

Annex A

**TERMS OF
REFERENCE**



TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY SERVICES

I. OBJECTIVE

To hire a competent security agency, which can provide good security service to the Philippine Fiber Industry Development Authority Regional Office XI (PhilFIDA RO-XI) to ensure a safe and secure working place.

II. BUDGET

The contract for the Security Agency will be for a period of one (1) year, renewable for a period of three (3) years with an Approved Budget for the Contract (ABC) of **P 1,410,000.00** for PhilFIDA RO-XI, Second Floor, Cam Building, Monteverde Street, Davao City; Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City; and Central Mindanao Fiber Experiment Station (CMFRES), Pagalungan, Polomolok, South Cotabato.

III. TOTAL NUMBER OF SECURITY GUARDS

LOCATION	No. of Security Guards
PhilFIDA RO-XI, Second Floor, Cam Building., Monteverde Street, Davao City	2
Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City	1
Central Mindanao Fiber Experiment Station(CMFRES),Pagalungan, Polomolok, South Cotabato	2

IV. PLACE/NUMBER SHIFT POST ASSIGNMENT

Refer to Schedule of Requirements

V. QUALIFICATIONS OF THE CONTRACTOR

The following are the qualifications of the Contractor:

- A. Should have at least three (3) years experience in providing security services to a government agency;
- B. Must be an active member of the Philippine Association of Detective & Protective Agency Operators (PADPAO) in good standing;
- C. Must be duly registered with the Securities & Exchange Commission, or Cooperative Development Authority, and Department of Trade & Industry;

- D. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (HDMF-PAGIBIG), Philippine Health Insurance Corp. (PhilHealth) and Bureau of Internal revenue;
- E. Must be a DOLE registered and licensed service contractor;
- F. Have a Net Financial Contracting Capacity (NFCC) of at least equal to the ABC or Committed Line of Credit at least equal to 105 of ABC ; and
- G. Must present at least one (1) Client/Customer Feedback, with at least a Very Satisfactory Rating, from one (1) government agency with whom the Contractor has a past or ongoing Contract.

VI. QUALIFICATIONS OF THE SECURITY GUARDS

The Security Agency shall deploy security guards with the following minimum qualifications:

- A. Must be 21 years of age but not more than 60 years old;
- B. Must be at least High School graduate;
- C. Has undergone Pre-licensing Training Program for new recruits, or Refresher Training Program for Security Guards with more than one (1) year of experience;
- D. Physically and mentally fit;
- E. Of good moral character and reputation supported by Barangay Clearance, Police Clearance and NBI Clearance; Must have valid license issued by the Philippine National Police (PNP) SAGSD;
- F. Must have a current neuropsychological examinations and drug-test
- G. Must have a minimum of one (1) year experience as security guard.

Moreover, the Contractor shall deploy supervisors to randomly check the performance and attendance of its personnel, to maintain the quality of service at the desired standard.

VII. SCOPE OF SERVICES

Duties and Functions:

- A. Guard and protect the premises, properties, equipment and personnel in areas of responsibilities;
- B. Screen visitors with utmost courtesy;
- C. Prohibit entry of vendors or solicitors at all times;
- D. Maintain a logbook for visitors and separate logbook for employees;
- E. Record the time of arrival and departure of all personnel at all times;
- F. Conduct inspection of all areas inside the buildings occupied by PhilFIDA-XI after office hours to switch off all electrical equipment that employees failed to switch off;
- G. Record the time of departure and arrival of vehicles during official trips and also the passengers.

VIII. SUPPLIES, MATERIALS AND EQUIPMENT

- A. The Security Agency shall provide the following:
 - 1. Prescribed uniform of Security Guards
 - 2. Logbook
 - 3. Two (2) Handheld Radios
 - 4. Flashlight
 - 5. Nightstick
 - 6. Whistle

7. First Aid Medical Kit
8. Reflectorized vest
9. Rain boots
10. Raincoats
11. PNP licensed service firearms - in good condition, with detail order and complete load of ammunition

VI. OTHER DOCUMENTARY REQUIREMENTS

- A. Company Organizational Chart of officers
- B. Bio-data of security to be deployed
- C. Related licenses (valid and updated)
 1. PADPAO Membership Certificate
 2. Permit to Operate

Note:

All Documentary Requirements and other requirements will be submitted during the bid opening.

VII. OTHER MATTERS

- A. Performance Bond – The Security Agency shall furnish PhilFIDA-XI with a valid and sufficient bond in accordance with the rules set forth under Government Procurement Reform Act (R.A. No. 9184) and its 2016 Implementing Rules and Regulations (IRR).
- B. Wage and Mandated Benefit Increase – Should there be any wage or mandated benefit (SSS, PAGIBIG and PHILHEALTH) increase in favor of the assigned security personnel , the Security Agency must inform the PhilFIDA-XI in writing of the wage increase in order for the latter to make the necessary measure before its implementation.
- C. Billing and Submission of Documents – The Security Agency shall submit a billing, together with the Daily Time Record and copies of payroll, remittances with Official Receipt of SSS, PAG-IBIG and PHILHEALTH for all security guards assigned, every **15th day of the month.** Failure of the Security Agency to comply shall mean withholding of payment for the current month until the latter complied the requirement.
- D. Employer-Employee Relationship – The PhilFIDA-XI shall not be responsible for any claims for general injury, including death sustained by the security guard or any third person arising out of or in the course of the performance of the functions of the security guards pursuant to this contract. It is understood that no employer-employee relationships exists between the parties or of their employees, representatives and agents.
- E. Liability for Losses and Damages – The Security Agency shall be answerable for any loss or damage arising from theft, robbery, pilferages and other unlawful acts that may occur at the premises of PhilFIDA-XI during watch hours of the security guards except when such loss or damage is sufficiently established to be due to force majeure or fortuitous events.
- F. Terms of the Contract – The Contract shall take effect once Notice to Proceed is issued to the Security Agency, renewable annually, but not to exceed three (3) years from the awarding of original contract in accordance with R.A 9184 and its Implementing Rules and Regulations; or be cancelled or terminated before the end of the term of the contract for lawful cause.

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I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO COMPLY WITH ALL REQUIREMENTS STATED IN THE TERMS OF REFERENCE.

Name : _____

Designation : _____

Company Name : _____

Date : _____

Approved by:



Engr. IRMA R. RODIS
Head of Procuring Entity / HoPE

