

ANNEX A

**GUARD REQUIREMENTS
FOR AOR IA – BCDA CORPORATE CENTER**

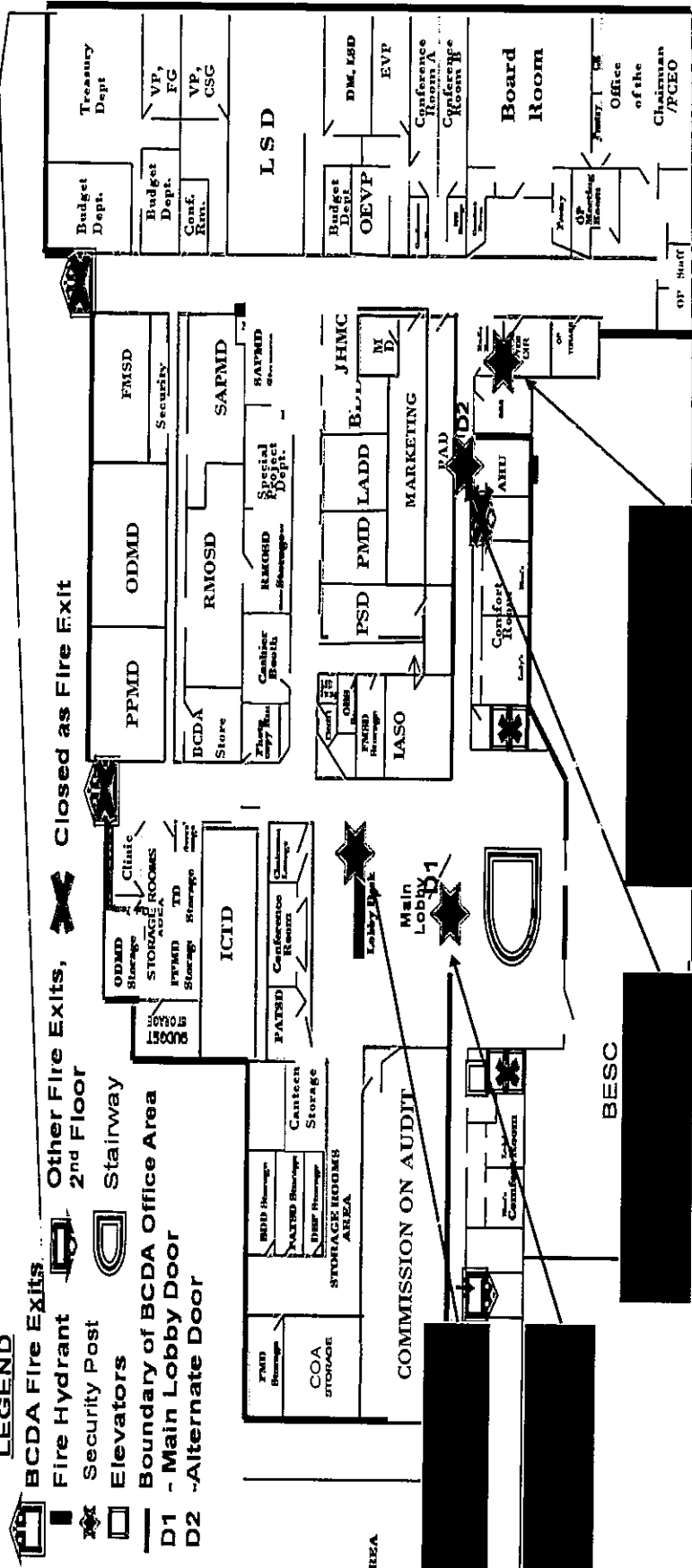
A. WEEKDAYS (Monday to Friday, Except Holidays):

Security Posts/Det Hqs	Guard Shift		Total No. of Guards	No. of Hours per Shift	No. of Radios	No. of Firearms
	1st	2nd				
Detachment Hqs:					2 BR	
Detachment Commander/SIC	1	1	2	12	1 HH	1 Pistol
CCTV/Radio Operator	1	1	2	12	1 HH	1 Pistol
VIP Security/Driver	1	1	2	12	1 HH	1 Pistol
Security Posts:						
Main Entrance/Lobby Guard	1	1	2	12	1HH	1 Pistol
Alternate Entrance/Door Guard	1		1	12	1HH	1 Pistol
Basement/Parking Area Guard	1		1	12	1HH	1 Pistol
Total	6	4	10		2BR/6HH	6 Pistols
Reserve	1	1	2		3 HH	2 Pistols/2 SG

