

## TERMS OF REFERENCE (TOR)

### BIDDING FOR SECURITY SERVICES OF BATAAN TECHNOLOGY PARK (Three [3] Years Contract Effective Upon Issuance of NTP)

#### I. BACKGROUND INFORMATION:

Pursuant to Republic Act No.7227, the Bases Conversion and Development Authority (BCDA) was created to oversee and accelerate the sound and balanced conversion of former US Baselands and their extensions into alternative productive civilian use. Consistent with the same law, the President of the Republic of the Philippines issued Executive Order No. 40, series of 1992, transferring major portions of Fort Bonifacio and Villamor Air Base in Metro Manila, Clark Air Base in Pampanga and Camp John Hay in Baguio City and Bataan Technology Park in Morong, Bataan for disposition, privatization and/or development, in order to raise funds for the conversion program as well as for the relocation and modernization of the Armed Forces of the Philippines.

As in other properties of BCDA, the land assets and facilities within the Bataan Technology Park (also known as AOR III) must be protected and secured from intrusion and proliferation of informal settlers and opportunists/exploiters, illegal construction of structures, theft, vandalism, sabotage and arson.

To ensure that BCDA personnel and properties are properly protected and secured in AOR III, BCDA shall hire a Security Agency that is administratively and operationally capable of providing quality services for the Bataan Technology Park.

#### II. BIDDING FOR QUALITY AND COST BASED SECURITY SERVICES IN BCDA AOR

2.1. Consistent with GPPB Resolution No. 24-2007 (**Approving and Adopting the Guidelines on the Procurement of Security and Janitorial Services**), the BCDA adopts a quality-and-cost-based selection method in procuring security service providers. Section 1 (policy statement) of the said resolution is hereby quoted: "It is recognized, however, that the proper and efficient procurement of security and janitorial services should be based not solely on cost, but should also take into consideration a range of other factors, such as, but not limited to, length of contract, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation." Moreover, Section 4.1 states: **"However, considering that procuring entities have different needs and requirements, the minimum standard for each parameter shall be determined by the procuring entity."**

2.2. In line with the intent and spirit of the above-said resolution, BCDA has defined the major components of the security services that have to be provided by the security agency to be hired. These security services components include manpower, tools and equipment, and other forms of security services and capabilities that when taken as a whole would result to quality service.

### III. APPROVED BUDGET FOR THE CONTRACT (ABC)

3.1. The Bases Conversion and Development Authority (BCDA) invites all interested bidders to participate in public bidding for the procurement of Security Services for AOR III – Bataan Technology Park located at Brgy. Sabang, Morong, Bataan amounting to **Seven Million Nine Hundred Fifty Seven Thousand One Hundred Eighty Pesos (PhP 7,957,180.00)** for the first year inclusive of all applicable taxes and fees with breakdown as follows:

Component 1 (SG with Standard Package and Equipment Requirements)			Component 2 (Special Equipment & Services Requirements)	ABC
No. of SGs	No. Of Dy- Hour	Annual Budget (1-Year Period)		
20	12-Hr Duty	<b>P 7,722,180.00</b>	<b>P 235,000.00</b>	<b>P 7,957,180.00</b>

- See Annexes A, B, and C for the details.

- Reference for the rate of guard per month: PADPAO Wage Order No. RB III-21.

3.2. The ABC is the summation of the annual budget for each of the major components of the security services to be provided by the security agency. These components include the hiring of security guards and the standard package that goes with it, special tools and equipment, and other services as described below. It should be noted, however, that the budget allocated for the procurement of CCTV equipment will be a one-time procurement and that these equipment will be the property of BCDA.

Components	Description	COST/ABC	Remarks
<b>Component 1: SG with Standard Package and Equipment Requirements</b> (Refer to Annex A : Details of deployment of SG/Location Map and Annex B: Standard Package Equipment Requirement)			
20 Security Guards	12-Hr Duty	<b>P 7,722,180.00</b>	Refer to Annex B for the Standard package
<b>Component 2: Special Equipment and Services Requirements</b> (Refer to Annex C for the specifications of requirements)			
CCTV system	See attached specifications	200,000.00	a. One-time procurement and installation. b. To be owned by BCDA
K-9 Services	Deployment as required	35,000.00	a. P5,000 per 8-hour deployment (Package for handler and K-9). b. Minimum 56 hours Deployment per year.
Sub-Total for Component 2		<b>P 235,000.00</b>	
<b>TOTAL</b>		<b>7,957,180.00</b>	

### IV. DESCRIPTION OF AOR III - Bataan Technology Park:

4.1. Land assets, structures, equipment and facilities within the complex at Brgy. Sabang, Morong, Bataan.

4.2. Due to the vastness of this AOR and the difficulty in securing the area, prospective bidders must have special equipment that could monitor the length and breadth of the AOR. These special equipment will include among others, CCTV system with night vision capability. (See Annex C for the specifications of the CCTV System)

## V. BIDDING FOR AOR III:

5.1 The bidding shall be conducted on the date, time, and place as published in the Invitation to Bid. The bid date will be scheduled for one (1) day and the sequence of bidding will be as follows:

5.1.2. Opening of Eligibility Documents

5.1.3. Opening of Financial Bid

5.2. An Agency who submitted the LCRB shall be awarded the contract for the said AOR.

## VI. MANPOWER REQUIREMENT

6.1. The manpower requirements for the AOR is Twenty (20) Regular Guards with at least 2 Relievers on 12-Hour duty per shift.

6.2. The Security Agency must be capable of increasing the number of guards deployed within fifteen (15) days upon receipt of the written communication from BCDA. In cases of extreme urgency, the contracted security agency may be required to immediately deploy a certain number of guards within two (2) days. Prior to the issuance of the written notice, SSU shall verbally notify the concerned agency of the need to prepare for the forthcoming changes in the deployment of guards.

