed by the following guidelines:

- a. Head of the agency or any of its ranking officials serviced by the CONTRACTOR shall be consulted on security matters and shall recommend measures to improve security service in coordination with the CONTRACTOR.
- b. Any request of PSHS-ZRC for replacement, hiring, posting, etc. of security guards shall be acted upon immediately.
- c. The CONTRACTOR shall provide an Overall Supervisor whose designation as such shall be cleared by the PSHS-ZRC. The Area Supervisor shall be available 24 hours, seven days a week.
- d. No security guards shall be allowed to render continuously more than the prescribed eight (8) hours service at his post without approval from authorized officials. In case the guard assigned to relieve him cannot do so, immediate notice thereof shall be given to the PSHS-ZRC but in no

case shall continuous shift of the unrelieved security guard be allowed for more than twice his regular shift. CONTRACTOR shall effect regular rotation of guards every two (2) months, in which case, two (2) guards shall alternately be rotated to another post in every two (2) months during the life of the contract.

- e. Whenever necessary or at the end of every quarter, there shall be a constant dialogue between the CONTRACTOR and PSHS-ZRC to thresh out any problem on security matters as well as to recommend measures to improve security services.
- f. The CONTRACTOR should submit to PSHS-ZRC the monthly SSS, PhilHealth Premium and Pag-IBIG remittances with a list of security guards assigned at PSHS-ZRC.

The CONTRACTOR's security guards shall be subject to a semestral evaluation by the PSHS-ZRC community, through the Office of the Finance and Administrative Division. Security guards whose performance ratings are below Very Satisfactory (VS) shall immediately be replaced.

L. EFFECTIVITY, DURATION AND TERMINATION

The Contract shall take effect on January 1, 2022 up to December 31, 2022, unless sooner terminated for any of the following grounds:

- a. False statement or misrepresentation in the warranties indicated herein and in submission of bid and awards documents.
- b. Acts and omissions on the part of the Contractor resulting in injury, damage, loss or destruction of property of PSHS-ZRC and failure to restitute, replace or pay for the same.
- c. Failure of the CONTRACTOR to discipline or replace any guard found to have committed acts of discourtesy or conduct unbecoming of a security guard.
- d. Violation of existing labor, social security, workmen's compensation, PADPAO and other rules as provided by existing laws and regulations.
- e. Non-payment of stipulated contract price.


The party opting to terminate the Contract shall serve the other the intention of such termination, in writing and at least fifteen (15) days before the effectivity thereof.


In the event that this Contract is terminated for causes as herein provided, or the expiration thereof, the CONTRACTOR shall vacate the premises of the PSHS-ZRC within twenty-four (24) hours from the effectivity of the said termination. Thereafter, the presence of any personnel of the CONTRACTOR in said premises shall be treated as act/s of trespass and shall be prosecuted accordingly.

All bid documents relating to the Bidding conducted for Security Services shall form part of the Contract.

Nothing in these Technical Specifications shall preclude PSHS-ZRC from taking other actions to assert its right under the Contract and/or bringing suit for damages in appropriate circumstances.

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