B. WEEKENDS AND HOLIDAYS:

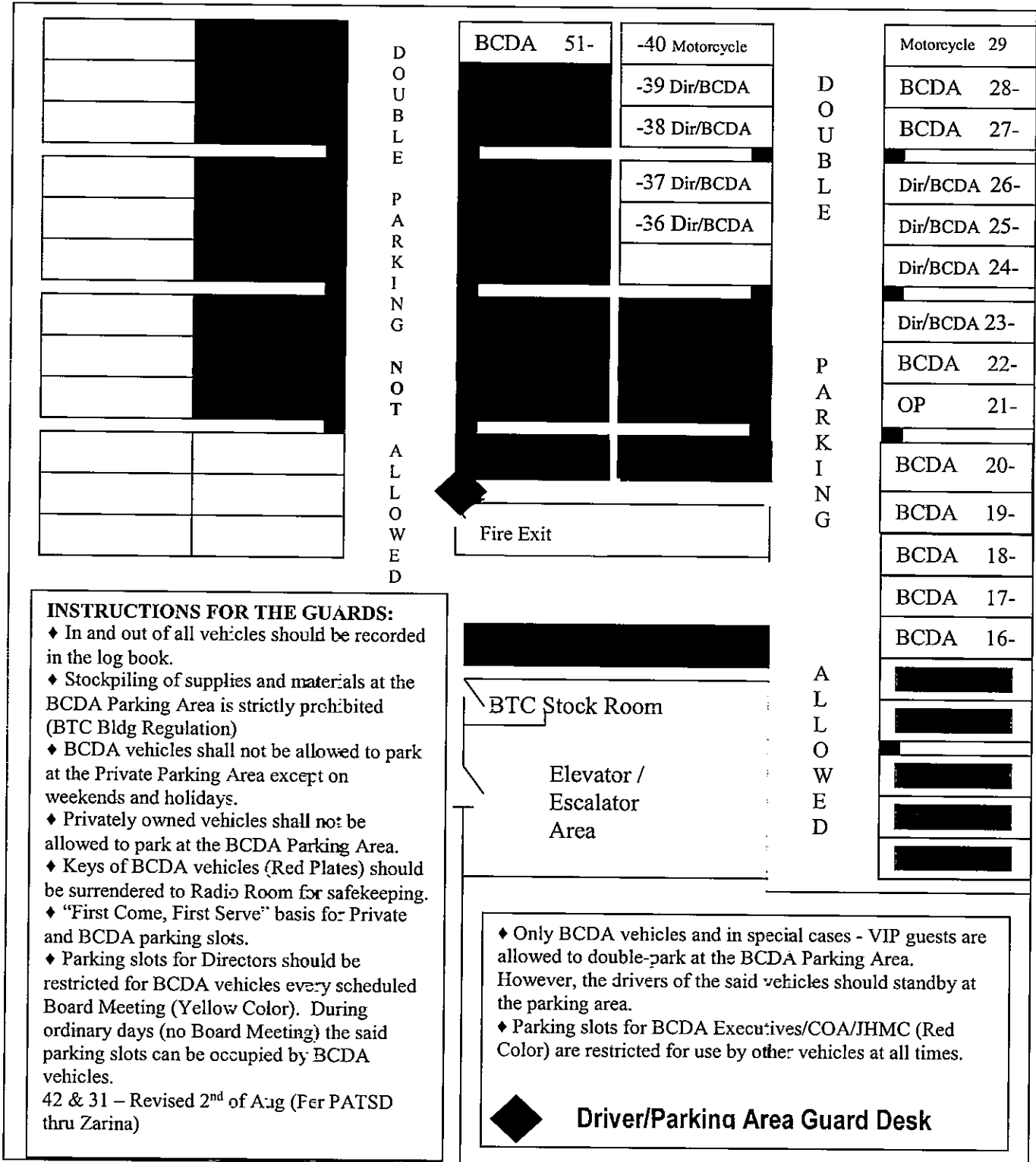
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VIP Security/Driver	1	1	2	12	1 HH	1 Pistol
Security Posts:						
Main Entrance/Lobby Guard	1	1	2	12	1HH	1 Pistol
Alternate Entrance/Door Guard						
Basement/Parking Area Guard	1		1	12	1HH	1 Pistol
Total	5	4	9		2 BR/5 HH	5 Pistols
Reserve	2	1	3		4 HH	3 Pistols/2 SG