6.3. Should the need arises, the Security Agency must be able to provide the required number of guards for deployment to other BCDA areas, including areas being managed by its affiliates and subsidiaries.

6.4. It must be explicitly stated that based on the assessment of the security situation and security needs of BCDA, the number of deployed security personnel may either be reduced or increased by BCDA as the case may be.

6.5. The Security Agency must have the capability to deploy at least two (2) Security Escorts/VIP Security upon notice.

6.6. The Security Agency must be able to deploy in each AOR a security force composed of at least 10% female security guards.

6.7. BCDA has the right to demand from the Security Agency for the immediate relief from post/duty of security officers/guards who are deemed undesirable or incompetent. The Security Agency shall immediately comply with such demand. However, it is the responsibility of the Security Agency to conduct

investigation and observe the due process and impose appropriate disciplinary action to erring security officers/guards. Failure of the Security Agency to observe due process is its sole consequential liability.

**VII. POSTING/MANNING HOURS AND REQUIRED EQUIPMENT** (*Details are indicated in Annexes A and B of this TOR*):

7.1. The Security Agency must ensure that all the security posts within its area/s of responsibility are manned in accordance with this TOR.

7.2. The Security Agency shall render services twenty-four (24) hours a day, and seven (7) days a week in the AOR. Individual security officer/guard shall render six (6) days duty per week, in consonance with the provisions of the Labor Code except on extreme necessity, where a security officer/guard may render duty for seven (7) days a week.

7.3. Under no circumstance shall a security guard be allowed to render two (2) successive shifts (Straight Duty for 24-hour period).

7.4. The Security Agency must provide the organizational and individual equipment enumerated in the attached posting/manning hours and required equipment per AOR. Equipment deployed shall be in good operational condition throughout the duration of the contract. Maintenance of said equipment shall be the responsibility of the Security Agency including adequate POL provisions for the vehicles (4-wheel vehicle and motorcycle)

7.5. It is the responsibility of the security agency to immediately repair or replace its defective equipment. Failure to repair or replace its damaged equipment within one (1) day, especially when the said equipment is/are badly needed at that time, would have an adverse impact on the performance rating of the Agency.

**VIII. SCOPE OF WORK**

Contracted Security Agencies shall perform the following functions, duties and responsibilities within its AOR:

8.1. Provide quality security services on five areas of security, to wit: Personnel Security, Physical Security, Document Security, Communications Security, and Cybersecurity.

8.1.1. Personnel Security - Secure and protect BCDA officers, employees and visitors from harm, harassment, threat and intimidation within the Agency's AOR;

8.1.2. Physical Security - Secure and protect BCDA structures, facilities, equipment and properties from theft, robbery, arson, vandalism, destruction and other criminal acts;

8.1.3. Document Security – Secure and protect documents and vital information from unauthorized use, lost, and unsanctioned destruction; and allow

easy but secured access of these documents and information to authorized personnel.

8.1.4. Communications Security - Prevent unauthorized users/interceptors from accessing radio and telecommunications.

8.1.5. Cybersecurity - Implement (in its own ICT system) basic cybersecurity technologies, processes and measures designed to protect computers, networks and data from unauthorized access, vulnerabilities and attacks; and when required, assist the BCDA ICT Department in cybersecurity.

8.2. Implement and enforce all applicable BCDA rules and regulations, standard operating procedures (SOPs) and other issuances relative to the maintenance of safety and security within the scope of work of the contracted Security Agency;

8.3. In times of emergency, all deployed security guards shall be in emergency mode and ready to implement contingency plans. Those who are within the immediate area of the emergency situation shall act as first responders and be prepared to handover the responsibility to designated authority.

8.4. Conduct emergency preparedness drills.

8.5. Provide special services such as canine deployment and conduct of background investigation of personnel as may be directed.

8.6. Install the CCTV System as stated in the attached Specifications for Special Equipment. Operate the CCTV system to ensure widest monitoring coverage of the area of operations. Ensure the proper maintenance of the system and to timely report any damage to the system so that BCDA can immediately respond to maintenance requirements.

8.7. Prevent dumping of garbage of any form in its AOR. In the event that guards fail to prevent the dumping of garbage, it is the responsibility of the Agency to immediately remove said garbage at its own expense. Otherwise, BCDA shall remove or dispose of the garbage and the expenses incurred therefrom shall be chargeable to the account of the Agency.

8.8. Prevent intrusion and proliferation of informal settlers and building of illegal/unauthorized structures within its AOR. Stop and demolish on-going illegal construction of structures within seventy-two (72) hours upon discovery.

8.9. Should the Agency fail to enforce item paragraph 8.8, it shall compensate BCDA for the cost of demolition and eviction, and pay BCDA the amount of P20,000.00 per structure illegally constructed during the effectivity of the Contract;

8.10. In case of damage to or loss of BCDA properties due to the negligence or failure of the guard/s to fulfill his/her obligations, the Security Agency is liable to compensate BCDA for the cost of losses or damages.

8.11. As a matter of procedure, the Incoming Agency and Outgoing Agency, through their designated representative/s, shall undertake a Joint Inventory of all items and structures that must be secured, duly supervised by a representative/s of BTP Management. The result of the Joint Inventory shall be duly signed by all parties involved.

