

**TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY SERVICES FOR THE
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY – SORSOGON FIBER EXPERIMENT
STATION (PhilFIDA-SFES), SAN JUAN, CASIGURAN, SORSOGON**

I. INTRODUCTION

The Philippine Fiber Industry Development Authority-Regional Office V (PhilFIDA-ROV) is inviting reputable security agencies to submit price quotations for the provision of security services of one (1) security guard to render a 12-hour night shift duty during weekdays and weekends at the PhilFIDA-SFES in San Juan, Casiguran, Sorsogon from March 1, 2025, to December 31, 2025.

II. OBJECTIVES

This Terms of Reference (TOR) has been prepared to address the specific needs of PhilFIDA-SFES in contracting security services of one (1) security guard to render a 12-hour night shift duty during weekdays and weekends at PhilFIDA-SFES from March 1, 2025 to December 31, 2025.

III. SCOPE AND COVERAGE

The Security Agency shall maintain peace and order at the PhilFIDA-SFES at San Juan, Casiguran, Sorsogon by securing/watching, safeguarding, and protecting its property from theft, robbery, arson, destruction, damage or other similar crimes of the same nature. The Guard shall likewise protect the safety of the officials and employees of PhilFIDA-SFES including its guests and visitors from assault, harassment, threat, or intimidation and enforce and implement its rules, policies, and regulations to maintain security and safety thereat. The guard shall always exercise extraordinary diligence in carrying out the above obligations.

IV. DURATION

The contract duration is good for ten (10) months from March 1, 2025, to December 31, 2025. It may be extended to six (6) months but shall not exceed one (1) year subject to the conditions of GPPB Resolution No. 23-2007 re: Approving and Adopting the Revised Guidelines on the Extension of Contracts for General Support Services.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **THREE HUNDRED FORTY-EIGHT THOUSAND TWO HUNDRED THIRTY-ONE PESOS AND SIXTY CENTAVOS (PhP 348,231.60)**, inclusive of ten (10) months of security service firearm, mobile phone, gadgets, other paraphernalia, and all applicable government taxes and charges. The approved ABC is for the 10 months of security services, which consists of one (1) security guard for PhilFIDA-SFES with a monthly rate not less than the minimum rate for a 12-hour night shift duty compliant with Wage Order No. RBV-21 for the security services industry.

All price quotations for 10 months shall be fixed and shall not be adjusted during contract implementation, except for the following:

1. Increase in regional daily wage rate under law or new wage order issued by the RTWPB V after the date of submission of price quotations.
2. Increase in SSS Premium and PhilHealth Employer Share payable to the government
3. Increase in taxes; and
4. The procuring entity may increase the number of security guards, provided that the resulting cost of said increase, should not exceed the ABC of the subject security services for the year.

VI. QUALIFICATION REQUIREMENTS

The Security Agency must be a duly licensed, registered, and with proper operating permits and other statutory requirements. For this purpose, the contracted security agency shall submit proof of the following:

1. Engagement in the business for at least five (5) years.
2. Security Agency's satisfactory certificates from at least three (3) clients for the past five (5) years.
3. A completed project/contract with a value of at least equal to ABC.
4. License to Operate issued by proper government institution/s.
5. Duly certified proof of paid remittances for Pag-Ibig, SSS, and PhilHealth of its employees.

VII. EVALUATION OF PRICE QUOTATIONS

The price quotation shall contain a detailed breakdown of the total price quotation using the format of the Cost-Distribution Matrix under Wage Order No. RBV-21 in Private Security Industry.

The technical and financial proposals shall be evaluated using the parameters prescribed in this TOR.

VIII. DUTIES AND RESPONSIBILITIES

The Security Agency shall exercise discipline, supervision, control, and administration over its guard in accordance with law, ordinances, and pertinent governmental rules and regulations as well as the rules and policies laid down by the PHILFIDA Regional Office V on the matter.

The Security Agency shall:

1. Shall equip guard with duly licensed firearm, ammunition, nightsticks, uniform, mobile phone, rechargeable flashlight, and other paraphernalia for security purposes of PhilFIDA-SFES in San Juan, Casiguran, Sorsogon.
2. Shall exercise discipline, supervision, control, and administration over its guard following law, ordinances, and pertinent governmental rules and regulations as well as the rules and policies laid down by the PhilFIDA Regional Office V on the matter.

