

Procurement of Security Services for AOR II (Fort Bonifacio Open Area), AOR IVA (BCDA Clark Facilities), AOR IVB (New Clark City Project Areas) and AOR IVC (NGAC Sports Facilities) under a three (3)-Year Term

BID BULLETIN NO. 1

This Bid Bulletin clarifies the queries that were raised during the Pre-bid Conference on 10 July 2023 (Monday) at 10:00 AM, as well as other matters relative to the **Procurement of Security Services for AOR II (Fort Bonifacio Open Area), AOR IVA (BCDA Clark Facilities), AOR IVB (New Clark City Project Areas) and AOR IVC (NGAC Sports Facilities) under a three (3)-Year Term.**

QUERIES	CLARIFICATION/S												
1. When is the ocular inspection schedule?	The Site/Ocular inspection is scheduled on 11 July 2023 for AOR II (BCDA Open Area) and 12 July 23 for AOR IVA (BCDA Clark Facilities), AOR IVB (New Clark City) and AOR IVC (NGAC Sports Facilities). Site/Ocular Inspection can also be conducted a few days after the said schedule upon coordination with the end-user.												
2. Clarification, is there a form for site inspection?	Prospective bidders will be provided with location maps of security posts of all AORs and an outline of the Comprehensive Security Plan. They will also be issued a Certificate of Attendance to Site Inspection.												
3. Clarification on the Technical Requirement Compliance Form - Equipment Requirements. The bidder must make ready for inspections during post-qualification, among others, the following:	For the four (4) Lots, Bidders with the Lowest Calculated & Responsive Bid (LCRB) do not have to show the vehicles and motorcycles for inspection during the Post Qualification. Instead, they must execute a duly Notarized Affidavit of Undertaking attesting to the availability of the said vehicles once the Notice of Award shall have been issued to the winning bidder.												
<table border="1"> <thead> <tr> <th align="center">ITEM</th> <th align="center">QTTY</th> <th align="center">REMARKS</th> </tr> </thead> <tbody> <tr> <td>Vehicles:</td> <td></td> <td></td> </tr> <tr> <td>4x2 Utility Pick Up w/ beacon lights and fuel support (not older than 2022 Model)</td> <td align="center">1</td> <td>Ready for inspection during post qualification</td> </tr> <tr> <td>Motorcycle 150 CC (or equivalent) with fuel support (2023 Model)</td> <td align="center">2</td> <td>Ready for inspection during post qualification</td> </tr> </tbody> </table> <p>On the first concern, we ask that since the CCTV, its accessories and the K9s</p>	ITEM	QTTY	REMARKS	Vehicles:			4x2 Utility Pick Up w/ beacon lights and fuel support (not older than 2022 Model)	1	Ready for inspection during post qualification	Motorcycle 150 CC (or equivalent) with fuel support (2023 Model)	2	Ready for inspection during post qualification	<p>Said vehicles and motorcycles must be made available after the Notice of Award shall have been issued to the winning bidder and ready for inspection during the physical inspection that will be conducted before the actual posting and/or deployment.</p> <p>For the CCTVs, it shall be operated 24/7 by the security personnel of the Agency in order to assist them in their security operations under the contract.</p> <p>The CCTVs provided and installed by the winning Security Agency are to be owned by BCDA upon the termination or</p>
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Vehicles:													
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have been provided for FREE, it is only fitting that they revert back to the Agency after the termination of the contract. Unless they have been paid by BCDA, the CCTVs are an additional expense on the part of the Agency and their return and re-use in other endeavors will allow the Agency to recoup its expenses. Moreover, the CCTVs' operations cannot just be left to anyone other than the authorized Agency personnel and their misuse might render them inoperable. Also, letting the new agency operate such amenities as their own to their benefit and advantage is unfair to the one who installed them.

On the second concern, while we see no issue regarding the readiness of other equipment cited in the above annexes, being standard and practically mandatory in the provision of security services, we find, however, the requirement of immediate availability and readiness of the above vehicles, especially the 4x2 pick up, as onerous and burdensome. Security agencies thrive only on contracts to secure and therefore, would only purchase such equipment or vehicles as needed to comply with such contracts. They cannot go beyond what is needed and required especially now that businesses are still reeling from the effects of the still on-going pandemic. Further, joining a public bidding procurement does not immediately spell winning a contract right away. Purchasing the above equipment right away would NOT be practical and logical without any guarantee of a contract award.

Given to the above, may we ask for an amendment of the Terms of Reference

expiration of the contract.

<p>(TOR) and the above requirement as to reflect the following:</p> <ul style="list-style-type: none"> a. Removal of the phrase <u>“to be owned by BCDA upon the termination of the contract”</u> from Article III (3.1) of the TOR (CCTV System) b. The bidders to only submit an Affidavit of Undertaking showing that they will provide the required vehicles after having been declared as the bidder with the calculated bid; and c. The Vehicles are to be made ready and available for inspection only after a Notice of Award (NOA) has been issued to the winning bidder. 	
<p>4. Clarification on Section VII. Technical Specifications Compliance Forms for Additional Requirements for Lot A (AOR II - Fort Bonifacio Open Area.</p> <p>Are we going to submit these documents as part of our Eligibility Requirements to be submitted on the opening of bids?</p>	<p>The additional requirements listed under Section VII must be submitted as part of the eligibility requirements and must be submitted during the opening of bids. These will apply to all AORs/Lots.</p> <p>Additionally, these documents will be inspected and validated during the Post Qualification Inspection. Random inspection and sampling of the equipment, personnel and other related documents will also be conducted by the TWG during the Post Qualification Inspection.</p>
<p>5. Is BCDA willing to wait for the process of purchase of firearms until posting of guards?</p>	<p>The firearms and the required documents thereof must be available immediately after the issuance of the Notice of Award to the Winning Bidder and must be ready for physical inspection that will be conducted before the actual posting and/or deployment.</p>
<p>6. May we clarify on the Qualifications of SO/SG as stated on Section 10.2.3 because the Philippine National Police (PNP) requirement is only 5.2 inches of height for males and 5.0 inches of height for females.</p>	<p>BCDA abides by the provisions of RA 5487 as amended by RA 11917. However, we prefer to have SOs and SGs, male or female who have more advantage in height. Hence, the provisions in the TOR.</p>

<p>7. Under Terms of Reference (TOR) there is the general provision appearing on III. Approved Budget for the Contract (ABC) 3.3. That “The Security Agency shall also provide CCTV System, conduct investigation and deploy K9 Services to BCDA for <u>FREE</u>”</p>	<p>Provision of CCTVs, BI and K9 services shall be FREE up to the extent provided in the TOR. However, BCDA will pay for the services in excess of the required number of investigations and K9 deployments as stated in the TOR.</p>								
<p>8. Is the Site Inspection a requirement, does BCDA provide certification?</p>	<p>Yes, this is an eligibility requirement. BCDA will issue a Certificate of Attendance to Site Inspection.</p>								
<p>9. Bank account details for payment of bidding documents.</p>	<table border="1" data-bbox="716 575 1240 873"> <tr> <td>Account Name</td> <td>Bases Conversion and Development Authority</td> </tr> <tr> <td>Account No.</td> <td>3902-1005-11</td> </tr> <tr> <td>Bank Details</td> <td>Land Bank of The Philippines (LBP)</td> </tr> <tr> <td>Bank Branch</td> <td>The Luxe Residences 28th Street Cor 4th Avenue, Bonifacio Global City, Taguig City</td> </tr> </table> <p>Swift Code: TLBPPHMM</p>	Account Name	Bases Conversion and Development Authority	Account No.	3902-1005-11	Bank Details	Land Bank of The Philippines (LBP)	Bank Branch	The Luxe Residences 28th Street Cor 4th Avenue, Bonifacio Global City, Taguig City
Account Name	Bases Conversion and Development Authority								
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Bank Details	Land Bank of The Philippines (LBP)								
Bank Branch	The Luxe Residences 28th Street Cor 4th Avenue, Bonifacio Global City, Taguig City								
<p>10. Clarification in the Bid Offer Submission</p> <p>In case of bid submission for 4 lots, will the bidder submit 1 original copy of the first component and 1 original copy for the financial component or bidder to submit 1 financial component per lot?</p>	<p>Bidders who will opt to submit bids for more than 1 Lot, shall only have to submit 1 set of eligibility/bidding documents but will have to submit a separate Financial Proposal for each of the Lots they are bidding for.</p>								
<p>11. With the July 16 2023 Adjustment regarding wage order in NCR, what will be considered in this bidding?</p>	<p>Financial proposal shall indicate or include the items for security guards based on PADPAO Wage Order NCR No. 23 & RB III -23 effective 01 January 2023.</p>								
<p>12. Will BCDA be providing a template for the financial components?</p>	<p>Yes. It is included in the Bid Documents.</p>								
<p>13. If a 1 year security agency is in Joint Venture (JV) with an Eight (8)-year security agency, will the bidder be qualified for the bidding?</p> <p>Is the same requirement regarding number of years explicitly mentioned in the bidding documents?</p>	<p>Per approved TOR (Qualifications of Security Agency), the Security Agency must have a valid License to Operate (LTO) and must be on a continuous business operation as a Security Agency for the last five (5) years. The number of years of a prospective JV in the business operations of a security agency shall not be considered under this particular</p>								

	circumstance.
14. The bidders may join the ground (Site) inspections, can the bidder request for another schedule in case of unavailability?	Please refer to Q# 1, #2 and #8.
15. Clarification on Section VII. Technical Specifications Compliance Form for Lot B - AOR IVB (BCDA Clark Facilities) Item No. 12 Sample of Uniform for Security Officer and Security Guards in accordance with what is prescribed by SOSIA. Should be ready for presentation to BAC-G on demand during the opening of a sealed envelope for Eligibility Documents. Do we have to present the physical sample uniform of security officers and security guards during the bid opening?	Yes, bidders must submit the physical/actual sample of the uniforms (including the sample of their PPEs) during the Opening of Bids. Photos and other images will not be considered.
16. Is there any document to be presented during the Post-Qualification in the absence of Notarized Affidavit of Undertaking? Can a Memorandum of Agreement (MOA) with the supplier be considered?	We will accept a Duly Notarized Undertaking (to provide the Standard and Special Equipment Requirements) during the Post Qualification Inspection. The MOA between Agency and the Supplier will not be accepted.
17. Clarifications on the Financial Component Are the bidders to follow the DOLE Order No.150-16 which mandates that the agency fee should be 20% of the contract price? What is the procedure in case of a tie?	Per DOLE Order No. 150-16, Bid offer shall not be lower than 20% of the ABC for each lot. Any bidder who offers lower than 20% (even by a single centavo) shall be disqualified.
18. As there are R.A. No. 5487 and R.A. No. 11917 (more recent), are we to follow the provisions in the new R.A.?	There are only a few provisions of RA 5487 that have been amended by RA 11917. If certain provisions in RA 11917 or in its IRRs are not indicated in RA 5487, then the provisions of RA 11817 and its IRRs shall prevail. Example: Section 9

