

31 August 2023

**ROSEANN D. DELA CRUZ**

Marketing Officer  
Bestguard Security Services Phils., Inc.  
Unit A 2/F, UFive Building, Brgy. Dolores  
San Fernando, Pampanga

**SUBJECT: NOTICE TO PROCEED – Contract for Security Services for  
AOR IVC – NCC/NGAC Sports Facilities**

**Dear Ms. Dela Cruz:**

1. With reference to the Notice of Award dated 29 August 2023, this Notice to Proceed (NTP) is issued to your Agency to assume the security operations of AOR IVC – NCC/NGAC Sports Facilities effective 6:00 AM of 01 September 2023 by deploying the following number of personnel and equipment in accordance with the BCDA-BSSPI Contract for Security Services:

- a. (30) Security Officers/Security Guards – Annex D1: Security Guard Requirements and Annex D2: Location/Deployment of Security Guards);
- b. Firearms, Communication, Transportation and other Special Equipment as specified under Standard Equipment and Requirements (Annex D3) and Standard First kit requirements (Annex D.3.1).
- c. Installation of CCTV System to be completed on or before 15 September 2023 (Annex D4: Specifications of Special Requirements CCTV System).

2. You are further directed to submit to Security Management Department your Security Plan for AOR IVC (NCC/NGAC Sports Facilities) within seven (7) calendars 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 the receipt hereof.

Please be guided accordingly.

