

TERMS OF REFERENCE (TOR)

BIDDING FOR SECURITY SERVICES OF AOR II AND IV-A & B Three [3] Years Contract Effective Upon Issuance of NTP)

I. BACKGROUND INFORMATION:

Pursuant to Republic Act No.7227, the Bases Conversion and Development Authority (BCDA) was created to oversee and accelerate the 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.

As in other properties of BCDA, the land assets and facilities within the open areas of Fort Bonifacio (also known as AOR II) and BCDA Clark Facilities and New Clark City Project Area (also known as AOR IV-A & B, respectively) must be protected and secured from unauthorized intrusions; proliferation of informal settlers and illegal constructions/structures, theft, vandalism, sabotage and arson.

The current contract for security services for AOR II and AOR IV-A & B will terminate on 16 November 2019. And in order to ensure that BCDA personnel and properties are properly protected and secured in AOR II and IV-A and B, BCDA shall hire a Security Agency that is 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 Area of Responsibility (AOR) II and IV-A & B 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 for each AOR
	No. of SGs	No. of Duty Hour	Annual Budget (1-Year Period)		
II - Open Area, Fort Bonifacio	58	8	PHP20,093,868.00	None	PHP20,093,868.00
IV - BCDA Clark Facilities & New Clark City Project:					
Sector A: BCDA Clark Facilities	19	12	PHP7,379,163.00	None	PHP7,379,163.00
Sector B: New Clark City Project	40	12	PHP15,535,080.00	None	PHP15,535,080.00
TOTAL ABC			PHP43,008,111.00	None	PHP43,008,111.00

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 (Open Area, Fort Bonifacio)

Components	Description	Cost/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex A1, A1.1. and A1.2 for SG and Standard Package Requirement and Annex A2 for Location Map of Security Posts)			
58 SO/SG	8-Hr Duty	PHP20,093,868.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex A3 for the specifications of requirements)			
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 contract;
Background Investigation (BI)	Conduct as required	None	a. P10,000.00/individual; b. At least 12 BI/year
K-9 Services	Deployment as required	None	a. P5,000.00 per 8-hour deployment (Package for handler and K-9); b. Minimum 160 hours deployment/year
Subtotal for Component 2		None	
TOTAL		PHP20,093,868.00	

AOR IV - A (BCDA Clark Facilities)

Components	Description	COST/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex B1, B1.1 and B1.2. for SG and Standard Package Requirement & Annex A2 for Location Map of Security Posts)			
19 SO/SG	12-Hr Duty	PHP7,379,163.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex B3 for the specifications of requirements)			
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 contract;
Background Investigation (BI)	Conduct as required	None	a. P10,000.00/individual; b. At least 12 BI/year
K-9 Services	Deployment as required	None	a. P5,000.00 per 8-hour deployment (Package for handler and K-9); b. Minimum 160 hours deployment/year
Sub-total for Component 2		None	
TOTAL		PHP7,379,163.00	

AOR IV-B (New Clark City Project)

Components	Description	COST/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex C1, C1.1 and C1.2 for SG and Standard Package Requirement & Annex C3 for Location Map of Security Posts)			
40 SO/SG	12-Hr Duty	PHP15,535,080.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex F for the specifications of requirements)			
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 contract;
Background Investigation (BI)	Conduct as required	None	a. P10,000.00/individual; b. At least 12 BI/year
K-9 Services	Deployment as required	None	a. P5,000.00 per 8-hour deployment (Package for handler and K-9); b. Minimum 160 hours deployment/year
Sub-total for Component 2		None	
TOTAL		PHP15,535,080.00	

IV. DESCRIPTION OF AREAS OF RESPONSIBILITY (AOR):

4.1. AOR II - Open Area, Fort Bonifacio:

4.1.1. Covers BCDA land assets/facilities in the following locations:

- a. Vacant lot in Consular Area;
- b. Vacant lot north of SSU/ASCOM, PA;
- c. East and West Ramp/Tunnel, Sampaguita Bridge, C5 Road;
- d. Residual/Vacant lots in Summit Area/Staff House;
- e. Residual/Vacant lots STP Area near Transco Line;
- f. BCDA Motor Pool in Pamayanang Diego Silang;
- g. Proposed BCDA Building (Vacant Lot along 11th Avenue);
- h. Others to be identified later.