	(Administrative Fees of PSAs) of RA 11917 provides that the Administrative Fee for all contracted security services shall not be lower than 20% of the ABC. There should not be a question about this provision as this is also consistent with DOLE Order No. 150-16.
19. Given the agency margin of Twenty percent (20%), what will be the basis for the Lowest Calculated and Responsive Bid (LCRB)?	Please refer to the reply to Question No. 17.
20. There are specified brands of CCTV (as there are existing)? Are other brands allowed as long as it is compatible with existing brands?	Any brand of the CCTV shall be allowed as long as they are compatible with the existing CCTVs of BCDA and within the specifications of the TOR.
21. Clarification on Annex B-3 Can the items marked as ready for inspection for post-qualification and items where a proof from supplier/MOA/Affidavit of Undertaking be specified? Can samples be presented and not all quantities?	During the Post Qualification Inspection, BCDA Inspectors/TWG Members will require the bidders to present samples of standard and special equipment requirements and documents indicated in the List of Additional Requirements (Section VII). For the equipment and the corresponding documents (licenses) intended for these procurement, bidders may submit a duly notarized Affidavit of Undertaking attesting to the availability of the said equipment and document once the Notice of Award shall have been issued and its readiness for physical inspection before the scheduled posting or deployments.
22. Is there an estimate for the Diesel/Gasoline Allowance/Allocation? (10 L per shift for example)	Per approved TOR, vehicles (including motorcycles) must have fuel support. For operational consideration, each deployed vehicle (including motorcycles) must have at least 50% fuel (loaded and ready) at the start of any security operations for the day.
23. Clarification on Annex B3.1 Basic Supplies: Thermometer vs Thermal scan	Bidders can have either the Thermometer or the Thermal Scan; or both.
24. Clarification on Firearms Requirement as there was no mention on the number of magazines and ammunition.	BCDA shall require at least two (2) magazines per firearm (pistol and shotgun, if any) and full load of ammo per magazine depending on the model of the firearm.
25. Clarification of K-9 Dogs Can the 2 K-9 dogs come from only 1 supplier?	BCDA shall require that K9 Dogs and the handler shall be provided by a single supplier to which the Agency has an existing MOA or Contract.

26. List of Annexes:

Please see the attached annexes:

Annex A - AOR II

Annex A1 - Security Guard Requirements
Annex A2 - Location Map of Security Posts
Annex A3 - Standard Equipment Requirements
Annex A3.1 - Standard First Aid Kit Requirements for
Detachment Hqs
Annex A4 - Specifications of Special Equipment/Services
Requirements

Annex B - AOR IV-A

Annex B1 - Security Guard Requirements
Annex B2 - Location Map of Security Posts
Annex B3 - Standard Equipment Requirements
Annex B3.1 - Standard First Aid Kit Requirements for
Detachment Hqs
Annex B4 - Specifications of Special Equipment/Services
Requirements

Annex C - AOR IV-B

Annex C1 - Security Guard Requirements
Annex C2 - Location Map of Security Posts
Annex C3 - Standard Equipment Requirements
Annex C3.1 - Standard First Aid Kit Requirements for
Detachment Hqs
Annex C4 - Specifications of Special Equipment/Services
Requirements

Annex D - AOR IV-C

Annex D1 - Security Guard Requirements
Annex D2 - Location Map of Security Posts
Annex D3 - Standard Equipment Requirements
Annex D3.1 - Standard First Aid Kit Requirements for
Detachment Hqs
Annex D4 - Specifications of Special Equipment/Services
Requirements

Annex E - Table of Offenses and Penalties

	<p>Link from Annex A to E: https://drive.google.com/file/d/10YMrKixBu5nAscB60UgNkdCBYLGR_3A_/view?usp=sharing</p> <p>Annex F - AOR II Detailed Cost Distribution Form Link: https://drive.google.com/file/d/14EwQFKMx7C_oEgrWYD4OHh4dZWm42Yz/view?usp=sharing</p> <p>Annex G - AOR IV-A Detailed Cost Distribution Form Link: https://drive.google.com/file/d/1T_Z_E7KE9doyTfrVr8ME_dgbATzWyr2Y/view?usp=sharing</p> <p>Annex H - AOR IV-B Detailed Cost Distribution Form Link: https://drive.google.com/file/d/1aW0zK6OVoedJ0ppYUd9r3feJdW8ZM2a_/view?usp=sharing</p> <p>Annex I - AOR IV-C Detailed Cost Distribution Form Link: https://drive.google.com/file/d/1Q1C2JBbg2Q8xz36qT-sLGE2nK4l1OIF/view?usp=sharing</p> <p>Annex J - PADPAO Wage Order No. NCR-23 Effective January 01, 2023 Link: https://drive.google.com/file/d/1gDypMvRY2Elq2gJqFfcNQ3vXpyAtbsgw/view?usp=sharing</p> <p>Annex K - PADPAO Wage Order No. RB III-23 Tranche 2 Effective January 01, 2023 Link: https://drive.google.com/file/d/1yFrQFgamb8LgUI6SUYL24N97bMp9Zjnb/view?usp=sharing</p>
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Please be reminded that all queries after the issuance of this Bid Bulletin will no longer be entertained.

Moreover, please take note of the following schedule:

Activities	Date/Schedule
Deadline for Request for Clarification, if any	14 July 2023 (Friday)
Issuance of Bid Bulletin, if any	18 July 2023 (Tuesday)

Deadline for Submission of the ff: <ul style="list-style-type: none"> • Eligibility Requirements • Financial Proposal 	9:00 AM, 24 July 2023 (Monday)
Opening of the ff: Eligibility Requirements and the Financial Proposal	10:00 AM, 24 July 2023 (Monday)

The above changes further amend the bidding documents, accordingly. **The Opening of Bids will be conducted face-to-face** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City**. However, the bidders may opt to attend online via zoom.

For those attending in person, please consider the following guidelines:

- Attendees to the Pre-bid Conference and Opening of Bids are expected to follow the BCDA Health Protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

Issued on **18 July 2023 (Tuesday)**.

BIDS AND AWARDS COMMITTEE FOR GOODS

By:

RICHARD BRIAN M. CEPE
Chairperson

TERMS OF REFERENCE (TOR)

BIDDING FOR SECURITY SERVICES OF AORs II, IV-A, IV-B & IV-C

Three [3] Years Contract Effective Upon Issuance of NTP)

I. BACKGROUND INFORMATION:

1.1. Pursuant to Republic Act No.7227, the Bases Conversion and Development Authority (BCDA) was created to oversee and accelerate the conversion and development of former US base lands 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 and Clark Air Base in Pampanga for disposition, privatization and development, in order to raise funds for the conversion program as well as for the modernization of the Armed Forces of the Philippines.

1.2. As in other properties of BCDA, the land assets and facilities; personnel and stakeholders, and properties, equipment, supplies and data/info within the Area of Responsibility (AOR) of Fort Bonifacio Open Areas (AOR II), BCDA Clark Facilities (AOR IV-A) and New Clark City Project Area including the NCC/NGAC Sports Facilities (AOR IV-B) must be protected and secured from unauthorized intrusions and/or proliferation of informal settlers, illegal repairs and constructions, threat, harassment, theft, vandalism, sabotage, arson and other criminal and/or terroristic acts.

1.3. The current contracts for security services for AOR II, AOR IV-A and AOR IV-B will terminate on 16 February 2023. In order to sustain the security and safety of BCDA land assets and facilities, personnel and stakeholders, and properties, equipment, supplies, data/info in these AORs, there is a dire need to procure, through public bidding, the security services of Private Security Agency or Agencies that is/are administratively and operationally capable of providing quality services.

II. BIDDING FOR QUALITY AND COST BASED SECURITY SERVICES:

2.1. Consistent with GPPB Resolution No. 24-2007 (**Approving and Adopting the Guidelines on the Procurement of Security and Janitorial Services**), the BCDA will henceforth adopt 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. BCDA invites all interested bidders to participate in public bidding for the procurement of Security Services for the followings AORs with an Approved Budget for the Contract (ABC) for the first year inclusive of all applicable taxes and fees broken down as follows:

AOR	Component 1 (SG with Standard Package Requirements)			Component 2 (Special Equipment & Services Requirements)	ABC (Inclusive of all applicable taxes and fees for each AOR for the 1 st Year of the Contract)
	No. of SGs	No. of Duty Hour	Annual Budget (1-Year Period)		
II - Fort Bonifacio - Open Area	26	12	P14,604,564.00	None	P14,604,564.00
IV-A - BCDA Clark Facilities	26	12	P11,836,188.00	None	P11,836,188.00
IV-B - New Clark City Project Areas	32	12	P14,567,616.00	None	P14,567,616.00
IV-C - NCC/NGAC Sports Facilities	30	12	P13,657,140.00	None	P13,657,140.00
TOTAL ABC			P54,665,508.00	None	P54,665,508.00

3.2. The ABC for each AOR is the summation of the annual budget for each of the major components of the security services to be provided by the Security Agency. The components include the hiring of security guards and the standard package that goes with it, special tools and equipment, and other services that are described below. The Security Agency shall also provide the CCTV System; conduct background investigation and deploy K-9 services to BCDA for **FREE**. However, failure to provide the CCTV System shall be a ground for termination of the contract.