8.12. Submit the following reports:

- 8.12.1. Daily Activity and Situation Report.
- 8.12.2. Incident Report (In case of occurrence of unusual incident)
- 8.12.3. Investigation Report (as necessary)
- 8.12.4. Special Reports (In cases of confluence of events and observations which have bearing on safety and security)
- 8.12.5. Information Reports (as obtained)
- 8.12.6. Monthly Accomplishment Report:
- 8.12.7. Roster of Guards (every 15<sup>th</sup> and 30<sup>th</sup> of the month)
- 8.12.8. Guard Deployment Schedule (every 15<sup>th</sup> and 30<sup>th</sup> of the month)
- 8.12.9. Daily Guard Detail

8.13. Employ/deploy guards with the following qualifications:

- 8.13.1. Mandatory Training (in accordance with RA 5487):
  - a. Basic Security Officer/Guard Training Course
  - b. Retraining/Refresher SO/SG Training Course.
  - c. Basic Marksmanship Training Course
- 8.13.2. Optional training/seminars/skills which may contribute to their efficiency, effectiveness and quality of services:
  - a. Basic Life Support Training/Seminar
  - b. VIP Security Training/Seminar
  - c. Marksmanship Refresher Training
  - d. Info Gathering and Basic Report Writing Training/Seminar
  - e. Disaster and Emergency Response Training
  - f. Basic Computer Training for Security Officers

8.14. Coordinate with the PNP, AFP and other friendly forces on matters related to the security and protection of AOR III.

## IX. QUALIFICATIONS OF SECURITY AGENCY AND OTHER REQUIREMENTS:

9.1. Has Regular License to Operate (LTO) and in continuous business operation as Security Agency for the last five (5) years. Original Copy to be provided during the Post-Qualification Inspection.

9.2. With at least 100 guards currently performing security duties in any part of the country. List of security guards deployed per contract shall be presented during the Post Qualification Inspection.

9.3. Certified by SOSIA that the Agency has no pending case. The original copy be presented during the Post Qualification Inspection.

9.4. Has not been a security provider or is currently a security provider of a company or juridical entity with whom BCDA and/or its subsidiaries have past or existing legal case/conflict.

9.5. Former and current security providers of BCDA, to include their subsidiaries, affiliates and sister companies, who has been rated "Poor" during the conduct of periodic Performance Evaluation and Inspection and/or is not in good standing with BCDA due to the security agency's violation of its contract with the BCDA Group shall not be allowed to participate in this bidding.

9.6. For an Agency who has provided security services in the past or is currently providing security services to BCDA and/or its subsidiaries, said agency must have a good performance record in BCDA and/or its subsidiaries.

9.7. Has the Information-Communication Technology (ICT) capability to:

9.7.1. Record information and other data relative to the performance of the Agency's safety and security functions.

9.7.2. Electronically monitor, record, store (one month) and review the situation within the coverage of CCTV System.

9.7.3. Maintain e-files of 201 Records and biometrics of deployed security guards, relievers and identified security escorts.

9.7.4. Implement (in its own ICT system) basic cybersecurity technologies, processes and measures designed to protect computers, networks and data from unauthorized access, vulnerabilities and attacks; and when required, assist the BCDA ICT Department in cybersecurity.

9.7.5. Communicate with SSU, BCDA through internet.

9.8. Has the capability to conduct background investigation of identified individuals and organization.

9.9. Can provide K9 services. For this purpose, a security agency may either have its own K9 services or have an existing service contract with K9 unit/company.

9.10. Pursuant to 23.5.3 of the IRR to RA 9184, the bidder must have completed within a period of at least three (3) years a single contract equivalent to at least 50% of the ABC; or at least one (1) similar contract equivalent to at least 50% of the ABC. For this purpose, "Similar Contract" shall refer to contracts involving the provision of security services.

9.11. The prospective bidder shall certify under oath as to the correctness of the statements made, and the completeness and authenticity of the documents submitted. Documentary requirements shall be validated during the post qualification.

**X. QUALIFICATIONS OF OFFICERS AND SECURITY GUARDS**

10.1. The Security Officers (Detachment Commander & Assistant Detachment Commander)

10.1.1. Must have satisfied the basic qualifications required in Section 4 of Republic Act No. 5487 as amended (an act governing the organization and management of Private Security Agencies, Company Guards Forces and Government Security Forces);

10.1.2. At least five (5) feet and four (4) inches in height, and must not be more than fifty (50) years old at the time of acceptance;

10.1.3. Must be computer literate and a licensed driver;

10.1.4. Former AFP/PNP personnel must either be retired or honorably separated from the Service (copy of retirement order or honorable discharge order duly authenticated by competent authorities must be submitted);

10.1.5. Must possess the necessary clearances from Barangay, PNP, NBI, Neuro-Psychiatric Test and Drug Test.

10.2. The security guards to be deployed must:

10.2.1. Have satisfied the basic qualifications provided in Section 2 and 3 of Republic Act No. 5487 as amended (an act governing the organization and management of Private Security Agencies, Company Guards and Government Security Forces);

10.2.2. At least five (5) feet and four (4) inches in height for male and five (5) feet and two (2) inches in height for female;

10.2.3. Possess the necessary clearances from Barangay, PNP, NBI, Neuro-Psychiatric Test and Drug Test;

10.2.4. Must have undergone training on first aid and life saving techniques or is willing to undergo similar training within the duration of the contract.

10.3. The Security Agency shall submit bio-data and work employment record with corresponding description of expertise and experience of the nominated Detachment Commander; Assistant Detachment Commander; and Shift-In-Charge; for review by BCDA. Acceptance or denial of the nominated Security Officers and Guards shall be determined by the Security Services Unit of BCDA.

10.4. Likewise, the Security Agency shall submit to BCDA the 201 files of all deployed security officers and guards to include Personal Data Sheet, copies of Security Licenses, Certificates of Completion of Training for security officers/guards, NBI Clearances, Police Clearances, Barangay Clearances, Neuro-Psychiatric Clearances and result of Drug Tests.



10.5. The prospective bidder shall certify under oath as to the correctness of the statements made, and the completeness and authenticity of the documents submitted. Qualifications of Officers and Security Guards shall be validated during the post qualification.

