

11 June 2018

MR. PLACIDO Q. URBANES III
Proprietor
Catalina Security Agency (CSA)
626 G. Araneta Ave., Quezon City

**Subject: NOTICE TO PROCEED - Contract for Security Services for
AOR I – BCDA Corporate Center and BCDA Facilities PDS**

Dear **Mr. Urbanes**:

1. With reference to the Notice of Award dated 08 June 2018, this Notice to Proceed (NTP) is hereby issued to your Agency to assume the security operations of AOR I – BCDA Corporate Center and BCDA Facilities PDS effective 6:00 AM of 16 June 2018 by deploying the following number of personnel and equipment in accordance with the BCDA-CSA Contract for Security Services:

- a. Twenty Three (23) Security Guards – Annex A: Details of Deployment of SG.
- b. Firearms, communication, transportation and other equipment as specified under the Standard Equipment Requirements – Annex B: List of Standard Equipment Requirements.
- c. The installation of the CCTV System with four (4) cameras at BCDA Facilities PDS should be completed on or before 15 July 2018.

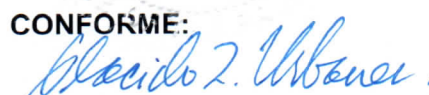
2. You are further directed to submit to Security Services Unit your Security Operations Plan for BCDA Corporate Center and BCDA Facilities PDS, separately within seven (7) working days upon receipt of this NTP.

3. Please acknowledge receipt and acceptance of this Notice to Proceed by signing the two (2) copies in the space provided below and return to us one (1) copy within three (3) days upon receipt hereof.

Please be guided accordingly.

Very truly yours,


VIVENCIO B. DIZON
President & Chief Executive Officer

CONFORME:

MR. PLACIDO Q. URBANES III

BCDA
Bases Conversion and
Development Authority

Security Services

EF2018-0470

ANNEX A

GUARD REQUIREMENTS

AOR I - BCDA Corporate Center and BCDA Facilities PDS
12-Hour DutySECTOR A - BCDA Corporate Center:**WEEKDAYS (Monday to Friday Except Holidays)**

SECURITY POST/DET HQS	GUARD SHIFT		NR OF SG	NR OF HR	Radio and Firearms	
	1st	2nd			H.H. Radio	9mm Pistol
DETACHMENT HQS:						
Detachment Commander/SIC	1		1	12	1	1
Asst. Detachment Comdr/SIC		1	1	12		
CCTV/Radio Operator	1	1	2	24		
4-Wheeled Driver	1	1	2	24		
SECURITY POSTS:						
Parking Area Guard	1	1	2	24	1	
Main Lobby Door Guard	1	1	2	24	1	1
Main Lobby Desk Guard	1		1	12	1	
Executive Lobby	1		1	12	1	1
Alternate Door, East Wing	1		1	12	1	1
TOTAL	8	5	13	156	7	4

WEEKENDS AND HOLIDAYS (Saturdays, Sundays and Holidays)

POSTING	GUARD SHIFT		NR OF SG	NR OF HR	Radios and Firearms	
	1st	2nd			H.H. Radio	9mm Pistol
Shift-In-Charge	1	1	2	24	1	1
Radio Operator	1	1	2	24		
4-Wheeled Driver	1	1	2	24	1	
Parking Area/MC driver	1	1	2	24	1	
Main Lobby Door Guard	1	1	2	24	1	1
Nr of SG / Duty Man-Hour	5	5	10	120	4	2

Relievers: 2 SG

SECTOR B: BCDA Facilities, Pamayanang Diego Silang (PDS)

SECURITY POST/DET HQS	GUARD SHIFT		NR OF SG	NR OF HR	Radio and Firearms	
	1st	2nd			H.H. Radio	9mm Pistol
Detachment Commander/SIC	1		1	12	1	1
Asst. Detachment Comdr/SIC		1	1	12		
Post 1 - Back Door/Stockroom	1	1	2	24	1	
Post 2 - Commercial Complex	1	1	2	24	1	
Control Point 1 - Main Gate	1	1	2	24	1	1
Control Point 2 - Near Pump 1	1	1	2	24	1	1
TOTAL	5	5	10	120	5	3