AOR II (Fort Bonifacio - Open Area)

Components	Description	Cost/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex A1, A3 and A3.1 for SG and Standard Equipment Requirements and Annex A2 for the Location Map of Security Posts)			
26 SO/SG	12-Hr Duty	P14,604,564.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex A4 for the Specifications)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided and maintained by the agency for FREE; b. to be owned by BCDA upon the termination of the contract.
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI/year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE; b. Deployment in excess of 32 hours per month shall be paid by BCDA at P5,000.00 per 8-hour deployment package. (Package is for one (1) SG Handler and one (1) K-9)
Subtotal for Component 2		None	Billings for BI and K9 deployments shall be made separate from the regular security billings.
TOTAL		P14,604,564.00	

AOR IV - A (BCDA Clark Facilities)

Components	Description	COST/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex B1, B3 and B3.1 for SG and Standard Equipment Requirements & Annex B2 for the Location Map of Security Posts)			
26 SO/SG	12-Hr Duty	P11,836,188.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex B4 for the Specifications)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided and maintained by the agency for FREE; b. to be owned by BCDA upon the termination of the contract.
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI/year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE; b. Deployment in excess of 32 hours per month shall be paid by BCDA at P5,000.00 per 8-hour deployment package. (Package is for one (1) SG Handler and one (1) K-9)
Sub-total for Component 2		None	Billings for BI and K9 deployments shall be made separate from the regular security billings.
TOTAL		P11,836,188.00	

AOR IV-B (New Clark City Project Areas)

Components	Description	COST/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex C1, C3 and C3.1. for SG and Standard Equipment Requirements & Annex C2 for the Location Map of Security Posts)			
32 SO/SG	12-Hr Duty	P14,567,616.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex C4 for the Specifications)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided and maintained by the agency for FREE; b. to be owned by BCDA upon the termination of the contract.
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI/year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE; b. Deployment in excess of 32 hours per month shall be paid by BCDA at P5,000.00 per 8-hour deployment package. (Package is for one (1) SG Handler and one (1) K-9)
Sub-total for Component 2		None	Billings for BI and K9 deployments shall be made separate from the regular security billings.
TOTAL		P14,567,616.00	

AOR IV-C (NCC/NGAC Sports Facilities)

Components	Description	COST/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex D1, D3 and D3.1. for SG and Standard Equipment Requirements & Annex D2 for Location Map of Security Posts)			
30 SO/SG	12-Hr Duty	P13,657,140.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex D4 for the Specifications)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided and maintained by the agency for FREE; b. to be owned by BCDA upon the termination of the contract.
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI/year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 40-hour deployment per month for FREE; b. Deployment in excess of 40 hours per month shall be paid by BCDA at P5,000.00 per 8-hour deployment package. (Package is for one (1) SG Handler and one (1) K-9)
Sub-total for Component 2		None	Billings for BI and K9 deployments shall be made separate from the regular security billings.
TOTAL		P13,657,140.00	

IV. BIDDING FOR AOR II AND IV-A, IV-B, and IV-C:

4.1. The Security Services for each of the AOR as described in paragraph III above shall be bid out separately. 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:

4.1.1. Opening of Eligibility Documents

4.1.2. Opening of Financial Bids: AOR II, AOR IVA, IVB & IVC.

4.2. Qualified security agency can bid in one or more AOR. The contract for security services in each particular AOR will be awarded to the bidder who has the "**Lowest Calculated and Responsive Bid**".

V. DESCRIPTION OF AREAS OF RESPONSIBILITY (AOR):

5.1. AOR II - Fort Bonifacio Open Areas:

5.1.1. AOR II covers BCDA land assets in the following locations:

- a. Consular Area;
- b. TRANSCO Line – GHQ/STP Area;
- c. Vacant Lot in 11th Ave. BGC (Proposed BCDA Building);
- d. Vacant Lots in Summit Housing Area;
- e. BCDA Reserve Lots in BGC;
- f. Other BCDA land assets to be identified later.

5.1.2. The BCDA land assets within the Consular Area and TRANSCO Line – GHQ/STP Area are occupied by informal settlers. Certain portion of the Consular Area are also being claimed by certain individuals and/or groups, the final determination of which is currently pending with the Supreme Court. The land assets within the TRANSCO Line GHQ/STP Area are occupied by informal settlers who are allegedly members of an urban poor association and who claims to have been occupying their respective lots for a long time.

5.1.3. AOR II comprises of several land assets and properties situated in different locations in the Open Area of Fort Bonifacio. Some of the properties are located along busy roads while others are in very isolated location. Posting of permanent guard posts in some of these areas are impractical. Hence the need to deploy mobile patrol teams mounted on either motorcycles or 4-wheeled utility vehicles working on two (2) shifts, 24/7 rotation basis.

5.2. AOR IV - A (BCDA Clark Facilities):

5.2.1. AOR IV-A covers the following BCDA office buildings, staff houses, and warehouses located within Clark Main Zone:

- a. BCDA One West Office;
- b. Project Management Office (Building No.7458);
- c. PMO Motor Pool;
- d. PMO Records and Storage Facilities;
- e. CIAC Executive Quarters;
- f. Redwood Staff Houses;
- g. Wood Cliff Staff Houses;
- h. ASEAN Villas (currently under BCDA disposition);
- i. SCTEX Satellite Warehouse;
- j. CIAC Warehouse (Building No. 7259);
- k. Peninsula Warehouse (Building No. 7452);
- l. Other buildings/facilities to be identified later.

5.2.2. AOR IV-A also includes the Sacobia Bridge/Road Section of the Airport to NCC Access Road (ANAR) and other land assets/offices, projects, and facilities within the Clark Freeport Zone that will be identified later.

5.2.3. Due to the diverse use and location of these facilities and buildings, there is dire need to have dedicated and independent CCTV systems to effectively monitor movements of personnel, materials and equipment to deter or prevent occurrence of safety and security incidents. Mobile patrol teams mounted on 4-wheeled utility vehicles is also a must to effectively monitor open areas in between different facilities and to provide mobile security escorts to BCDA Guests/VIPs in the AOR.

5.3. AOR IV – B (New Clark City Project Area):

5.3.1. AOR IV-B covers the entire 9,450 hectares of BCDA lands in Capas and Bamban in Tarlac and Mabalacat, Pampanga that are intended for various NCC projects and for the relocation of PAPs/ISFs.

5.3.2. It also covers lots acquired by BCDA in relation to the construction of the SCTEX-NCC Access Road and the Clark International Airport to NCC Access Road (ANAR) Projects including other related facilities.

5.3.3. AOR IVB shall also cover the “swapped areas” between BCDA and the Philippine Army in Brgy Sta Lucia, Capas, Tarlac;

5.3.4. Due to the vastness of AOR IVB and the difficulty in securing remote and isolated areas, prospective bidders must have at least four (4) units of 4 X 4 pick-up type patrol vehicles to monitor and secure movements and activities of BCDA personnel, properties and equipment and other materials and to provide mobile security escorts to BCDA Guests/VIPs.

5.4. AOR IV – C (NCC/NGAC Sports Facilities):

5.4.1. The NCC/NGAC Sports Facilities (NCC/NGAC –SF) is a 40-

hectare BCDA facility and forms part of the New Clark City Project Area (AOR IV-B). Its budget, operations and maintenance, including security operations has been made separate from AOR IVB. It will now be designated as AOR IV-C. The AOR IV-C includes the existing sports facilities and related structures located within National Government Administrative Center (NGAC) within the New Clark City (NCC) Project Areas in Brgy Aranguren, Capas, Tarlac as follows:

- a. Athletics Stadium; Practice Oval and related facilities;
- b. Athlete's Village including the Sewage Treatment Plant;
- c. Aquatics Center and related facilities;
- d. River Park System;
- e. Lighting Facilities, Road Networks and Parking Areas;
- f. Other facilities for development;

5.4.2. AOR IV-C also serves as the venue for major sporting events and business/official visits. Other than the NGAC Sports Facilities, BCDA Guests/VIPs also visit the Government Building and Residences; Commercial Area and the UP Polyclinic.

5.4.3. Large number of visitors come to the NGAC Sports Facilities daily. Due to their numbers and presence over a wide open area, there is a need to install and operate CCTV systems in order to effectively monitor and secure BCDA personnel and visitors, facilities, properties, equipment and other supplies/materials and to provide mobile security escorts to BCDA Guests/VIPs in the AOR.

VI. MANPOWER REQUIREMENTS:

6.1. The manpower requirements for the AORs are as follows:

AOR	Coverage	No. of SGs	No of Hours/Shift
II	Fort Bonifacio Open Areas	26	12 Hours/Shift
IVA	BCDA Clark Facilities	26	12 Hours/Shift
IVB	New Clark City Project Areas	32	12 Hours/Shift
IVC	NCC/NGAC Sports Facilities	30	12 Hours/Shift
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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, the Head of the Security Management Department (SMD) or the designated Chief Security Officer 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 arise, 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 security personnel deployed by the Security Agency may either be reduced or increased by the BCDA as the case may be. Therefore, the Security Agency, upon coordination with the BCDA may adopt other security measures to compensate for the reduced number of deployed guards and to improve security.

6.5. The Security Agency must be capable of deploying at least four (4) duly licensed Protective Agents in each AOR to provide Security Escorts/VIP Security within 24-hour notice.

6.6. The Security Agency must be capable of deploying at least two (2) duly licensed Private Investigators to conduct background investigation of certain individuals/organization upon the direction of the SVP, CSG/PCEO to the Head, SMD and/or the Chief Security Officer within 24-hour notice.

6.7. *The Security Agency must be able to deploy in its AOR, a security detachment composed of at least 20% female security officers/guards.*

6.8. 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 due process in accordance with relevant labor laws and regulations and impose appropriate disciplinary action to erring security officers and guards. Failure of the Security Agency to observe due process in the imposition of disciplinary action and dismissal of security officers and guards shall be its sole consequential liability.

VII. POSTING/MANNING HOURS AND REQUIRED EQUIPMENT:

7.1. The Security Agency must ensure that all the security posts within its AOR are manned in accordance with this TOR. Manning of posts shall be explicitly indicated in a 15-day permanent detail, duly signed by the Detachment Commander/OIC and approved by Head, SMD or the designated Chief Security Officer for the AOR. The Security Agency shall also provide appropriate number of security officers and security guards to act as relievers (in case of leave or other critical or emergency situation).

7.2. The Security Agency shall render services twenty-four (24) hours a day, and seven (7) days a week in their respective AORs. 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. The Security Agency must not allow a security officer or security guard to render two (2) successive shifts in one day (straight duty for 24-hour period) under all circumstances.