## **XI. CONCEPT PLAN AND COMPREHENSIVE SECURITY PLAN**

The Comprehensive Security Plan of the winning bidder shall be submitted to BCDA upon issuance of Notice of Award (NOA) for review. BCDA shall notify the Security Agency on revisions, if any. Thereafter, the final Security Plan including corresponding contingency plans (fire, bomb threat, earthquake and typhoon) must be submitted to SSU, BCDA upon issuance of the Notice to Proceed.

## **XII. PAY RATE OF SECURITY GUARDS AND WAGE ADJUSTMENT**

12.1. The Security Agency shall guarantee each security officer/guard 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).

12.2. 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, PhilHealth and other authorized deductions.

12.3. 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, PhilHealth, Pag-Ibig, and other mandatory remittances as deducted from the pay and allowances of the security guards and officers.

12.4. The Security Agency shall be entitled to request from BCDA for adjustment of the contract price in the event the minimum wage is increased or where there is an increase in the fringe benefits in favor of the guards pursuant to law, executive order, decree or wage order; provided that the Security Agency presents acceptable proof thereof, e.g. copy of a wage order certified by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO), through its "Committee on PADPAO Rate Computation".

12.5. BCDA has the right to demand from the Security Agency proofs of compliance of its obligations under sub-clauses 11.1 to 11.3.

12.6. The adjustment of the contract price, unless otherwise amended/superseded by law, shall be computed as follows:

12.6.1. Only the "Amount to Guard and Government" shall be adjusted and NOT the Agency Fee; and

12.6.2. The 12% VAT shall only be imposed on the Agency Fee and not on the Amount to Guard and Government, in accordance with BIR Revenue Memorandum Circular No. 39-2007, as applied to wage orders issued by PADPAO.

### **XIII. POSTING OF PERFORMANCE AND WAGE BONDS:**

#### **13.1. Performance Bond:**

To guarantee the faithful performance of the Agency of its responsibilities and obligations under the Contract, and the payment to BCDA for losses, and/or damages suffered thereby and such other liabilities that the Agency may have incurred during its tour of duty arising from unsatisfactory performance or non-performance under the Contract, the Agency shall post a performance security in favor of BCDA in the form of Cash, Cashier's or Manager's Check (equivalent to 5% of the ABC) or Surety Bond (equivalent to 30% of the ABC).

#### **13.2. Wage Bond:**

13.2.1. Similarly, to answer for the wages due the security guards should the Agency fail to pay the same, the Agency must post a wage security in favor of BCDA equivalent to three (3) months' cost of labor in the AOR.

13.2.2. A one (1) month delay in the release of salaries of security guards can be used as basis for BCDA to call on the Wage Bond.

13.3. The Performance and Wage Bonds shall be callable on demand and shall have a validity of three (3) years plus 3 months.

#### **12.3. Adjustments on Performance and Wage Bonds:**

In case of change in contract price arising from additional deployment of guard force or wage adjustments pursuant to law, executive order, decree or wage order, the afore-cited performance and wage securities shall be accordingly upgraded.

### **XIV. MEDICAL AND RISK INSURANCE**

The security guards to be deployed shall have full coverage of medical and risk insurance by the Agency.

### **XV. CONFIDENTIALITY CLAUSE**

15.1. All information, data and documents concerning the business and affairs of BCDA which are classified as confidential shall be treated with extreme secrecy by the Security Agency, Officers/Guards and shall not be communicated or disclosed to any person or entity without prior written clearance from BCDA.

15.2. In the event that the Security Agency fails to comply with this Confidentiality Clause, BCDA shall have the option to apply pertinent

provisions of RA 5487 and other applicable charges provided for under the Table of Offenses and Penalties hereto attached.

15.3. In the event that the disclosure of the confidential information and or documents is made by the Security Agency to any person or entity after the termination of its contract with BCDA, the latter shall have the right to seek redress and compensation through legal proceedings in a court of law

15.4. For the above-stated purposes, a non-disclosure agreement with BCDA shall form part of the contract between the winning bidder and BCDA.

## **XVI. PENALTY CLAUSE**

The Security Agency, Security Officers and guards shall be penalized for failure to comply with the provisions of this TOR based on the Table of Offenses and Penalties (hereto attached as Annex D) and other applicable provisions of RA 5487.

## **XVII. DURATION AND EXTENSION OF CONTRACT**

17.1. The Agency shall provide security services to BCDA for a contract period of three (3) years, subject to renewal annually based on any or all of the following criteria:

17.1.1. Results of the Semestral Performance Evaluation and Inspection (PEI).

17.1.2. Assessment of the current and future security situation and the corresponding security needs/requirements of BCDA.

17.2. It is understood that paragraph 16.1 above allows BCDA to exercise its right to either extend or terminate the Contract based on the results of the PEI and/or the assessment of the security situation and security needs of BCDA.

17.3. After the contract period of three (3) years, the Contract may be extended for a maximum of twelve (12) months, renewable monthly, subject to the extension of contracts as defined in the Amended IRR of R.A. 9184, results of the performance evaluation of the Security Agency, exigency of service, availability of funds and upon mutual agreement of the parties.