The Security Guard shall:

1. Deal with PhilFIDA's officials, employees, guests, and visitors with utmost courtesy.
2. Salute incoming and outgoing officials of the PHILFIDA-SFES and Regional Office V, specifically the Regional Director (RD) as a form of respect to them.
3. Take charge of the post and properties of the PhilFIDA-SFES.
4. Report all violations or orders they are instructed to enforce.
5. Report and transmit all messages received for the attention of relieving security guard.
6. Report on time and quit their post only when properly relieved.
7. Record in the logbook all incoming and outgoing PhilFIDA-SFES Staff, Regional Office V Staff, Provincial Staff, and PhilFIDA non-PHILFIDA vehicles and submit a monthly report thereof to PhilFIDA Regional Office V's Admin Unit.
8. Submit reports of accidents/burglaries and any untoward incidents to the office of the Regional Director through the Admin Unit immediately or at the next working hour. A police report shall be attached to the security report to be submitted to the Regional Director.
9. Record and screen all incoming and outgoing PhilFIDA-SFES visitors.
10. Require PhilFIDA ROVs visitors to wear visitor's ID upon entering the offices of PhilFIDA-SFES for proper identification.
11. Stay at their post provided by the Admin Section. Changes and or shifting of assigned schedules are not allowed unless approved by the Chief, Admin.
12. Not to use or allow the use by others of the Guard Post as a stand-by area.
13. Strictly enforce additional House Rules and Regulations that the PhilFIDA Regional Office V and may impose further to secure its personnel, equipment, and facilities.

14. Implement orders of the Regional Director and Administrative Unit about security matters.
15. Perform such other duties as instructed by authorized officials.

IX. DEPLOYMENT OF SECURITY GUARDS

The Security Agency shall provide the PhilFIDA-SFES with one (1) licensed and well-trained security guard to render a 12-hour night shift duty on weekdays and weekends from 6:00 P.M. to 6:00 A.M.

X. TERMS AND CONDITIONS

The Security Agency shall have the necessary experience and expertise in providing security services to the PhilFIDA-SFES. The Security Agency shall solely undertake the services and shall not subcontract the said services. PhilFIDA-ROV has the right to terminate its contract with the security agency in any of the following instances:

1. Violation of any of the provisions of any laws in relation to security services.
2. Failure by the contracted agency to maintain a satisfactory level of performance during the term of the contract.

A persistently high rate of delinquency of security guards in the contracted security services/agency with respect to the rules and regulations issued by PhilFIDA-ROV shall indicate incompetence and shall be a ground for revocation/cancellation of the contract. The following shall constitute acts of incompetence such as, but not limited to:

1. Those related to compliance in the wearing of uniforms and required paraphernalia.
2. All acts prejudicial to good conduct and behavior and others similar to the foregoing pursuant to existing laws, rules, and regulations.
3. Use of inappropriate uniform and paraphernalia.
4. Use of profane language.
5. Discourtesy and conduct unbecoming resulting in conflict with government employees/agency or guests in the agency assigned.
6. Taking alcoholic beverages while on duty.

XI. MANPOWER REQUIREMENT

A. MANPOWER COMPLEMENT

1) Qualification

The security guard to be assigned by the Security Agency to the PhilFIDA-SFES must be:

- a. Of good moral character and reputation, courteous, alert, and without criminal or police record.
- b. Physically and mentally fit and not less than 21 years of age and at least five feet two inches (5'2") in height.
- c. Duly licensed and properly screened and cleared by the N.B.I., Police, and other government offices issuing clearances for employment.
- d. Possession of other qualifications required by Republic Act No. 5487, as amended; and such other qualifications required by the PhilFIDA-ROV to the Security Agency.

2) Documentary requirement

- a. Security License
- b. NBI clearance
- c. PNP clearance
- d. Medical/Health certificate with drug-test result
- e. Personal Data Sheet and work experience.

TECHNICAL PARAMETERS (Set of Minimum Requirements)

1. Stability

- a. Year of Experience (at least 5 years)
- b. Liquidity of the Contractor (Net Financial Contracting Capacity at least equal to ABC)

2. Resources

- a. No. of employed personnel (at least 50 personnel)
- b. Sufficient number and kind of firearm, equipment/gadgets, supplies, and required paraphernalia for one (1) year.


3. Other factors

- a. Recruitment and Selection Criteria with proof of certificate from government-accredited granting office.
- b. Completeness of Uniforms, gadgets, and required paraphernalia.


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