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. The Security Agency shall be responsible for the immediate repair or replacement of 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 adverse impact on the performance rating of the Security Agency.

7.6. The Security Agency shall employ and/or deploy security officers and security guards only with the following training qualifications:

7.6.1. 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

7.6.2. 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. Information Collection Seminar;
- e. Basic Report Writing Seminar;
- f. Disaster and Emergency Response Training;
- g. Computer Literacy Training for Security Officers;
- h. CCTV Operations Seminar

7.7. The Security Agency shall require all its Security Officers and Security Guards including its relievers, to undergo mandatory Seminar/Training on Gender and Development (GAD) Awareness once a year pursuant to RA 7192, 7877, and 9262.

7.8. The Security Officers/Guards deployed by the AGENCY in AOR II must be in authorized uniform at all times while on duty.

7.8.1. Security Officers – Uniform with complete accessories as prescribed in RA 5487; Use of Barong and Polo Barong shall have written approval of PNP SOSIA.

7.8.2. Security Guards – Uniform with complete accessories as prescribed in RA 5487. Use of Barong and Polo Barong shall have written approval of PNP SOSIA.

7.9. The Security Agency shall provide and/or shoulder the cost for the prevention and control of COVID-19 pandemics such as but limited to the provision of the following: testing, disinfection facilities, hand sanitizers, personnel protective equipment (PPEs i.e., face mask, face shields, ear protector, helmets, vests and ropes); signages and IEC materials for the proper orientation and training on COVID-19 prevention and control for all security personnel assigned and/or performing duties in each AOR. This provision shall similarly apply to other health, environmental and other occupational hazards that may occur during the duration of the contract.

VIII. SCOPE OF WORK:

8.1. The Security Agency shall be primarily responsible for the safety and security of all BCDA land assets and facilities; personnel and stakeholders; properties, equipment and data/information and business operations within its assigned AOR. It shall be under the direct supervision, control and management of the Head, SMD, BCDA.

8.2. The Security Agency shall implement and enforce all applicable rules and regulations, standard operating procedures (SOPs) and other directives relative to the maintenance of security and safety within their scope of work of the contracted Security Agency/ies.

8.3. The Security Agency shall provide quality security services on four (4) areas of security, to wit: Personnel Security, Physical Security, Document Security, Communications Security and IT/Cyber Security.

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

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

8.3.3. Document Security – Secure and protect documents and vital information from loss, unauthorized use and unwarranted destruction; and allow easy but secured access of these documents and information only to authorized personnel.

8.3.4. Communications Security - Prevent unauthorized users and/or interceptors from accessing radio and telecommunications systems.

8.3.5. IT/Cyber Security – With the assistance of the ICT Department and SMD, implement basic cybersecurity processes and measures designed to protect computers, networks and data from unauthorized access, vulnerabilities and attacks.

8.4. The Security Agency shall prevent intrusion and proliferation of informal settlers and building of illegal/unauthorized structures within its AOR. It shall also stop and demolish on-going illegal construction of structures within seventy-two (72) hours upon discovery. Should the Security Agency fail to enforce this function, 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 period covered by the contract. The Security Agency shall also be required to reimburse/pay BCDA the cost of litigation in the eviction of such informal settlers and occupants.

8.5. The Security Agency shall 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 Security 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 Security Agency.

8.6. The Security Agency shall prevent vandalism in the form of graffiti, paintings, stickers on BCDA fences and walls of structures, and failing to prevent the same, remove such graffiti, painting, sticker and the like and restore the fence or wall to its original form at its own expense with or without notice from BCDA.

8.7. The Security Agency shall dispatch appropriate number of security guards under a Security Officer/Team Leader to provide covert security assistance to LADD, SSD and LSD Teams during surveys, negotiations and expropriation proceedings and to secure properties cleared or acquired by BCDA as a result thereof.

8.8. The Security Agency shall provide special services such as security escort/VIP security; deployment of canine as well as the conduct of background investigation of personnel and organization as may be directed.

8.9. The Security Agency shall install, operate and maintain the CCTV system to ensure efficient, effective and widest monitoring coverage of the AOR and render timely report of any damage or fault to the operation of the system so that BCDA can immediately respond to maintenance requirements. It shall also conduct CCTV review and provide copies of the recordings in accordance with existing laws on Data Privacy and BCDA Policies and Procedures.

8.10. The Security Agency shall in coordination with SMD, conduct at least two (2) seminars (2 hours per seminar) per year on emergency preparedness. Likewise, it shall also conduct regular and/or random emergency preparedness drills and simulation exercises for simple or multiple contingencies in coordination with respective Building/Facility Managers and/or local Disaster Response Mitigation Units within its AOR.

8.11. The Security Agency shall constitute an ER Team to provide overall initial response to any emergency or contingency situation that were observed within the immediate area or reported to them by other persons; call the attention and update the Duty Officer of the prevailing situation and be prepared to handover the responsibility to the designated authority within its AOR.

8.12. The Security Agency shall submit the following reports:

- 8.12.1. Daily Activity and Situation Report.
- 8.12.2. Incident Report (If any; within 24 hours)
- 8.12.3. Investigation Report (as necessary)
- 8.12.4. Special Reports (as needed by security and safety)
- 8.12.5. Information Reports (as obtained)
- 8.12.6. Accomplishment Reports:
 - a. Monthly – every 1st Monday of succeeding month
 - b. Quarterly – every 1st week of succeeding quarter
 - c. Annual – every 2nd week of January
- 8.12.7. Roster of Guards (every 15th and 30th of the month)
- 8.12.8. Guard Deployment (every 15th & 30th of the month)
- 8.12.9. Daily Guard Detail

8.13. In case of damage to or loss of BCDA properties due to 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.

8.14. The Security Agency shall coordinate with the PNP, AFP and other friendly forces on matters related to the security and protection of respective AOR.

IX. QUALIFICATIONS OF THE SECURITY AGENCY:

9.1. The Security Agency must have a valid regular License to Operate (LTO) and on continuous business operation as a Security Agency for the last five (5) years. The original copy of the LTO must be provided to the BCDA during the Post-Qualification Inspection.

9.2. The Security Agency must have at least 200 duly licensed security officers, security guards, protective agents and private investigators currently performing security duties in any part of the country. The list of

security personnel to be deployed per contract shall be presented to the BCDA during the Post-Qualification Inspection.

9.3. The Security Agency must be certified by the Supervisory Office on Security and Investigation Agencies (SOSIA), PNP that the Security Agency has no pending case. The original copy of the certification shall be presented to the BCDA during the Post-Qualification Inspection.

9.4. The Security Agency must not have 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. For a Security Agency who had provided security services in the past or is currently providing security services to BCDA and/or its subsidiaries, the said agency must have a good performance record in BCDA and/or its subsidiaries.

9.6. The Security Agency must have the Information-Communication Technology (ICT) capability to undertake the following:

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

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

9.6.3. Maintain E-files of 201 Records and DTRs of deployed security officers, security guards, relievers and security escorts.

9.6.4. Communicate with SMD, BCDA through the Internet.

9.7. The Security Agency must have a pool of duly licensed private investigators who are capable of conducting background investigation of certain individuals/organization upon the direction of SMD/PCEO.

9.8. The Security Agency must have a pool of duly licensed protective agents who are capable and properly equipped to provide covert security coverage to VIPs or BCDA staff or employees who are under constant threat or intimidation while in the course of performing their respective jobs;

9.9. The Security Agency Capable of providing K9 services within 24-hour notice. For this purpose, a security agency may either have its own K9 services or have an existing service contract with K9 unit/company. K-9 dogs and its handlers shall be transported on separate vehicles and deployed in coordination with SMD.

9.10. The Security Agency must be capable of providing billeting facility for their Security Officers and Guards, the location of which shall be accessible by land transportation and within two (2) kilometer radius from

either the Detachment Headquarters or Security Posts. Expenses for rent for the billeting facility and other utilities shall be paid by the Security Agency.

9.11. Pursuant to Section 23.5.3 of the IRR to RA 9184, the Security Agency/Prospective Bidder must have completed within a period of at least three (3) years of a single contract equivalent to at least 50% of the ABC; or at least two (2) similar contracts and the aggregate contract amount should be equivalent to at least 50% of the ABC. For this purpose, "Similar Contracts" shall refer to contracts involving the provision of security services.

9.12. The Security Agency/Prospective Bidder shall certify under oath as to the correctness of the statements made and the completeness and authenticity of all the documents submitted. Documentary requirements shall be validated during the post qualification.

9.13. 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 who has been "**blacklisted**" by BCDA due to the security agency's violation of its contract with BCDA Groups shall not be allowed to participate in the bidding.

X. QUALIFICATIONS OF THE SECURITY OFFICERS AND SECURITY GUARDS:

10.1. Qualifications of the Security Officers (to be deployed as Detachment Commander, Assistant Detachment Commander, Shift-In-Charge):

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. Must possess a valid Security Officer's License;

10.1.3. Male or female and at least five (5) feet and seven (7) inches in height for male and five (5) feet and five (5) inches in height for female;

10.1.4. Preferably not more than fifty (50) years old upon acceptance or deployment;

10.1.5. Must possess a valid Professional Driver's License;

10.1.6. Knowledgeable on Microsoft/Google Applications;

10.1.7. Knowledgeable of CCTV operations;

10.1.8. 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);

10.1.9. Must possess the necessary clearances from Baranggay, PNP, NBI, and RTC and Neuro-Psychiatric Test and Drug Test.

10.2. Qualifications of the Security Guards to be deployed:

10.2.1. Must 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. Must possess a valid Security Guard's License;

10.2.3. Male or Female and at least five (5) feet and five (5) inches in height for male; five (5) feet and two (2) inches in height for female;

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

10.2.5. 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, Shift-In-Charge and Security Guards for review by BCDA. Acceptance or denial of the nominated Security Officers and Guards shall be determined by SMD, 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; Brgy, Police, NBI and RTC Clearances, and Results of Neuro-Psychiatric and Drug Tests.

10.5. The Security Agency shall certify under oath as to the correctness of the statements made, and completeness and authenticity of the documents submitted. Qualifications of security officers and security guards shall be validated during the Post-Qualification Inspection.