17.4. The Agency is expected by BCDA to maintain at least a rating of "Satisfactory" level of performance in the first six months of the term of the contract based on the performance criteria which shall include, among others, (i) quality of service delivered; (ii) compliance to required resources and scope of work; (iii) standards of internal governance; (iv) training and suitability of personnel; (v) contract administration and management; and (vi) provision of regular and special reports on the status of BCDA's premises in terms of security in accordance with the security plan. It should be emphasized, however, that BCDA desires that the contracted security providers should deliver quality services within the range of "Very Good" to "Excellent" level of performance. The actual level of performance shall be assessed by BCDA, through SSU, before the end of every semester of each year, and shall serve as one of the bases for the renewal of its contract for another one (1)

year or until the final three (3)-year period mentioned in this Terms of Reference shall have been completed in accordance with Government Procurement Policy Board (GPPB) rules and regulations on implementation of said three (3)-year period. Based on the assessment, the BCDA may terminate the contract of the security service contractor for its poor performance (not within the BCDA's standard level of performance, i.e. poor and below satisfactory) or failure to comply with its obligations as stipulated in the contract.

17.4.1. Level of Performance Rating (The detailed rating system for the Performance Evaluation and Inspection (PEI) shall be provided to the contracted agency/):

Adjectival Rating	Numerical Rating	Description of Rating
Poor	74.99 and below	Fails to meet most of the requirements of BCDA in terms of admin and operational capability. Poor quality of services.
Below Satisfactory	75 – 79.99	Meets most of the requirements but several violations were noted. The quality of services is very much wanting.
Satisfactory	80 – 84.99	Meets all the requirements but with minor violations. The quality of services needs further improvement.
Good	85 – 89.99	Meets all the requirements and no violations, but the quality of services needs further improvement
Very Good	90 – 94.99	Meets all the requirements and no violation. The quality of services needs minimal improvement
Excellent	95 – 100	Achieves the highest standard for quality-security services as required by BCDA.

16.5. Former and current security providers of BCDA, who have been rated "Poor" during the conduct of periodic Performance Evaluation and Inspection and/or are not in good standing with BCDA due to the security agencies' violation of their contract with the BCDA Group shall not be allowed to participate in this bidding, to include their affiliates, subsidiaries, and sister companies.

## XVIII. TERMINATION

Either party may, at any given time, terminate the Contract for breach of any of the provisions thereof and other legal causes by serving a written notice to the other party at least thirty (30) days before the intended date of termination.

## ANNEXES:

- A – Security Guard Requirement
- B – Standard Package and Equipment Requirement
- C – Specifications of Special Equipment and Services Requirements
- D – Table of Offenses and Penalties

## GUARDS REQUIREMENT

AOR III - Bataan Technology Park  
12-Hour Duty

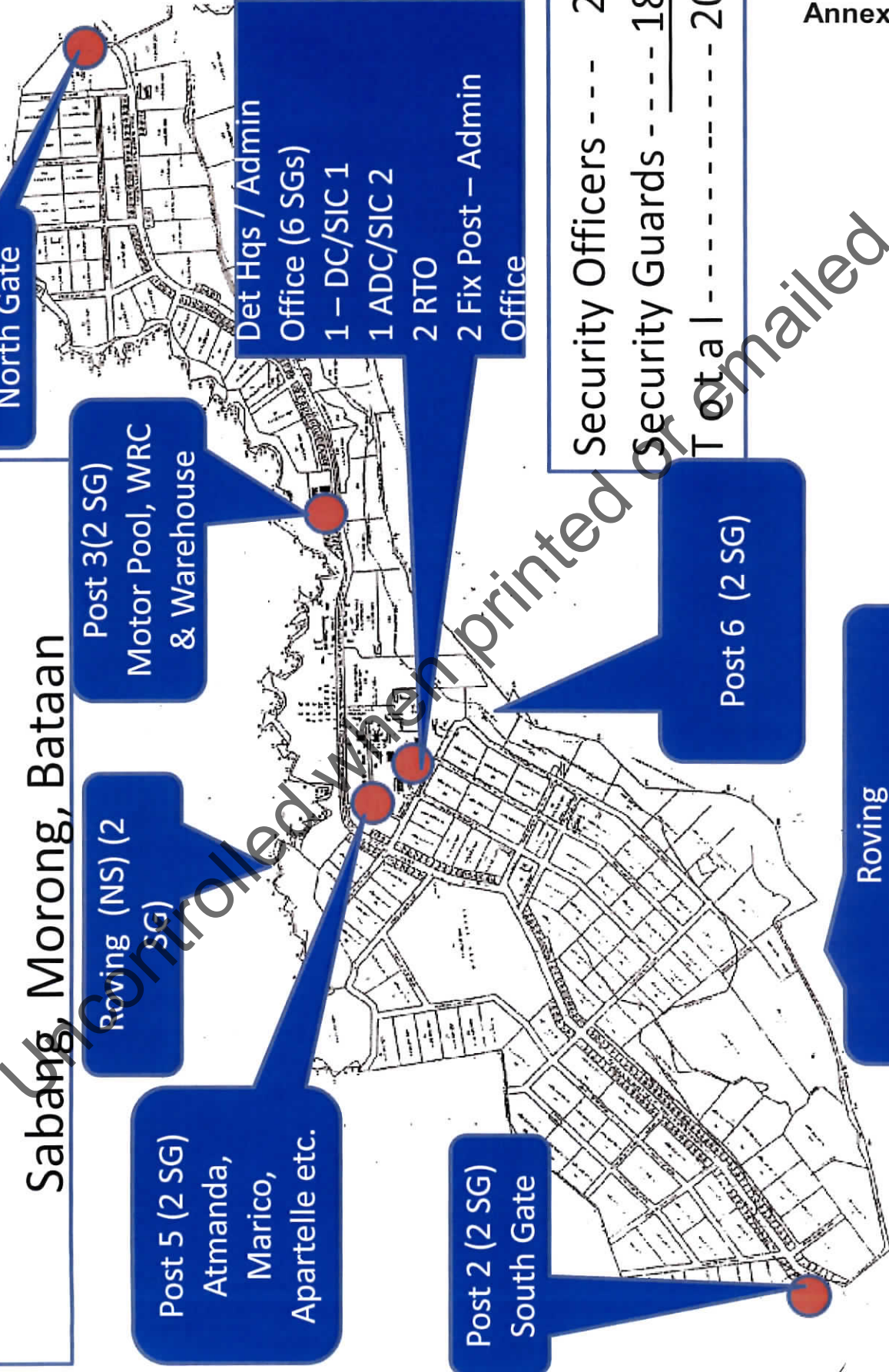
SECURITY POST/DET HQS	GUARD SHIFT		NR OF SG	NR OF HR	Hand Held Radio	Firearms	
	1st	2nd				9mm Pistol	Shot Gun
Detachment Commander/SIC-1	1		1	12	1	1	
Asst. Detachment Comdr/SIC-2		1	1	12			
Radio Operator	1	1	2	24			
Post 1 - North Gate	1	1	2	24	1	1	
Post 2 - South Gate	1	1	2	24	1	1	
Post 3 - Central Warehouse, WRC, Motorpool & other BTP Facilities	1	1	2	24	1	1	
Post 4 - Power House, YASPII, Station 9, Shrines, Deep Well #4	1	1	2	24	1	1	
Post 5 - Staff House	1	1	2	24	1	1	
Post 6 - Museum, Indoor, Gym, Gazabos, Papal Shrines & other BTP Facilities	1	1	2	24	1	1	
Roving South & North (D/S) - Fence, BTP Facilities & Reservation Lots.	2		2	24	1	1	1
Roving (NS) - BTP Facilities & Periphery		2	2	24	1	1	1
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>20</b>	<b>240</b>	<b>9</b>	<b>9</b>	<b>2</b>