LEGEND



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BCDA BASEMENT PARKING AREA



**STANDARD EQUIPMENT REQUIREMENTS
FOR AOR IA - BCDA CORPORATE CENTER**

ITEM DESCRIPTION	QUANTITY	REMARKS
COMMUNICATION EQUIPMENT:		
Base Radio with complete accessories and antenna	2	1. One set at Detachment Hqs; one set for the 4-wheeled vehicle
Hand Held Radio Sets (including battery):		
- For issue to the guards on duty	6	Ready for inspection during Post-Qualification.
- Reserve	4	Ready for inspection during Post-Qualification.
Battery charger for hand held radios	6	Ready for inspection during Post-Qualification.
Extra rechargeable batteries for hand held radios	10	Ready for inspection during Post-Qualification.
VEHICLES:		
4 X 4 Utility Pick-up w/ beacon lights and fuel support	1	Ready for inspection during Post-Qualification
Motorcycle 200R (or equivalent) with fuel support	1	Ready for inspection during Post-Qualification;
FIREARMS:		
9mm Pistol for issue to SG on duty	6	Ready for inspection during Post-Qualification.
9mm Pistol as reserves	2	Ready for inspection during Post-Qualification.
Shot Gun as reserve	2	Ready for inspection during Post-Qualification.
OTHER STANDARD EQUIPMENT:		
Computer with printer with Internet capability	1	(1) Monthly billing for Internet shall be charged against Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.
Digital Camera (at least 5 mega pixel)	2	Ready for inspection during Post-Qualification.
Portable Metal Detector	4	Ready for inspection during Post-Qualification.
RESPONSE		
Rescue Hydraulic Jack (10 tonner)	1 set	Ready for inspection during Post-Qualification.
Chain Block with at least 5 tons capacity	1 set	Ready for inspection during Post-Qualification.
Rechargeable Emergency Flashlight	6 sets	Ready for inspection during Post-Qualification.
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.
Squad Tent (minimum capacity: 10 persons)	1 set	Ready for inspection during Post-Qualification.
Multi-purpose Rope (1/2 inch diameter x 20 meters)	10 rolls	Ready for inspection during Post-Qualification.
Stretcher	2 ea	Ready for inspection during Post-Qualification.
Detachment First Aid Kit	1 set	Ready for inspection during Post-Qualification; 2. See List of Requirements
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:		
Class A Uniform	1	To be inspected during Rank Inspection
Rain Coats and Boots	1	To be inspected during Rank Inspection
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	1	To be inspected during Rank Inspection
Hand Cuff	1	To be inspected during Rank Inspection
Flash Light	1	To be inspected during Rank Inspection
Baton	1	To be inspected during Rank Inspection

ANNEX A3

STANDARD FIRST AID KIT REQUIREMENTS FOR THE DETACHMENT HEADQUARTERS FOR AOR IA – BCDA CORPORATE CENTER

A. BASIC SUPPLIES:

1. Adhesive tape
2. Anti-biotic ointment
3. Antiseptic solution or towelettes
4. Bandages, including a roll of elastic wrap (Ace, Coban, others) and bandage strips (Band-Aid, Curad, others) in assorted sizes
5. Instant cold packs
6. Cotton balls and cotton-tipped swabs
7. Disposable latex or synthetic gloves (at least two pairs)
8. Duct tape
9. Gauze pads and roller gauze in assorted sizes
10. First-aid manual
11. Petroleum jelly or other lubricant
12. Plastic bags for the disposal of contaminated materials
13. Safety pins in assorted sizes
14. Scissors and tweezers
15. Soap or instant hand sanitizer
16. Sterile eyewash, such as a saline solution
17. Thermometer
18. Triangular bandage
19. Turkey baster or other bulb suction device for flushing out wounds

B. MEDICATIONS:

1. Aloe-vera gel
2. Anti-diarrhea medication
3. Over-the-counter oral antihistamine, such as diphenhydramine (Benadryl, Others)
4. Aspirin and non-aspirin pain relievers.
5. Calamine lotion
6. Over-the-counter hydrocortisone cream
7. Personal medications that don't need refrigeration
8. Syringe, medicine cup or spoon