XI. CONCEPT PLAN AND COMPREHENSIVE SECURITY PLAN:

11.1. The Conceptual Security Plan shall be submitted for inspection during the Post Qualification Inspection. This plan explains the concept of

safety and security that the Security Agency envisions to implement in the AOR on bid.

11.2. 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 Standard Operating Procedures (SOPs) for fire, bomb threat, earthquake, typhoon and other contingencies must be submitted to SMD, 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 published by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) in relation to the rate approved by the respective Regional Wage Boards and other remuneration and benefits as provided for by the Labor Code of the Philippines.

12.2. The Security Agency must ensure and/or guarantee the timely release and/or disbursement of the salaries of the security officers/guards every 5th and 20th day of the month.

12.3. 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.

12.4. The Security Agency shall timely and regularly remit all obligations (Amount to government in favor of the guard) for SSS, PhilHealth, Pag-Ibig and other mandatory remittances, i.e. withholding tax on compensation, as deducted from the pay and allowances of the security officers/guards not later than the 15th day of the following month.

12.5. 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 shall 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.

12.6. BCDA has the right to demand from the Security Agency proofs of compliance of its obligations under sub-clauses 12.1 to 12.4.

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

12.7.1. Only the “*amount to guard and government*” shall be adjusted and ***not*** the Agency Fee; and

12.7.2. 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 SECURITIES:

13.1. Performance Security

To guarantee the faithful performance of the Security 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 Security

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

13.2.2. The performance and wage securities shall be callable on demand and shall have a validity period equal to the duration of the contract including its renewal or extension, if any, plus three (3) months.

13.3. Adjustment of Performance and Wage Securities

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:

14.1. The Security Agency must ensure that all of the security officers and guards to be deployed including authorized relievers shall have full coverage for all type of sickness and medical emergencies.

14.2. The Security Agency must ensure that all of the security officers and guards to be deployed including authorized relievers shall have either individual or group insurance coverage in case of death or completed/partial disability.

14.3. Firearms to be issued by the Security Agency to their Security Officers and Guards shall be covered by Firearms Insurance.

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 Security Agency and BCDA.

XVI. PENALTY CLAUSE:

16.1 The Security Agency, Security Officers and Security Guards shall be penalized for failure to comply with the provisions of this TOR based on the Table of Offenses and Penalties (**Annex E**) and other applicable provisions of RA 5487.

XVII. DURATION AND EXTENSION OF CONTRACT:

17.1. The Security 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 Performance Evaluation and Inspection (PEI);
- 17.1.2. Security Threat/Risk Assessment.

17.2. It is understood that paragraph 17.1 above allows BCDA to exercise its right to either extend or terminate the contract based on the results of the PEI for the preceding semester and/or the security threat/risk assessment for the last six (6) months.

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 PEI of the Security Agency, exigency of service, availability of funds and upon mutual agreement of the parties.

17.4. The Security Agency shall maintain at least a rating of “**Satisfactory**” level of performance in the first six months period of the term of the contract and “**Very Good**” to “**Excellent**” in the succeeding period 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.

17.5. The conduct of Performance Evaluation and Inspection of the Security Agency shall be conducted by a 5-man Committee headed by the SVP for Corporate Services Group or the Head, SMD; one (1) Security Officer from SMD as member/recorder, and three (3) other members from other Departments duly authorized by PCEO, BCDA. The PSEI Report of the Committee shall serve as basis for either the termination or renewal of the contract for another one (1) year or until the final three (3)-year period shall have been completed in accordance with Government Procurement Policy Board (GPPB) implementing rules and regulations.

17.6. The detailed rating system for the Performance Evaluation and Inspection (PEI) shall be provided to the contracted Security Agency. The level of performance shall be rated according to the following:

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.

XVIII. TERMINATION:

18.1. 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.

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Annex C - AOR IVB

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Annex D - AOR IVC

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Annex E - Table of Offenses and Penalties

ANNEX A1

**SECURITY GUARD REQUIREMENTS
FOR AOR II (FORT BONIFACIO OPEN AREAS)**

Security Posts/Det Hqs	Guard Shift		Total No. of Guards	No. of Hours /Shift	No. of Radios	No. of Firearms
	1 st	2 nd				
Detachment Hqs:						
Detachment Commander/SIC	1	1	2	12	1 HHR	1 Pistol
CCTV/Radio Operator	1	1	2	12	1 HHR 1 BR	1 Pistol
Security Posts:						
Post #1 Main Entrance, Consular Area	2	2	4	12	2 HHR	2 Pistols
Post #2 Rear Entrance, Consular Area	2	2	4	12	2 HHR	2 Pistols
Post #3 Summit Housing Area	2	2	4	12	2 HHR	2 SGs
Post #4 GHQ/STP Area	4	4	8	12	4 HHR	2 Pistols 2 SGs
Patrols:						
Patrol #1 BCDA Reserved Lots, Others	1	1	2	12	1 HHR 1 BR	1 SG
Total	13	13	26		2 BR 13 HHR	8 Pistols 5 SGs
Relievers/Reserve			6		6 HH	4 Pistols 2 SGs

Note: DC/SIC to join the Patrol Teams.

**ANNEX A2 - LOCATION MAP OF SECURITY POSTS
FOR AOR II (FT BONIFACIO OPEN AREAS)**



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**STANDARD EQUIPMENT REQUIREMENTS
FOR AOR II (FORT BONIFACIO OPEN AREAS)**

ITEM/DESCRIPTION	QTY	REMARKS
COMMUNICATION EQUIPMENT:		
Base Radio with complete accessories, antenna and repeater system	2 sets	One (1) set at Detachment Hqs; one (1) set for the 4-wheeled vehicle; Ready for inspection during Post-Qualification
Hand Held Radio Sets (including battery):		
- For issue to the guards on duty	13 sets	Ready for inspection during Post-Qualification
- Reserves	6 sets	Ready for inspection during Post-Qualification
Battery charger for hand held radios	19 sets	Ready for inspection during Post-Qualification
Extra rechargeable batteries for hand held radios	19 ea	Ready for inspection during Post-Qualification
VEHICLES:		
4 X 2 Utility Pick-up 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
FIREARMS:		
9mm Pistol for issue to SG on Duty	8 ea	Ready for inspection during Post-Qualification
9mm Pistol as reserves	4 ea	Ready for inspection during Post-Qualification
Shot Gun for issue to SG on Duty	5 ea	Ready for inspection during Post-Qualification
Shot Gun as reserves	2 ea	Ready for inspection during Post-Qualification
OTHER STANDARD EQUIPMENT:		
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 Camera with night vision capability	13 sets	Ready for inspection during Post-Qualification
Portable Metal Detector	8 ea	Ready for inspection during Post-Qualification
BASIC EQUIPMENT FOR DISASTER & EMERGENCY 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	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 ea	Ready for inspection during Post-Qualification
Detachment First Aid Kit	2 sets	Ready for inspection during Post-Qualification

INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:

Class A Uniform	26 sets	Ready for inspection during Post-Qualification
Rain Coats	26 ea	Ready for inspection during Post-Qualification
Rain Boots	26 ea	Ready for inspection during Post-Qualification
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	26 sets	Ready for inspection during Post-Qualification
Hand Cuff	26 ea	Ready for inspection during Post-Qualification
Flash Light (Led battery)	26 ea	Ready for inspection during Post-Qualification
Baton	26 ea	Ready for inspection during Post-Qualification
Personal Protective Equipment	26 ea	Ready for inspection during Post-Qualification



**STANDARD FIRST AID KIT REQUIREMENTS FOR THE DETACHMENT
HEADQUARTERS
FOR AOR II (FORT BONIFACIO - OPEN AREAS)**

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

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**SPECIFICATIONS OF SPECIAL EQUIPMENT AND SERVICES
REQUIREMENTS
FOR AOR II (FORT BONIFACIO - OPEN AREA)**

1. CCTV SYSTEM (16 Channels)

a. The Security Agency must be able to provide a 16-channel CCTV System with 16 cameras (including 8 wireless cameras) that may be configured into two sets:

(1) Eight (8) cameras to be installed at the at the Consular Area with LAN or IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office, also in Consular Area and/or SMD Operations Center at the BCDA Corporate Office in BTC;

(2) Eight (8) wireless cameras to be installed at the GHQ-STP Area with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office, in Consular Area and/or SMD Operations Center at the BCDA Corporate Office in BTC

b. The Security Agency must be able to provide eight (8) 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, CNB, LG.

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

(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.264 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

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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 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 - 32 inches; Two (2) units.

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

(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 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);

ANNEX B1

**SECURITY GUARD REQUIREMENTS
FOR AOR IV-A (BCDA CLARK FACILITIES)**

Security Posts/Det Hqs	Guard Shift		Total No. of Guards	No. of Hours per Shift	No. of Radios	No. of Firearms
	1 st	2 nd				
Detachment Hqs:						
Detachment Commander/SIC	1	1	2	12	1 HHR	1 Pistol
CCTV/Radio Operator	1	1	2	12	1 BR 1 HHR	1 Pistol
Security Posts:						
Post #1 BCDA One West Office	2	2	4	12	2 HHR	2 Pistols
Post #2 PMO Main Entrance/Roving 1	1	1	2	12	1 HHR	1 Pistol
Post #3 PMO Motor Pool/Roving 2	1	1	2	12	1 BR 1 HHR	1 Pistol
Post #4 Red Wood Staff House	1	1	2	12	1 HHR	1 Pistol
Post #5 Wood Cliff Staff House	1	1	2	12	1 HHR	1 Pistol
Post #6 CIAC Transient Quarters	1	1	2	12	1 HHR	1 Pistol
Post #7 CIAC Warehouse (7259)	1	1	2	12	1 HHR	1 SG
Post #8 Peninsula Warehouse (7462)	1	1	2	12	1 HHR	1 SG
Patrols:						
*Patrol #1 Red Wood, Wood Cliff and ASEAN Villas	1	1	2	12	1 HHR	1 Pistol
*Patrol #2 Sacobia/SCTEX Warehouse	1	1	2	12	1 HHR	1 Pistol
Total	13	13	26		2 BR 13 HHR	11 Pistols 2 SGs
Relievers/Reserve			6		6 HHR	3 Pistols 6 SGs

Note: DC/SIC to join the Patrol Teams.