Relievers: 2 SG

Uncontrolled when printed or emailed

# AOR III – BATAAN TECHNOLOGY PARK

Sabang, Morong, Bataan



Annex A

Roving South & North Perimeter (2 SG)

## STANDARD EQUIPMENT REQUIREMENTS

## AOR III - Bataan Technology Park

ITEMS	QUANTITY	REMARKS
<b>COMMUNICATION EQUIPMENT:</b>		
Base Radio with complete accessories & antenna	1	Ready for inspection during Post-Qual.
Hand held radio sets (including battery):		
- For issue to the guards on duty	9	Ready for inspection during Post-Qual.
- Reserve	2	Ready for inspection during Post-Qual.
Battery charger for hand held radios	11	Ready for inspection during Post-Qual.
Extra rechargeable batteries for hand held radios	11	Ready for inspection during Post-Qual.
<b>VEHICLES:</b>		
4-wheeled vehicle with adequate fuel support. At least 2014 Model)	1	(1) Ready for inspection during Post-Qual.
Motorcycle with adequate fuel support (at least 125 cc)	1	Ready for inspection during Post-Qual.
<b>FIREARMS:</b>		
9mm Pistol for issue to guards on duty	9	Ready for inspection during Post-Qual.
9mm Pistol as reserve	1	Ready for inspection during Post-Qual.
Shot Gun for issue to guards on duty	2	Ready for inspection during Post-Qual.
Shot Gun as reserve	1	Ready for inspection during Post-Qual.
<b>OTHER STANDARD EQUIPMENT:</b>		
Computer with printer and internet connection with at least 2-4 MBPS speed	1	1. Monthly billing for internet chargeable against the security agency and must be operational 1 month upon assumption of AOR. 2. Ready for inspection during Post-Qual.
Digital camera (at least 5 mega pixel)	1	Ready for inspection during Post-Qual.
Portable Metal Detector	1	Ready for inspection during Post-Qual.
<b>BASIC EQUIPMENT FOR DISASTER &amp; EMERGENCY RESPONSE</b>		
Rescue Hydraulic Jack (10 tonner)	1 set	Ready for inspection during Post-Qual.
Chain Block with at least 5 tons capacity	1 set	Ready for inspection during Post-Qual.
Rechargeable Emergency Flashlight	5 sets	Ready for inspection during Post-Qual.
Megaphone	2 sets	Ready for inspection during Post-Qual.
Squad Tent good for at least 10 persons	1 set	Ready for inspection during Post-Qual.
Rescue Multi-purpose Rope with at least 1/2 inch diameter and at least 20 meters length per roll.	5 rolls	Ready for inspection during Post-Qual.
Stretcher	2 ea	Ready for inspection during Post-Qual.
Detachment First Aid Kit	1 set	1. Ready for inspection during Post-Qual. 2. See attached list
<b>INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:</b>		
Class A Uniform	1	To be inspected during Rank Inspection
Rain Coats and Boots	1	To be inspected during Rank Inspection
Medicine Kit (with Bethadine solution, 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

## FIRST AID KIT FOR THE DETACHMENT HEADQUARTERS

### A. Basic supplies:

1. Adhesive tape
2. Antibiotic 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 pair
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 nonaspirin 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**

**AOR III: Bataan Technology Park**

**1. CCTV SYSTEM (10 Channels with 10 Cameras)**

a. The 10 channels CCTV with 10 cameras may be split up into two set. The location of the CCTV Cameras and its two (2) Monitoring are as follows: (See attached location map)

Particulars	Location	Remarks
2 Monitoring TV Sets	Detachment Hqs,	See Specifications
Camera No. 1	North Gate	See Specification for outdoor camera
Camera No. 2	South Gate	See Specification for outdoor camera
Camera No. 3	Motor Pool	See Specification for outdoor camera
Camera No. 4	Power House	See Specification for outdoor camera
Camera No. 5	Entrance - Car Park, Staff House, Stock Room	See Specification for outdoor camera
Camera No. 6	Museum Entrance/Road	See Specification for outdoor camera
Camera No. 7	Interior of Museum	Indoor Camera
Camera No. 8	Elevated Water Tank	See Specification for outdoor camera
Camera No. 9	UN Avenue Main	See Specification for outdoor camera
Camera No. 10	Admin Office (Interior)	Indoor Camera

b. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity (if there is any) throughout the duration of the contract.

c. The ten (10) cameras of the CCTV shall be installed at locations as stated in Paragraph 1.b. above.

d. The CCTV Monitor and DVR for the 10 cameras shall be split into 2 sets with 6 channels each set.

d. Specifications for other CCTV System to be installed.