C. EMERGENCY ITEMS:

1. Emergency phone numbers (Nearest PNP Station, Fire Station, Hospital, and other Government Institutions)
2. Small, waterproof flashlight and extra batteries
3. Candles and matches
4. First-aid instruction manual

**SPECIFICATIONS OF SPECIAL EQUIPMENT AND SERVICES REQUIREMENTS
FOR AOR IA: BCDA CORPORATE CENTER**

1. CCTV SYSTEM (16 Channels)

a. The Security Agency must be able to provide a 16-channel CCTV System with 16 cameras (including 4 wireless cameras that may be configured into two sets:

(1) Eight (8) cameras to be installed at the Basement Parking Area with LAN or IP connection to a CCTV set/monitor at the Security Office, BCDA Corporate Center;

(2) Eight (8) cameras to be installed at the Fire Exits and Exterior Hallways in the Second Floor with LAN or IP connection to a CCTV set/monitor at the Security Office, BCDA Corporate Center;

b. The Security Agency must be able to provide four (4) wireless camera with WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following: (Location of installation shall be determined later);

(1) IP wireless camera device with WIFI and SD Card designed for network video surveillance application;

(2) With OSD control, full function model;

(3) OEM;

(4) Compression: H.264 Baseline Profile Level 2.2;

(5) Storage: SD Card, Max 5G (optional);

(6) Pan Range: 360 degrees (continuous);

(7) Tilt Range: 90 Degrees;

(8) Presets: 128 Presets, can be labeled with editable title;

(9) Cruise Section: 5 pcs;

(10) Protocol: Sony, Hitachi, CNE, LG.


c. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

d. Specifications for other CCTV cameras to be installed:

(1) With high-end H-264 16 channels DVR, 16 night-vision outdoor cameras.

(2) With 16 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.254 compression to maximize picture quality and storage space;

(3) DVR recorder - Record all 16 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the user the ability to pick the



time and day for the DVR to record. Can store video recording for all 16 channels up to at least 30 days;

(4) HDMI – HDMI output use with HDMI compatible monitor;

(5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility;

(6) At least 1/4 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;

(7) Mobile Remote Viewing - Gives the user the ability to monitor premises anytime, anywhere using mobile phones, compatible with android, iPhone, Black Berry and even Symbian. Bundled with the included CD;

(8) Built-in DDNS domain address;

(9) Files can be compressed by up to 80% without compromising video quality;

(10) The entire system can be linked to an external drive as back up;

(11) Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 20 meters;

(12) Water Proof (for outdoor camera);

(13) Size of TV Monitor 01 32 inches;

(Note: The 16 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed);

2. K-9 SERVICE:

a. Must be able to provide at least two (2) K-9 with handlers upon notice for a limited period of deployment;

b. The deployed K9 must have the following capabilities and characteristics:

- Sniffing ability for explosives including bomb making materials;
- Tracking capability;
- Training of Dog and its Handler is in accordance with SOSIA, PNP Standard;
- Friendly;

3. BACKGROUND INVESTIGATION (BI)

a. Background investigation (BI) of persons on request.



b. Requirements:

(1) Validation of submitted documents to include the following:

- Diploma and other school records submitted;
- Birth Certificates;
- Employment Records;
- Clearances:
 - NBI
 - PNP (Local and National)
 - Court Clearance
 - Barangay
 - Result of Drug Test

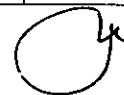
(2) Interview of at least two (2) character references given by the person;

(3) Interview of at least two (2) persons, either neighbors or former co-worker (not given by the person);



ANNEX B**GUARD REQUIREMENTS
FOR AOR IB – BCDA FACILITIES – PDS/BMHI**

Security Posts/Detachment Hqs	Guard Shift		Total No. of Guards	No. of Hours per Shift	No. of Radios	No. of Firearms
	1 st	2 nd				
Detachment Hqs:					2 BR	
Detachment Commander/ADC	1	1	2	12	1 HH	1 Pistol
CCTV/Radio Operator & Rowing Guard	-	-	-			
Security Posts:						
Control Point 1 – PDS Main Gate	1	1	2	12	1HH	1 Pistol
Control Point 2 – Gate 2; NAPOLCOM Area	1	1	2	12	1 HH	1 Pistol
Post # 3 – Storage Area/Parking Area (Back of BHMI Office)	1	1	2	12	1HH	1 Pistol
Post # 4 – PDS Commercial Complex	1	1	2	12	1HH	1 Pistol
Total	5	5	10	60	2BR/5HH	5 Pistols
Reserve	1	1	2		3 HH	4 GA 12 SG