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ANNEX B2 - LOCATION MAP OF SECURITY POSTS FOR AOR IVA (BCDA CLARK FACILITIES)



PMO MOTOR POOL (R2):
2 SGs - 1 SG/Shift

MAIN ENTRANCE (R1):
2 SGs - 1 SG/Shift

PENINSULA WAREHOUSE:
2 SGs - 1 SG/Shift

WOODCLIFF STAFF HOUSE:
2 SGs - 1 SG/Shift

RED WOOD STAFF HOUSE:
2 SGs - 1 SG/Shift

PATROL TEAM # 1 (RED WOOD/WOOD CLIFF STAFF HOUSE/ASEAN VILLAS):
1 SG/Shift

RECAPITULATION:

NO OF SO:	2
NO OF SG:	24
TOTAL:	26

PATROL TEAM # 2:
(Sacobia/SCTEX Warehouse) 1 SG/Shift

DETACHEMENT HQS:
2 SOs/2 SGs - 1 SO & 1 SG/Shift

WAREHOUSE (7259):
2 SGs - 1 SGs/Shift

ONE WEST OFFICE:
4 SGs - 2 SGs/Shift

CIAC STAFF HOUSE:
2 SGs - 1 SG/Shift

**STANDARD EQUIPMENT REQUIREMENTS
FOR AOR IVA (BCDA CLARK FACILITIES)**

ITEM/DESCRIPTION	QTY	REMARKS
COMMUNICATION EQUIPMENT:		
Base Radio with complete accessories, antenna and repeater system	2 sets	One (1) set at Detachment Hqs; one (1) set for the 4-wheeled vehicle; Ready for inspection during Post-Qualification
Hand Held Radio Sets (including battery):		
- For issue to the guards on duty	13 Sets	Ready for inspection during Post-Qualification
- Reserves	6 sets	Ready for inspection during Post-Qualification
Battery charger for hand held radios	19 sets	Ready for inspection during Post-Qualification
Extra rechargeable batteries for hand held radios	19 ea	Ready for inspection during Post-Qualification
VEHICLES:		
4 X 2 Utility Pick-up 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
FIREARMS:		
9mm Pistol for issue to SG on duty	11 ea	Ready for inspection during Post-Qualification
9mm Pistol as reserves	3 ea	Ready for inspection during Post-Qualification
Shot Gun for issue to SG on Duty	2 ea	Ready for inspection during Post-Qualification
Shot Gun as reserves	6 ea	Ready for inspection during Post-Qualification
OTHER STANDARD EQUIPMENT:		
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 Camera with night vision capability	13 sets	Ready for inspection during Post-Qualification
Portable Metal Detector	8 ea	Ready for inspection during Post-Qualification
BASIC EQUIPMENT FOR DISASTER & EMERGENCY 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	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 ea	Ready for inspection during Post-Qualification
Detachment First Aid Kit	2 sets	Ready for inspection during Post-Qualification
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:		
Class A Uniform	26 sets	Ready for inspection during Post-Qualification
Rain Coats	26 ea	Ready for inspection during Post-Qualification
Rain Boots	26 ea	Ready for inspection during Post-Qualification



Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	26 sets	Ready for inspection during Post-Qualification
Hand Cuff	26 ea	Ready for inspection during Post-Qualification
Flash Light (Led battery).	26 ea	Ready for inspection during Post-Qualification
Baton	26 ea	Ready for inspection during Post-Qualification
Personal Protective Equipment	26 ea	Ready for inspection during Post-Qualification

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**STANDARD FIRST AID KIT REQUIREMENTS FOR THE DETACHMENT
HEADQUARTERS
FOR AOR IVA (BCDA CLARK 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

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**SPECIFICATIONS OF SPECIAL EQUIPMENT AND SERVICES
REQUIREMENTS
FOR AOR IVA (BCDA CLARK 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) Ten (10) cameras to be installed at the BCDA Clark PMO and SCRP, ANAR with IP or LAN connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

(2) Four (4) cameras to be installed at Redwood Staff House with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

(3) Four (4) cameras to be installed at Cliffwood Staff House with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD C4 Center at the BCDA Clark PMO;

(4) Two (2) cameras to be installed at CIAC Staff House with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

(5) Two (2) cameras to be installed at the Peninsula Warehouse with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

(6) Two (2) cameras to be installed at the CIAC Warehouse with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

b. The Security Agency must be able to provide eight (24) 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, CNB, LG.

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

- (1) With high-end H-264 DVR, 16 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 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 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);

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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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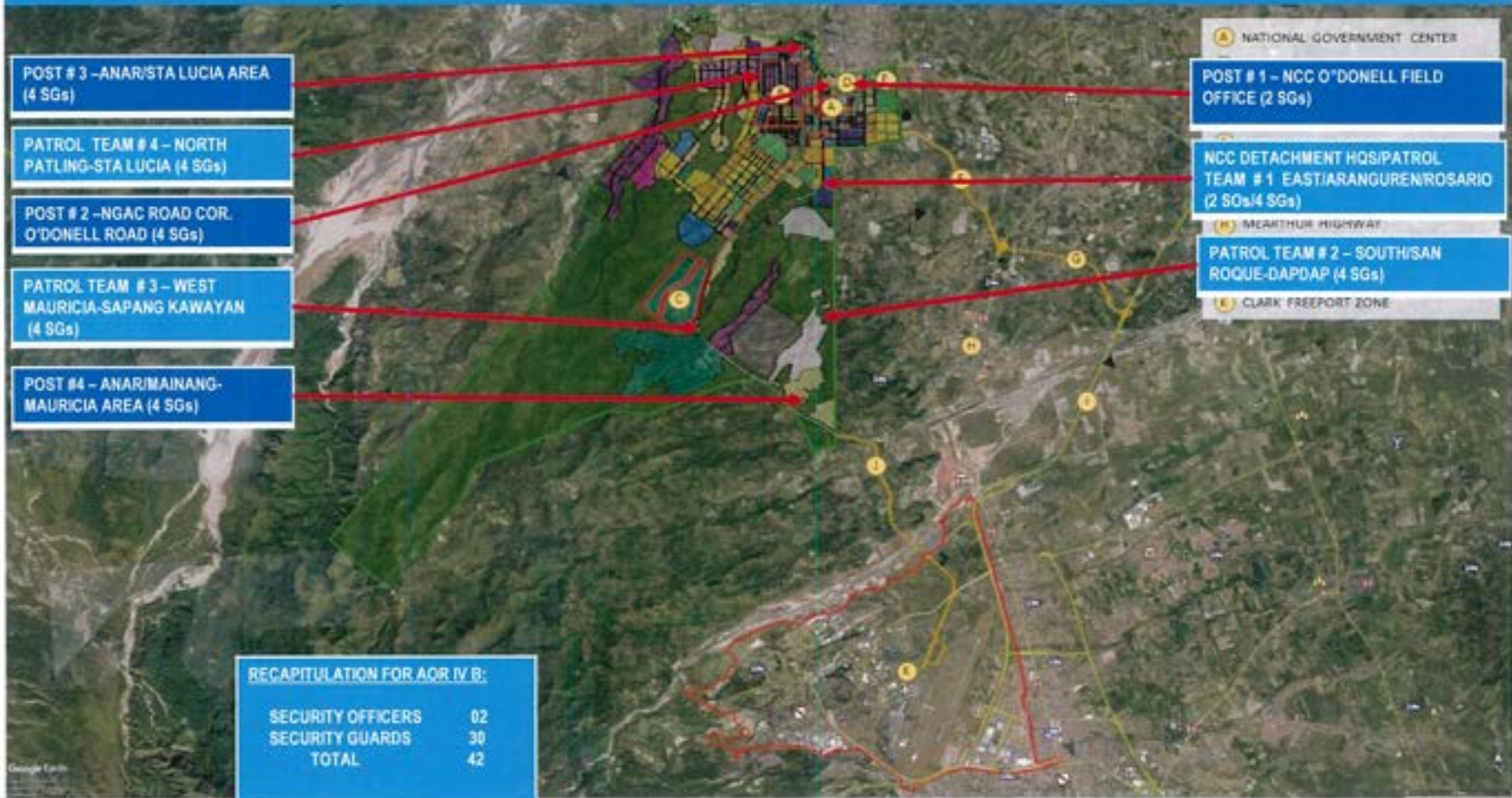
ANNEX C1

**SECURITY GUARD REQUIREMENTS
FOR AOR IV-B (NEW CLARK CITY PROJECT AREA)**

Security Posts/Det Hqs	Guard Shift		Total No. of Guards	No. of Hours per Shift	No. of Radios	No. of Firearms
	1 st	2 nd				
Detachment Hqs:						
Detachment Commander/SIC	1	1	2	12	1 HHR	1 Pistol
CCTV/Radio Operator	1	1	2	12	1 BR 1 HHR	1 Pistol
Security Posts:						
Post #1 NCC O'Donell Field Office	1	1	2	12	1 HHR	1 Pistol
Post #2 NGAC/O'Donell Road	2	2	4	12	2 HHR	1 Pistol 1 SG
Post #3 ANAR/Sta Lucia Area	2	2	4	12	2 HHR	1 Pistol 1 SG
Post #4 ANAR/Mainang-Mauricia Area	2	2	4	12	2 HHR	1 Pistol 1 SG
Patrols:						
Patrol #1 East (Aranguren/Rosario)	1	1	2	12	1 HHR 1 BR	1 Pistol 1 SG
Patrol #2 South (San Roque/Dapdap)	2	2	4	12	2 HHR 1 BR	1 Pistol 1 SG
Patrol #3 West (Mauricia/S Kawayan)	2	2	4	12	2 HHR 1 BR	1 Pistol 1 SG
Patrol #4 North (Patling/Sta Lucia)	2	2	4	12	2 HHR 1 BR	1 Pistol 1 SG
Total	16	16	32		5 BRs 16 HHR	10 Pistols 7 SGs
Relievers/Reserve			6		6 HHR	6 Pistols 6 SGs

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

ANNEX C2 - LOCATION OF SECURITY POSTS FOR AOR IVB (NCC)