Very truly yours,

**JOSHUA M. BINGCANG**  
President and CEO

**CONFORME:**

**ROSEANN D. DELA CRUZ**  
Date: \_\_\_\_\_



EF2023-0403



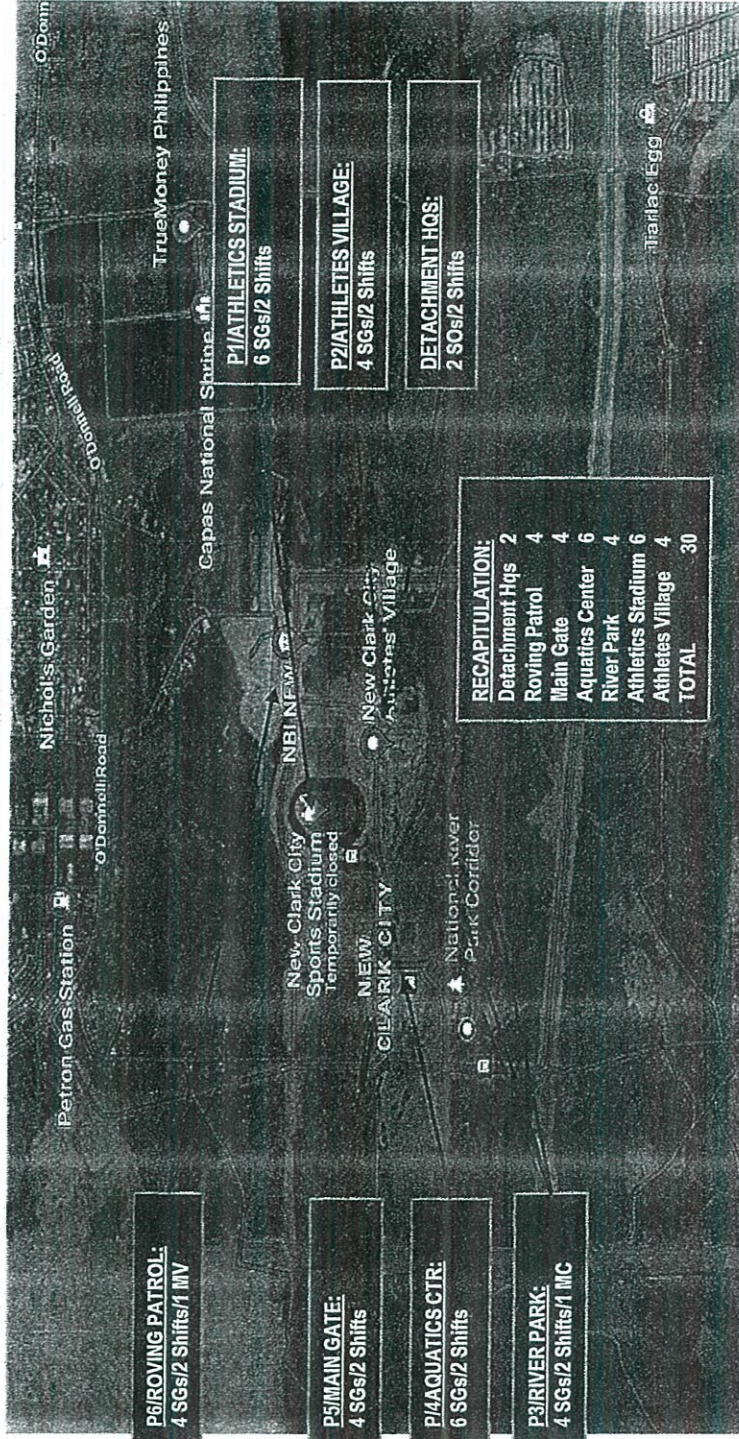
ANNEX D1

**SECURITY GUARD REQUIREMENTS  
FOR AOR IV-C (NCC/NGAC SPORTS FACILITIES)**

Security Posts/Det Hqs	Guard Shift		Total No. of Guards	No. of Hours per Shift	No. of Radios	No. of Firearms
	1 <sup>st</sup>	2 <sup>nd</sup>				
<b>Detachment Hqs:</b>						
Detachment Commander/SIC	1	1	2	12	1 HHR 1 BR	1 Pistol
CCTV/Radio Operator	(1)	(1)	(2)	12	1 BR	
<b>Security Posts:</b>						
Post #1 Athletics Stadium	3	3	6	12	3 HHR	3 Pistols
Post #2 Athlete's Village	2	2	4	12	2 HHR	2 Pistols
Post #3 River Park	2	2	4	12	2 HHR	2 Pistols
Post #4 Aquatics Center	3	3	6	12	3 HHR	3 Pistols
Post #5 Main Gate	2	2	4	12	2 HHR	2 Pistols
<b>Patrols:</b>						
Roving Patrol #1 (Main Roads/Parking)	2	2	4	12	2 HHR 1 BR	2 Pistols
<b>Total</b>	<b>15</b>	<b>15</b>	<b>30</b>		<b>3 BR 15 HHR</b>	<b>15 Pistols</b>
Relievers/Reserve			6		6 HHR	2 Pistols 6 SGs

Note: DC/SIC to join the Patrol Team #1.