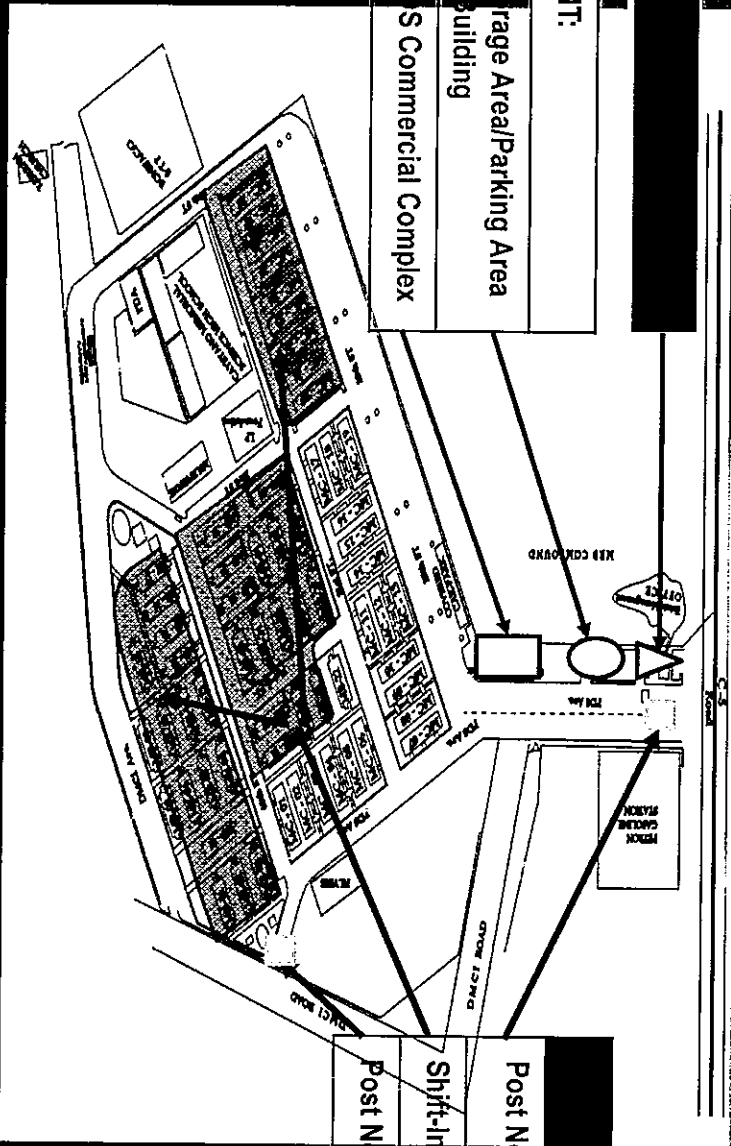
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BCDA ACCOUNT:

Storage Area/Parking Area
Building

S Commercial Complex



Post N

Shift-In

Post N

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**STANDARD EQUIPMENT REQUIREMENTS
FOR AOR IB - BCDA FACILITIES - PDS/BHMI**

ITEM DESCRIPTION	QUANTITY	REMARKS
COMMUNICATION EQUIPMENT:		
Base Radio with complete accessories and antenna	2	1. One (1) set at Detachment Hqs; one (1) set for the 4-wheeled vehicle
Hand Held Radio Sets (including battery):		
- For issue to the guards on duty	5	Ready for inspection during Post-Qualification.
- Reserve	5	Ready for inspection during Post-Qualification.
Battery charger for hand held radios	10	Ready for inspection during Post-Qualification.
Extra rechargeable batteries for hand held radios	10	Ready for inspection during Post-Qualification.
VEHICLES:		
4 X 4 Utility Pick-up w/ beacon lights and fuel support	1	Ready for inspection during Post-Qualification
Motorcycle 200R (or equivalent) with fuel support	1	Ready for inspection during Post-Qualification;
FIREARMS:		
9mm Pistol for issue to SG on duty	5	Ready for inspection during Post-Qualification.
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a. Background investigation (BI) of persons on request.