**STANDARD EQUIPMENT REQUIREMENTS
FOR AOR IVB (NEW CLARK CITY PROJECT AREA)**

ITEM/DESCRIPTION	QTY	REMARKS
COMMUNICATION EQUIPMENT:		
Base Radio with complete accessories, antenna and repeater system	5 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	16 sets	Ready for inspection during Post-Qualification
- Reserves	6 sets	Ready for inspection during Post-Qualification
Battery charger for hand held radios	22 sets	Ready for inspection during Post-Qualification
Extra rechargeable batteries for hand held radios	22 ea	Ready for inspection during Post-Qualification
VEHICLES:		
4 X 4 Utility Pick-up w/ beacon lights and fuel support	2 units	Ready for inspection during Post-Qualification
Motorcycle 150 CC (or equivalent) with fuel support	6 units	Ready for inspection during Post-Qualification
FIREARMS:		
9mm Pistol for issue to SG on duty	10 ea	Ready for inspection during Post-Qualification
9mm Pistol as reserves	6 ea	Ready for inspection during Post-Qualification
Shot Gun for issue to SG on Duty	7 ea	Ready for inspection during Post-Qualification
Shot Gun as reserves	6 ea	Ready for inspection during Post-Qualification
OTHER STANDARD EQUIPMENT:		
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 Camera with night vision capability	16 sets	Ready for inspection during Post-Qualification
Portable Metal Detector	8 ea	Ready for inspection during Post-Qualification
BASIC EQUIPMENT FOR DISASTER & EMERGENCY 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	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 (D) x 20 meters)	10 rolls	Ready for inspection during Post-Qualification
Stretcher	2 ea	Ready for inspection during Post-Qualification
Detachment First Aid Kit	2 sets	Ready for inspection during Post-Qualification
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:		
Class A Uniform	32 sets	Ready for inspection during Post-Qualification
Rain Coats	32 ea	Ready for inspection during Post-Qualification
Rain Boots	32 ea	Ready for inspection during Post-Qualification
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	32 sets	Ready for inspection during Post-Qualification
Hand Cuff	32 ea	Ready for inspection during Post-Qualification
Flash Light (Led battery)	32 ea	Ready for inspection during Post-Qualification
Baton	32 ea	Ready for inspection during Post-Qualification
Personal Protective Equipment	32 ea	Ready for inspection during Post-Qualification

**STANDARD FIRST AID KIT REQUIREMENTS FOR THE DETACHMENT
HEADQUARTERS
FOR AOR IVB (NEW CLARK CITY PROJECT AREA)**

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 IVB (NEW CLARK CITY PROJECT AREA)**

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 North Gate (Sacobia), ANAR 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 the South Gate (Sta Lucia), ANAR with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(3) Two (2) cameras to be installed along Anupul Section, Bamban, ANAR with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(4) Two (2) cameras to be installed along Aranguren Section, Capas, ANAR with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(5) Two (2) cameras to be installed at the NAS Road corner NCC-SCTEX Access Road 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 South Gate (Bamban Interchange), NCC-SCTEX Access Road with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(7) Four (4) cameras to be installed at the North Gate (O'Donell/NGAC Road), with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(8) Two (2) cameras to be installed at the NCC Field Office (O'Donell Road), 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 eight (24) 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, CNB, LG.

c. Specifications for other CCTV cameras if installation of 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 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 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);



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 st	2 nd				
Detachment Hqs:						
Detachment Commander/SIC	1	1	2	12	1 HHR 1 BR	1 Pistol
CCTV/Radio Operator	(1)	(1)	(2)	12	1 BR	
Security Posts:						
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
Patrols:						
Roving Patrol #1 (Main Roads/Parking)	2	2	4	12	2 HHR 1 BR	2 Pistols
Total	15	15	30		3 BR 15 HHR	15 Pistols
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
COMMUNICATION EQUIPMENT:		
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 ea	Ready for inspection during Post-Qualification
VEHICLES:		
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
FIREARMS:		
9mm Pistol for issue to SG on duty	15 ea	Ready for inspection during Post-Qualification
9mm Pistol as reserves	2 ea	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 ea	Ready for inspection during Post-Qualification
OTHER STANDARD EQUIPMENT:		
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
BASIC EQUIPMENT FOR DISASTER & EMERGENCY 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	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 ea	Ready for inspection during Post-Qualification
Detachment First Aid Kit	2 sets	Ready for inspection during Post-Qualification
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:		
Class A Uniform	30 sets	Ready for inspection during Post-Qualification
Rain Coats	30 ea	Ready for inspection during Post-Qualification
Rain Boots	30 ea	Ready for inspection during Post-Qualification

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



**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);



TABLE OF OFFENSES AND PENALTIES

NR	OFFENSES	PENALTIES
SECURITY AGENCY		
1	<p>Non-compliance with any of the following mandatory requirements/specifications:</p> <p>a. 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).</p> <p>b. The Security Agency must ensure and/or guarantee the timely release and/or disbursement of the salaries of the security guards <i>not later than every 5th and 20th day of the month</i>;</p> <p>c. The Security Agency shall regularly provide each security officer/guard a copy of his/her official pay slip <i>every 5th and 20th day of the month</i> indicating therein the summary of his/her salaries, allowances, bonuses, remittances to SSS, Pag-IBIG, Phil-Health and other authorized deductions.</p> <p>d. 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 <i>not later than the 15th day of the following month</i>.</p>	<p><i>For specification 1a:</i></p> <p><i>First Offense: Termination of the Contract</i></p> <p><i>For specification 1b, c & d:</i></p> <p><i>First Offense: Penalty of P5,000.00 per individual complaint per pay period; deductible from the succeeding SA Billings.</i></p> <p><i>Second Offense: Penalty of P10,000.00 per individual complaint per pay period; Deductible from the succeeding SA Billings.</i></p> <p><i>Third Violation: Termination of the Contract</i></p>
2	Falsification of reports, Daily Time Record, payroll and other documents submitted to BCDA.	Termination of the Contract
3	Unauthorized disclosure of Confidential information/document of BCDA by the Security Agency (SA) or anybody among the deployed Security Guards.	a. Termination of the Contract;



		b. Filing of civil case against the SA for the determination of its liabilities
4	Loss of company/client property due to negligence of the Security Guards	a. Cost as determined by the result of the joint investigation conducted by BCDA and SA; b. Deduction of P3,000.00 per incident from SA billing.
5	Illegal dumping of garbage and waste materials in the AOR	a. SA shall shoulder the cost of garbage removal; b. Deduction of P1,000.00 per incident from SA billing
6	Illegal construction of new structures	a. Cost of demolition for failure to demolish the structure within 3 days; b. Deduction of P20,000 from SA billing as penalty for failure to demolish same within 3 days
7	Illegal improvements and/or expansions on existing structures	a. Cost of demolition for failure to demolish the extension within 3 days b. Deduction of P20,000 from SA billing as penalty for failure to demolish it within 3 days
8	Illegal repairs on existing structure	a. Cost of demolition for failure to demolish the repair within 3 days b. Deduction of P20,000 from SA billing as penalty for failure to demolish it within 3 days
9	Posting of guard on straight duty (2 consecutive duties)	Deduction of P1,000.00 per guard from SA billing
10	Failure to provide the required number of firearms, vehicles and radio equipment at the start of the contract	1 st Offense: Notice of Compliance;
11	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;

12	Non-availability or discovery of unserviceable 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
13	Unmanned Post and/or Undermanned Post	Deduction of P500.00 per day per post from SA billing;
14	Non-availability or discovery of unserviceable other equipment during the conduct of daily and random inspection.	Deduction of P500.00 per day per item from SA billing;
SECURITY GUARDS		
15	Guard found sleeping on post	Deduction of P300.00 per guard from SA billing
16	Guard found under the influence of liquor while on duty	a. Suspension from duty (RA 5487 Provisions).
17	Abandoning of post	b. Following the due process, the SA must conduct immediate investigation and impose appropriate sanction against the erring guard. c. Deduction of P500.00 per guard from SA billing.
18	Accidental and/or indiscriminate firing of weapon by guard	Outright termination of guard's duty with BCDA;
19	Guards found guilty of vandalism, theft and pilferage of company properties	a. Following the due process, the SA must conduct immediate investigation and impose appropriate sanction against the erring guard.
20	Act of disrespect and other forms of discourtesies committed by the guards against BCDA officials & employees, visitors and co-workers	b. Deduction of P1,000.00 per guard from SA billing.
21	Guards found in possession of prohibited drugs or are found positive of same	

J

DETAILED COST DISTRIBUTION

NAME OF BIDDER : _____

BID COMPUTATION FOR : AOR II (BCDA Open Area, Fort Bonifacio)

PADPAO WAGE ORDER NO. NCR -23; Effective 01 January 2023

Days worked per week	7 Days
No. of Days Per Year	394.4
	12 Hrs work/day

Amount to Guard

New Daily Wage (DW)

Ave. Pay Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. X 10% x1/3) (x1/2)

13th Month Pay (DW x 365/12/12)

5-day Incentive Pay (DWx5/12)

Uniform Allowance (RA 5487)

Overtime Pay

Sub Total

Amount to Government in Favor of Guards

Retirement Benefit (RA 7641)(DWx22.5/12)

SSS Premium (January 2023)

SSS-WISP (Workers Investment Savings Program)

PhilHealth Contribution (January 2023)

State Insurance Fund

Pag-Ibig Fund

Sub Total

A. TOTAL AMOUNT TO GUARD AND GOVERNMENT

B. AGENCY FEE

Administrative Overhead and Margin

C. VALUE ADDED TAX (Agency fee x 12%)

MINIMUM CONTRACT RATE FOR 12 HOURS

No. of Guards

CONTRACT RATE PER MONTH

CONTRACT RATE FOR ONE (1) YEAR

Certified True & Correct:

Name & Signature

DETAILED COST DISTRIBUTION

NAME OF BIDDER : _____

BID COMPUTATION FOR : AOR IV-A (BCDA Clark Facilities)

PADPAO WAGE ORDER NO. RB III - 23; Effective 01 January 2023

Days worked per week	7 Days
No. of Days Per Year	394.4
	12 Hrs work/day

Amount to Guard

New Daily Wage (DW)

Ave. Pay Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. X 10% x1/3) (x1/2)

13th Month Pay (DW x 365/12/12)

5-day Incentive Pay (DWx5/12)

Uniform Allowance (RA 5487)

Overtime Pay

Sub Total

Amount to Government in Favor of Guards

Retirement Benefit (RA 7641)(DWx22.5/12)

SSS Premium (January 2023)

SSS-WISP (Workers Investment Savings Program)

PhilHealth Contribution (January 2023)