Reliever: 1 or 2 SG

**AOR I- A: BCDA CORPORATE CENTER
STANDARD EQUIPMENT REQUIREMENTS**

ITEMS	QTY	REMARKS
COMMUNICATION EQUIPMENT		
Base Radio with Complete Accessories/Antenna	1	To be installed upon assumption of AOR
Hand Held Radio Sets (to include battery)		
- For issue to the Guards on Duty	7	Ready for inspection upon assumption of AOR
- Reserve	2	Ready for inspection upon assumption of AOR
Battery Charger for Hand Held Radios	9	Ready for inspection upon assumption of AOR
Extra Rechargeable Battery for Hand Held Radio	9	Ready for inspection upon assumption of AOR
VEHICLES:		
AUV with adequate fuel support	1	Ready for inspection upon assumption of AOR
Motorcycle with adequate fuel support (At least 125 cc)	1	Ready for inspection upon assumption of AOR
ARMAMENTS: (with 1 basic load)		
9 mm Pistol		
- For issue to Guards on Duty	4	Ready for inspection upon assumption of AOR
- As Reserve	1	Ready for inspection upon assumption of AOR
OTHER STANDARD EQUIPMENT:		
Computer with Printer	1	Ready for inspection upon assumption of AOR
Digital Camera (at least 5 mega pixel)	1	Ready for inspection upon assumption of AOR
Portable Metal Detector	3	Ready for inspection upon assumption of AOR
Rechargeable Emergency Flashlight	4	Ready for inspection upon assumption of AOR
Detachment First Aid Kit (See list of Requirements)	1 set	Ready for inspection upon assumption of AOR
INDIVIDUAL UNIFORM & EQUIPMENT:		
- Class A Uniform (long sleeve with neck tie)		Ready for inspection upon assumption of AOR
- Baton		Ready for inspection upon assumption of AOR
- Medicine Kit (bethadine solution, gauze, alcohol, band aid, and cotton balls)		Ready for inspection upon assumption of AOR
- Hand Cuff		Ready for inspection upon assumption of AOR
- Flashlight		Ready for inspection upon assumption of AOR

FIRST AID KIT FOR THE DETACHMENT HEADQUARTERS**A. Basic supplies:**

1. Adhesive tape
4. Bandages, including a roll of elastic wrap (Ace, Coban, others) and bandage strips (Band-Aid, Curad, others) in assorted sizes
3. Cotton balls and cotton-tipped swabs
4. Duct tape
5. Gauze pads and roller gauze.
6. Scissors and tweezers
7. Soap or instant hand sanitizer
8. Sterile eyewash, such as a saline solution
9. Thermometer
10. Triangular bandage
11. Turkey baster or other bulb suction device for flushing out wounds

B. Medications:

1. Anti-diarrhea medication
2. Over-the-counter oral antihistamine, such as diphenhydramine (Benadryl, others)
3. Aspirin and nonaspirin pain relievers.
4. Paracetamol tablets

C. Emergency items:

1. Emergency phone numbers (Nearest PNP Station, Fire Station, Hospital and other government institutions)
2. Candles and matches
3. First-aid instruction manual

AOR I- B: BCDA Facilities PDS

STANDARD EQUIPMENT REQUIREMENTS

ITEMS	QTY	REMARKS
COMMUNICATION EQUIPMENT		
Hand Held Radio Sets (to include battery)		
- For issue to the Guards on Duty	5	Ready for inspection upon assumption of AOR
- Reserve	1	Ready for inspection upon assumption of AOR
Battery Charger for Hand Held Radios	6	Ready for inspection upon assumption of AOR
Extra Rechargeable Battery for Hand Held Radio	6	Ready for inspection upon assumption of AOR
VEHICLES:		
Motorcycle with adequate fuel support (At least 125 cc)	1	Ready for inspection upon assumption of AOR
ARMAMENTS: (with 1 basic load)		
9 mm Pistol		
- For issue to Guards on Duty	3	Ready for inspection upon assumption of AOR
- As Reserve	1	Ready for inspection upon assumption of AOR
OTHER STANDARD EQUIPMENT:		
Computer with Printer	1	Ready for inspection upon assumption of AOR
Digital Camera (at least 5 mega pixel)	1	Ready for inspection upon assumption of AOR
Portable Metal Detector	3	Ready for inspection upon assumption of AOR
Rechargeable Emergency Flashlight	2	Ready for inspection upon assumption of AOR
Megaphone	1	Ready for inspection upon assumption of AOR
Detachment First Aid Kit (See list of Requirements)	1 set	Ready for inspection upon assumption of AOR
CCTV SYSTEM		
CCTV System with four (4) Cameras	1 set	To be installed on or before 30 June 2018
INDIVIDUAL UNIFORM & EQUIPMENT:		
- Class A Uniform (long sleeve with neck tie)		Ready for inspection upon assumption of AOR
- Baton		Ready for inspection upon assumption of AOR
- Medicine Kit (bethadine solution, gauze, alcohol, band aid, and cotton balls)		Ready for inspection upon assumption of AOR
- Hand Cuff		Ready for inspection upon assumption of AOR
- Flashlight		Ready for inspection upon assumption of AOR
- Rain Boots and Coats		Ready for inspection upon assumption of AOR

SPECIFICATIONS OF CCTV SYSTEM

AOR I, Sector B: BCDA Facilities, PDS

1. The four (4) cameras of the 4 Channels CCTV shall be installed at the following areas of BCDA Facilities, PDS:
 - a. Two Dome-Type Cameras to be installed within the BCDA Records/Storage Building.
 - b. Two (2) Outdoor cameras shall be installed at the Stockroom Area and Parking Area located at the back of the BCDA Records/Storage Building.
 - c. The TV Monitor shall be installed within the BCDA Records/Storage Building.
2. Specifications:
 - a. Four (4) Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space.
 - b. DVR Recorder - It has built-in scheduler which gives the user the ability to pick the time and day for the DVR to record and review. Can store video recording for all 4 channels up to at least 30 days.
 - c. HDMI – HDMI output use with HDMI compatible monitor.
 - d. 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.
 - e. The entire system can be linked to an external drive as back up.
 - f. 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.
 - g. The two (2) outdoor cameras must be water proof.
 - h. Size of TV Monitor as applicable.
4. In case of malfunctions, the Security Agency must ensure that the System is repaired within 2 days upon receipt of the notice.