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 - Result of Drug Test

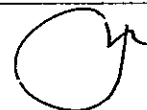
(2) Interview of at least two (2) character references given by the person;

(3) Interview of at least two (2) persons, either neighbors or former co-worker (not given by the person);



TABLE OF OFFENSES AND PENALTIES

NR	OFFENSES	PENALTIES
SECURITY AGENCY		
1	<p>1. Non-compliance with any of the following mandatory requirements:</p> <ul style="list-style-type: none"> • The Security Agency shall guarantee that each security officer/guard receives a pay rate not lower than the minimum wage rate and other remuneration and benefits as provided for in the Philippine Labor Code and the Wage Orders officially issued by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO). • The Security Agency shall regularly provide each security officer/guard copy of official individual pay slip every pay period indicating therein the Summary of their salaries, allowances, bonuses, remittances to SSS, Pag-IBIG, Phil-Health and other authorized deductions. • The Security Agency shall timely and regularly remit all obligations (Amount to Government in Favor of Guard as indicated in the PADPAO Wage Order) for SSS, Phil-Health, Pag-Ibig, and other mandatory remittances as deducted from the pay and allowances of the security guards and officers. <p>2. Falsification of reports, Daily Time Record, payroll and other documents submitted to ECDA.</p>	Termination of the Contract
2	Unauthorized disclosure of Confidential information/document of BCDA by the Security Agency (SA) or anybody among the deployed Security Guards.	Termination of Contract; Filing of civil case against the SA for the determination of its liabilities
3	Loss of company/client property due to negligence of the SA's guards	a. Cost as determined by the joint investigation conducted by BCDA and SA; b. Deduction of P3,000.00/incident from SA billing.
4	Dumping of Garbage in its AOR (AORs II and IV)	a. SA shall shoulder the cost of garbage removal; b. Deduction of P1,000.00/incident from SA billing
5	Illegal Structures (AORs I and IV)	- Cost of demolition for failure to demolish the structure within 3 days - Deduction of P20,000 from SA billing as penalty for failure to demolish same within 3 days
6	Illegal extension of existing structure (AORs II, III and IV)	- Cost of demolition for failure to demolish the extension within 3 days - Deduction of P20,000 from SA billing as penalty for failure to demolish it within 3 days
7	Illegal repair of existing structure (AORs II, III and IV)	- Cost of demolition for failure to demolish the repair within 3 days - Deduction of P20,000 from SA billing as penalty for failure to demolish it within 3 days



8	Posting of guard on straight duty (2 consecutive duties)	Deduction of P1,000.00/per guard from SA billing
9	Failure to provide the required number of firearms, vehicles and radio equipment at the start of the contract	- 1 st Offense: Notice of Compliance;
10	Failure to provide the required number of other equipment at the start of the contract	- 2 nd Offense: P100.00 per day per item to be deducted from SA billing;
11	Non-availability or un-serviceability of firearms, radio equipment and vehicles during the conduct of daily and random inspection.	- 3 rd Offense: P500.00 per day per item to be deducted from SA billing
12	Un-manned Post or Undermanned Post	Deduction of P500.00 per day per post from SA billing;
13	Non-availability or un-serviceability of other equipment during the conduct of daily and random inspection.	Deduction of P500.00 per day per item from SA billing;
SECURITY GUARDS		
14	Guard found sleeping on post	Deduction of P300.00 per guard from SA billing
15	Guard found under the influence of liquor while on duty	- Suspension from duty (RA 5487 Provisions).
16	Abandoning of Pcst by the Duty Guard.	- Following the due process, the SA must conduct immediate investigation and impose appropriate sanction against the erring guard. - Deduction of P500.00 per guard from SA billing.
17	Accidental and/or indiscriminate firing of weapon by guard	- Outright termination of guard's duty with BCDA;
18	Guards found guilty of vandalism, theft and pilferage of company properties	- Following the due process, the SA must conduct immediate investigation and impose appropriate sanction against the erring guard.
19	Act of disrespect and other forms of discourtesies committed by the guards against BCDA officials & employees, visitors and co-workers	- Deduction of P1,000.00 per guard from SA billing.
20	Guards found in possession of prohibited drugs or are found positive of same	