State Insurance Fund

Pag-Ibig Fund

Sub Total

A. TOTAL AMOUNT TO GUARD AND GOVERNMENT

B. AGENCY FEE

Administrative Overhead and Margin

C. VALUE ADDED TAX (Agency fee x 12%)

MINIMUM CONTRACT RATE FOR 12 HOURS

No. of Guards

CONTRACT RATE PER MONTH

CONTRACT RATE FOR ONE (1) YEAR

Certified True & Correct:

Name & Signature

DETAILED COST DISTRIBUTION

NAME OF BIDDER : _____

BID COMPUTATION FOR : AOR IV-B (New Clark City)

PADPAO WAGE ORDER NO. RB III - 23; Effective 01 January 2023

Days worked per week	7 Days
No. of Days Per Year	394.4
	12 Hrs work/day

Amount to Guard

New Daily Wage (DW)

Ave. Pay Month (DW x no. of days per yr/12)

Night Deffirential Pay (Ave. Pay/mo. X 10% x1/3) (x1/2)

13th Month Pay (DW x 365/12/12)

5-day Incentive Pay (DWx5/12)

Uniform Allowance (RA 5487)

Overtime Pay

Sub Total

Amount to Government in Favor of Guards

Retirement Benefit (RA 7641)(DWx22.5/12)

SSS Premium (January 2023)

SSS-WISP (Workers Investment Savings Program)

PhilHealth Contribution (January 2023)

State Insurance Fund

Pag-ibig Fund

Sub Total

A. TOTAL AMOUNT TO GUARD AND GOVERNMENT

B. AGENCY FEE

Administrative Overhead and Margin

C. VALUE ADDED TAX (Agency fee x 12%)

MINIMUM CONTRACT RATE FOR 12 HOURS

No. of Guards

CONTRACT RATE PER MONTH

CONTRACT RATE FOR ONE (1) YEAR

Certified True & Correct:

Name & Signature

DETAILED COST DISTRIBUTION

NAME OF BIDDER : _____

BID COMPUTATION FOR : AOR IV-C (NGAC Sports Facilities)

PADPAO WAGE ORDER NO. RB III - 23; Effective 01 January 2023

Days worked per week	7 Days
No. of Days Per Year	394.4
	12 Hrs work/day

Amount to Guard

New Daily Wage (DW)

Ave. Pay Month (DW x no. of days per yr/12)

Night Deffirential Pay (Ave. Pay/mo. X 10% x1/3) (x1/2)

13th Month Pay (DW x 365/12/12)

5-day Incentive Pay (DWx5/12)

Uniform Allowance (RA 5487)

Overtime Pay

Sub Total

Amount to Government in Favor of Guards

Retirement Benefit (RA 7641)(DWx22.5/12)

SSS Premium (January 2023)

SSS-WISP (Workers Investment Savings Program)

PhilHealth Contribution (January 2023)

State Insurance Fund

Pag-ibig Fund

Sub Total

A. TOTAL AMOUNT TO GUARD AND GOVERNMENT

B. AGENCY FEE

Administrative Overhead and Margin

C. VALUE ADDED TAX (Agency fee x 12%)

MINIMUM CONTRACT RATE FOR 12 HOURS

No. of Guards

CONTRACT RATE PER MONTH

CONTRACT RATE FOR ONE (1) YEAR

Certified True & Correct:

Name & Signature



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

12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City

Tel. Nos.: 8-722-4002 / 7-753-7688

E-mail Address: padpao_inc@yahoo.com.ph

**Revised Cost Distribution Per Month
Wage Order No. NCR-23
Effective January 1, 2023**

Days worked per week No. of Days/year	7 days	
	394.40 8 hours work/day	394.40 12 hours work/day
Amount to Guard		
New Daily Wage	P 570.00	P 570.00
Ave. Pay/Month (DW X No. of Days per yr/12)	P 18,734.00	P 18,734.00
Night Differential Pay (Ave. Pay/mo x 10% x 1/3) (x1/2)	624.47	936.70
13th Month Pay (DW x 365 /12 /12)	1,444.79	1,444.79
5 Days Incentive Pay (DW x 5/12)	237.50	237.50
Uniform Allowance (R.A. 5487)	100.00	100.00
Overtime Pay	-	11,863.84
	21,140.76	33,316.83
Amount to Gov't. In Favor of Guards		
Retirement Benefil (R.A. 7641) (DW x 22.5 /12)	P 1,068.75	P 1,068.75
SSS Premium (January 2023)	1,852.50	1,900.00
SSS - WISP (Workers' Investment Savings Program)	-	950.00
Philhealth Contribution (January 2022)	374.68	374.68
State Insurance Fund	30.00	30.00
Pog-ibig Fund	100.00	100.00
	3,425.93	4,423.43
A. TOTAL AMOUNT TO GUARD & GVT.	24,566.70	37,740.27
B. AGENCY FEE		
Administrative Overhead and Margin	5,896.25	8,897.75
C. VALUE ADDED TAX (Agency fee x 12% VAT-RMC-39-2007)	707.55	1,067.73
MINIMUM CONTRACT RATE	P 31,170.50	P 47,795.76

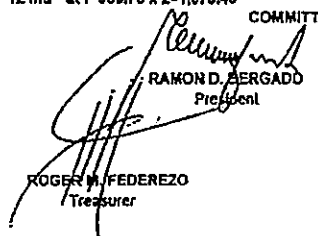
Overtime Computation

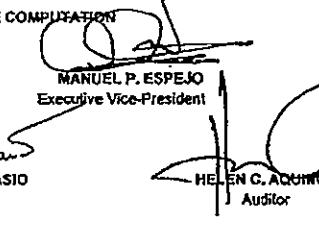
Overtime 7 Days	
Rate per hour (570/8)	71.25
Regular Days (71.25 X 125% X 295 X 4)	105,093.75
Regular Holidays (71.25 X 250% X 12 X 4)	8,892.00
Sundays / Rest Days (71.25 X 169% X 52 X 4)	25,045.80
Special Days, Rest Days (71.25 X 195% X 6 X 4)	3,334.50
	<u>142,366.05</u>
Divided by:	12
Overtime Pay (4) hours/day	<u>11,863.84</u>

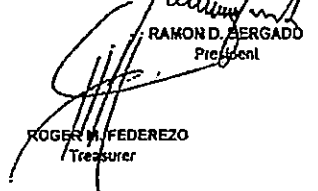
NOTE:


- In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2023. (SSS Circular No. 2022 - 033)
- In compliance with PHIC Circular No. 2020-0005 effective January 1, 2022 with 4% PHIC Premium Rate due to suspension of the scheduled 4.5% for 2023.
- Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,873.40
 8 hrs at P 624.47 x 3=1,873.40
 12 hrs at P 936.70 x 2=1,873.40

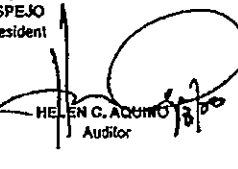
COMMITTEE ON PADPAO RATE COMPLICATION


RAMON D. BERGADO
 President


MANUEL P. ESPEJO
 Executive Vice-President


ROGER M. FEDEREZO
 Treasurer


SORAN S. GERVASIO
 Secretary


HELEN C. AQUINO
 Auditor



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

12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City

Tel. Nos.: 8-722-4002 / 7-753-7688

E-mail Address: padpao_inc@yahoo.com.ph

**Revised Cost Distribution Per Month
Region III Central Luzon - WAGE ORDER NO. RB III - 23
Tranche 2 Effective January 1, 2023 (with Tranche 1 effective June 20, 2022)**

Days worked per week No. of days/year	7 days	
	394.40 8 hrs work/day	394.40 12 hrs work/day
Amount to Guard		
New Daily Wage (DW)	P 460.00	P 460.00
Ave. Pay/ Month (DW x no. of days per yr/12)	15,118.67	15,118.67
Night Differential Pay (Ave. Pay/mo. X 10% x1/3)(x1/2)	503.96	755.93
13th Month pay (DW x 365 /12/12)	1,165.97	1,165.97
5 Days Incentive Pay (DW x 5/12)	191.67	191.67
Uniform Allowance (R.A 5487)	100.00	100.00
Overtime Pay	-	9,574.33
	P 17,080.25	P 26,906.56
Amount to Gov't. In Favor of Guard		
Retirement Benefit (R.A. 7841)(DW X 22.5 / 12)	P 862.50	P 862.50
SSS Premium (Jan. 2023)	1,520.00	1,900.00
SSS WISP (Workers' Investment Savings Program)	-	522.50
Philhealth Contribution (Jan. 2022)	302.37	302.37
State Insurance fund	30.00	30.00
Pag-Ibig Fund	100.00	100.00
	P 2,814.87	P 3,717.37
A. TOTAL AMOUNT TO GUARD & GOVT.	P 19,895.12	P 30,623.94
B. AGENCY FEE		
Administrative Overhead	4,774.89	7,349.83
C. VALUE ADDED TAX (Agency fee x 12%VAT-RMC-039-2007)...	572.99	861.98
MINIMUM CONTRACT RATE	<u>P 25,243.00</u>	<u>P 38,855.76</u>

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

Overtime Computation

Overtime 7 Days		
Rate per hour (460/8)	57.50	
Regular Days (57.50 X 125% X 295 X 4)		84,012.50
Regular Holidays (57.50 X 260% X 12 X 4)		7,176.00
Sundays / Rest Days (57.50 X 169% X 52 X 4)		20,212.40
Special Days, Rest Days (57.50 X 195% X 6 X 4)		2,691.00
		<u>114,091.90</u>
Divided by:		<u>12</u>
Overtime Pay (4) hours/day		<u>9,574.33</u>

NOTE:

- In compliance to the new salary bracket coverage of SSS in accordance to their Memorandum Circular No. 2022-033 effective January 1, 2023, (SSS contribution plus WISP)
- In compliance with PHIC Circular No. 2020-0805 effective January 1, 2022 with 4% PHIC Premium Rate due to suspension of 4.5% for 2023

3. Total 10% Night differential pay should be paid to night shift guards amounting to P 1,511.87
8 hrs at 503.96 P 1,511.87
12 hrs at 755.93 x 2 = P 1,511.87

4. For Those Using Separate Cost Breakdown for Day & Night Shift Breakdown the total amount of the 10% ND Pay (P 1,511.87) 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
	 HELEN C. AQUINO Auditor