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

(2) 6 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.

(3) DVR recorder - Record all 6 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 6 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.

(8) Built in DDNS domain address

(9) Existing 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 as applicable.

## 2. K-9 SERVICE:

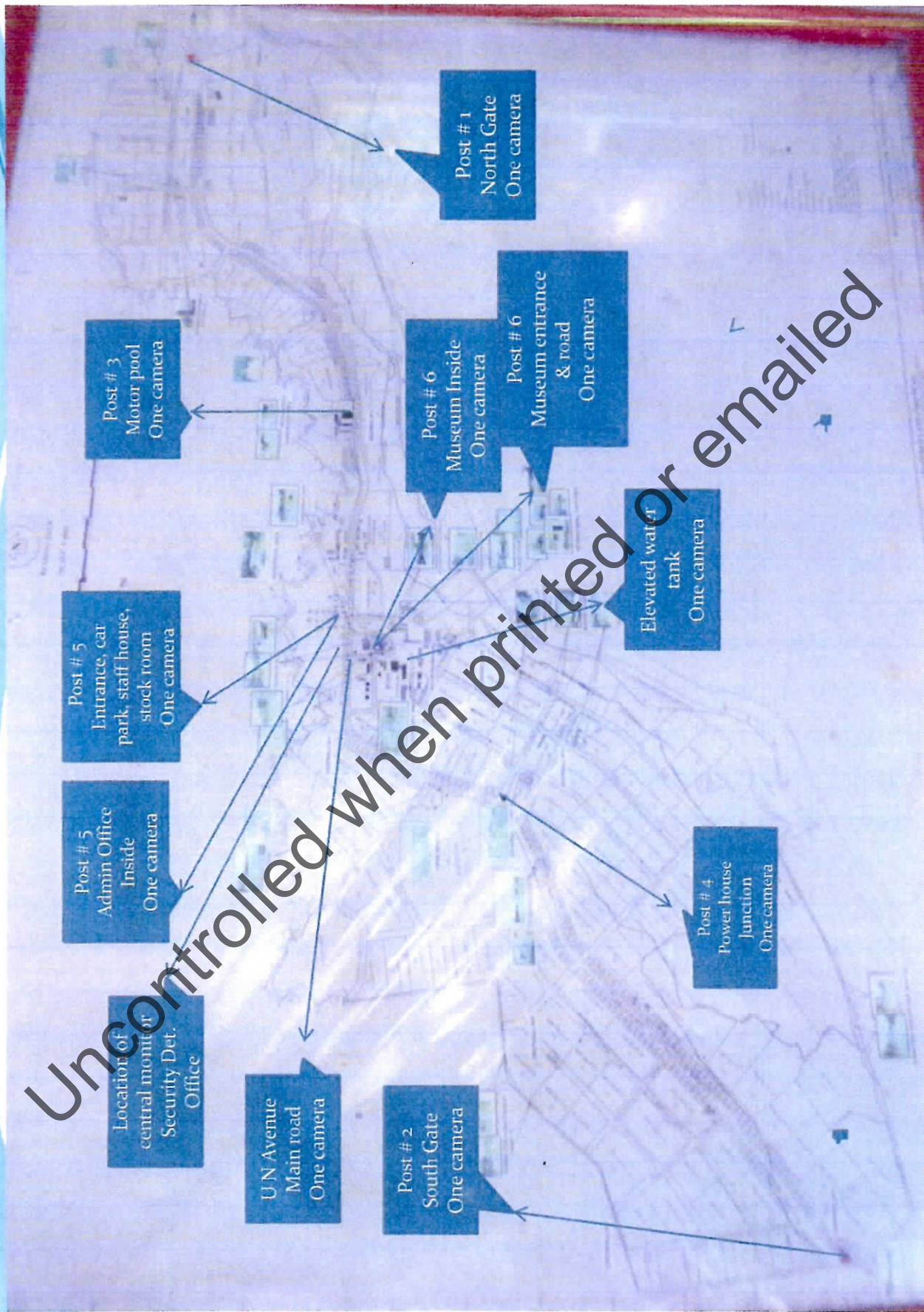
a. Must be able to provide at least two (2) K-9 with handlers upon notice for a limited period of deployment.

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 the SOSIA, PNP Standard.
- Friendly



# Propose BTP CCTV Camera



Uncontrolled when printed or emailed

## TABLE OF OFFENSES AND PENALTIES

NR	OFFENSES	PENALTIES
<b>SECURITY AGENCY</b>		
1	<p>a. Non-compliance with any of the following mandatory requirements:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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, PhilHealth and other authorized deductions.</li> <li>• 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, PhilHealth, Pag-Ibig, and other mandatory remittances as deducted from the pay and allowances of the security guards and officers.</li> </ul> <p>b. Falsification of reports, Daily Time Record, payroll and other documents submitted to BCDA.</p> <p>c. Delay of one (1) month or thirty (30) days in the release of salaries of security guards reckoned from the cut-off date of payroll.</p>	<p>1<sup>st</sup> Offense: Verbal or written Warning</p> <p>2<sup>nd</sup> Offense: Termination of the Contract</p>
2	Unauthorized disclosure of confidential information/document of BCDA by the Security Agency (SA) or anybody among the deployed Security Guards.	<p>Termination of Contract.</p> <p>Filing of civil case against the SA for the determination of its liabilities</p>
3	Loss of company/client property due to negligence of the SA's guards	<p>a. Cost as determined by the joint investigation conducted by BCDA and SA.</p> <p>b. Deduction of P3,000.00 per incident from the billing of the SA</p>
4	Dumping of Garbage in its AOR (AORs II, III and IV)	<p>a. The SA shall shoulder the cost of the removal of garbage.</p> <p>b. Deduction of P1,000.00 per incident of garbage dumping from the billing of the SA.</p>