# ANNEX D2 - LOCATION MAP OF SECURITY POSTS FOR AOR IV-C



**STANDARD EQUIPMENT REQUIREMENTS  
FOR AOR IVC (NCC/NGAC SPORTS FACILITIES)**

ITEM/DESCRIPTION	QTY	REMARKS
<b>COMMUNICATION EQUIPMENT:</b>		
Base Radio with complete accessories, antenna and repeater system	3 sets	One (1) set at Detachment Hqs; one (1) set each for the 4-wheeled vehicle; Ready for inspection during Post-Qualification
Hand Held Radio Sets (including battery):		
- For issue to the guards on duty	15 Sets	Ready for inspection during Post-Qualification
- Reserves	6 sets	Ready for inspection during Post-Qualification
Battery charger for hand held radios	21 sets	Ready for inspection during Post-Qualification
Extra rechargeable batteries for hand held radios	21 sets	Ready for inspection during Post-Qualification
<b>VEHICLES:</b>		
4 X 2 Utility Pick-up w/ beacon lights and fuel support	1 unit	Ready for inspection during Post-Qualification
ER Utility Van/Commuter w/beacon lights and fuel support	1 unit	Ready for inspection during Post-Qualification
Motorcycle 150 CC (or equivalent) with fuel support	2 units	Ready for inspection during Post-Qualification
<b>FIREARMS:</b>		
9mm Pistol for issue to SG on duty	15 Sets	Ready for inspection during Post-Qualification
9mm Pistol as reserves	2 sets	Ready for inspection during Post-Qualification
Shot Gun for issue to SG on Duty	None	Ready for inspection during Post-Qualification
Shot Gun as reserves	6 sets	Ready for inspection during Post-Qualification
<b>OTHER STANDARD EQUIPMENT:</b>		
Computer with printer with Internet capability	1 set	(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 sets	Ready for inspection during Post-Qualification
Body Camerawith night vision capability	15 sets	Ready for inspection during Post-Qualification
Walk-Thru Metal Detector with 18-Point Detection; People Counting/Alarm System	2 units	Ready for inspection during Post-Qualification
Portable Metal Detector	8 ea	Ready for inspection during Post-Qualification
<b>BASIC EQUIPMENT FOR DISASTER &amp; EMERGENCY RESPONSE</b>		
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	8 sets	Ready for inspection during Post-Qualification
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification
Squad Tent (minimum capacity: 10 persons)	2 units	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 sets	Ready for inspection during Post-Qualification
Detachment First Aid Kit	2 sets	Ready for inspection during Post-Qualification
<b>INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:</b>		
Class A Uniform	30 sets	Ready for inspection during Post-Qualification
Rain Coats	30 sets	Ready for inspection during Post-Qualification
Rain Boots	30 sets	Ready for inspection during Post-Qualification

Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	30 sets	Ready for inspection during Post-Qualification
Hand Cuff	30 sets	Ready for inspection during Post-Qualification
Flash Light (Led battery)	30 sets	Ready for inspection during Post-Qualification
Baton	30 sets	Ready for inspection during Post-Qualification
Personal Protective Equipment	30 sets	Ready for inspection during Post-Qualification

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**STANDARD FIRST AID KIT REQUIREMENTS FOR THE DETACHMENT  
HEADQUARTERS  
FOR AOR IVC (NCC/NGAC SPORTS FACILITIES)**

**A. EMERGENCY ITEMS:**

1. Emergency Phone Numbers (Nearest Police/Fire Station, Hospital, and other Government Health Facilities/Institutions)
2. First-aid Instruction Manual
3. Small, waterproof flashlight and extra batteries
4. Candles and matches

**B. 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. Petroleum jelly or other lubricant
11. Plastic bags for the disposal of contaminated materials
12. Safety pins in assorted sizes
13. Scissors and tweezers
14. Soap or instant hand sanitizer
15. Sterile eyewash, such as a saline solution
16. Thermometer
17. Triangular bandage
18. Turkey baster or other bulb suction device for flushing out wounds

**C. MEDICATIONS:**

1. Aloe-vera gel
2. Anti-diarrhea medication
3. Over-the counter oral Antihistamine; 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

**SPECIFICATIONS OF SPECIAL EQUIPMENT AND SERVICES  
REQUIREMENTS  
FOR AOR IVC (NCC/NGAC SPORTS FACILITIES)**

**1. CCTV SYSTEM (24 Channels)**

a. The Security Agency must be able to provide a **24**-channel CCTV System with 24 wireless cameras configured into one (1) set:

(1) Four (4) cameras to be installed at the Main Gate with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(2) Four (4) cameras to be installed at Road IB (vicinity of UP Polyclinic) with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(3) Four (4) cameras to be installed at Road IA (Alternate Exit) with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(4) Four (4) cameras to be installed at the Open Parking Areas in front of the Athlete's Village with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(5) Four (4) cameras to be installed at the Open Parking Areas in front of the Athletics Stadium with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(6) Four (4) cameras to be installed at the River Park with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

b. The Security Agency must be able to provide twenty-four (24) wireless camera with WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following:

(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, CNB, LG.

c. Specifications for other CCTV cameras if installation of IP Wireless cameras is not feasible:

- (1) With high-end H-264 DVR, night-vision outdoor cameras.
- (2) With 24 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 24 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 24 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 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 40 meters;
- (12) Water Proof (for outdoor camera);
- (13) Size of TV Monitor - 32 inches; Two (2) units.

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

**(Note:** The 24 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 in accordance with SOSIA 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);

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