NR	OFFENSES	PENALTIES
5	Illegal Structure (AORs II, III and IV)	- Cost of Demolition for failure to demolish the structure within 3 days - Deduction of P20,000 from the billing of the SA 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 the billing of the SA 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 the billing of the SA 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 from the billing of the SA per guard posted on 2 consecutive details .
9	Failure to provide the required number of firearms, vehicles and radio equipment at the start of the contract	- 1 <sup>st</sup> Offense: Notice of Compliance. - 2 <sup>nd</sup> Offense: P100 per day per item to be deducted from the billing of the Agency.
10	Failure to provide the required number of other equipment at the start of the contract	- 3 <sup>rd</sup> Offense: P500.00 per day per item to be deducted from the billing of the Agency
11	Non-availability or un-serviceability of firearms, radio equipment and vehicles during the conduct of daily and random inspection.	Deduction of P500.00 per day per post from the billing of the SA.
12	Un-manned and/or Under-manned Post	Deduction of P500.00 per day per item from the billing of the SA.
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 the billing of the SA.
<b>SECURITY GUARDS</b>		
14	Guard found sleeping on post	Deduction of P300.00 per guard from the billing of the SA.
15	Guard found under the influence of liquor while on duty	- Suspension from duty based on the provisions of RA 5487.
16	Abandoning of Post 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 the billing of the SA.
17	Accidental and/or indiscriminate firing of weapon by the 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 the billing of SA
20	Guards found in possession of prohibited drugs or are found positive of same	





**PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO), INC.**

No. 13 3<sup>rd</sup> Avenue, Brgy. Bagong Lipunan ng Crame, Quezon City

Tel. Nos.: 722-4002 / 356-3050

E-mail Address: [padpao\\_inc@yahoo.com.ph](mailto:padpao_inc@yahoo.com.ph)

**Cost Distribution Per Month  
Region III Central Luzon - WAGE ORDER NO. RB III - 21  
Effective August 1, 2018**

Days worked per week No. of days/year	7 days	
	393 50 8 hrs work/day	393 50 12 hrs work/day
<b>Amount to Guard</b>		
New Daily Wage ( DW)	P 400 00	P 400 00
Ave Pay/ Month (DW x no. of days per yr/12)	13,116 67	13,116 67
Night Differential Pay (Ave Pay/mo. X 10% x1/3)(x1/2)	437 22	655 84
13th Month pay (DW x 365 /12/12)	1,013 89	1,013 89
5 Days Incentive Pay ( DW x 5/12)	166 67	166 67
Uniform Allowance ( R.A 5487)	100 00	100 00
Overtime Pay	-	8,290 50
	P 14,834 45	P 23,343 57
<b>Amount to Gov't. In Favor of Guard</b>		
Retirement Benefit ( R.A. 7641)(DW X 22.5 / 12)	P 750 00	P 750 00
SSS Premium	1,031 30	1,178 70
Philhealth Contribution	180 36	180 36
State Insurance fund	10 00	30 00
Pag-ibig Fund	100 00	100 00
	P 2,071 66	P 2,239 06
<b>A. TOTAL AMOUNT TO GUARD &amp; GOV'T.</b>	P 16,906 11	P 25,582 63
<b>B. AGENCY FEE</b>		
Administrative Overhead	4,057 49	5,886 71
<b>C. VALUE ADDED TAX (Agency fee x 12%VAT-RMC-039-2007)</b>	486 90	706 41
<b>MINIMUM CONTRACT RATE</b>	<b>P 21,450.50</b>	<b>P 32,175.75</b>

Areas Covered: Pampanga, Bulacan, Tarlac, Bataan, Zambales, Nueva Ecija  
with 10 or more workers

**Overtime Computation**

Overtime 7 Days	
Rate per hour (400/8)	50.00
Regular Days (50.00 X 125% X 208 X 4)	74,500 00
Regular Holidays (50.00 X 260% X 12 X 4)	6,240 00
Sundays / Rest Days (50.00 X 160% X 52 X 4)	17,576 00
Special Days/ Rest Days (50.00 X 100% X 3 X 4)	1,170 00
	99,486 00
Divided by	12
<b>Overtime Pay (4) hours/day</b>	<b>8,290.50</b>

- NOTE:**
- In compliance to the new salary Bracket coverage of SSS in accordance to their Memorandum Circular 2013-010 and Philhealth Circular No. 2017-0024, effective January 1, 2018.
  - Total 10% Night differential pay should be paid to night shift guards amounting to P1,311 67  
8 hrs at P 437 22 x 3 = P 1,311 67  
12 hrs at P 655 83 x 2 = P 1,311 67
  - For Those Using Separate Cost Breakdown for Day & Night Shift Breakdown the total amount of the 10% ND Pay (P 1,311 67) should be included only in the NIGHT SHIFT Cost Breakdown

**COMMITTEE ON PADPAO RATE COMPUTATION**

**RAMON D. BERGADO**  
President

**MANUEL P. ESPEJO**  
Executive Vice-President

**ROGER M. FEDEREZO**  
Treasurer

**SUSAN S. GERVASIO**  
Secretary

**RAMON D. BERGADO**  
President, PADPAO, Inc.