4.1.2. Most of the land assets are occupied by informal settlers except for the BCDA Motor Pool and the proposed BCDA Building. Vacant lots (a & b) are presently occupied by informal settlers who also claim ownership of the property. Globe and Smart/Sun occupies a portion of vacant lot a under a lease agreement with BCDA. SSBNAI members/residents have barricaded the area since 2017. It has been unilaterally declared off-limits to non-residents. For vacant lot b, the determination of its ownership is currently under "*status quo*". Claimants to lots a & b have also posted their own guards in the premises of the properties.

4.1.3. 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 3 shifts, 24/7 rotation basis.

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

4.2.1. Office buildings, field offices, warehouses, other facilities, equipment and materials of BCDA located within Clark Main Zone and SCTEX, both in Clark, Angeles City;

4.2.2. Land assets acquired and to be acquired for the Clark International Airport/Runway Expansion Project and Subic-Clark Railway Project including other structures, facilities, equipment and materials still to be acquired;

4.2.3. Due to the diverse use of these buildings and some of the facilities being isolated, 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 projects and facilities.

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

4.3.1. Existing structures, facilities, offices, equipment and materials of BCDA located within New Clark City (NCC) project areas in Capas and Bamban,

may adopt other security measures to compensate for the reduced number of deployed guards and to improve security.

6.5. The Security Agency must have the capability to deploy (within its AOR) at least four (4) licensed Protective Agents to provide Security Escorts/VIP Security within 12-hour notice.

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

6.7. BCDA has the right to demand from the Security Agency for the immediate relief from post/duty of security officers/guards who are deemed undesirable or incompetent. The Security Agency shall immediately comply with such demand. However, it is the responsibility of the Security Agency to conduct investigation and observe 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 area/s of responsibility 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, SSU or his authorized representative. The Security Agency shall also provide appropriate number of guards and officer to act as relievers (in case of leave or other 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. Under no circumstance shall a security guard be allowed to render two (2) successive shifts in one day (Straight duty for 24-hour period).

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

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

7.6. 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 Gathering and Basic Report Writing Training/Seminar;
- e. Disaster and Emergency Response Training;
- f. Computer Literacy Training for Security Officers;
- g. CCTV Operations Seminar

VIII. SCOPE OF WORK:

The contracted Security Agency shall be primarily responsible for the safety and security of all BCDA personnel, properties, facilities & equipment, trade data & information and business operations within its assigned AOR. It shall be under the direct supervision, control and management of the Head, Security Services Unit (SSU), BCDA. Its functions, duties and responsibilities are as follows:

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

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

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

8.1.3. Document Security – Secure and protect documents and vital information from unauthorized use, lost, and unsanctioned destruction; and allow easy but secured access of these documents and information to authorized personnel.

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

8.1.5. Cyber-security - Implement (in its own ICT system) basic cyber-security technologies, processes and measures designed to protect computers,

networks and data from unauthorized access, vulnerabilities and attacks; and when required, assist the BCDA ICT Department in cyber-security.

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

8.3. Conduct regular or random emergency preparedness drills and simulation exercises for simple or multiple contingencies in coordination with Building/Facility Managers and/or local Disaster Response Mitigation Units.

8.4. Constitute a team to act as first responders 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 designated authority.

8.5. Provide special services such as security escort/VIP security and canine deployment as well as conduct of background investigation of personnel and organization as may be directed.

8.6. Install, operate and maintain the CCTV system to ensure efficient, effective and widest monitoring coverage of the AOR; Render timely report of any damage or fault to the operation of the system so that BCDA can immediately respond to maintenance requirements.

8.7. Prevent dumping of garbage of any form in its AOR. In the event that guards fail to prevent the dumping of garbage, it is the responsibility of the 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.

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

8.9. Dispatch appropriate number of security guards under a Security Officer/Team Leader to provide covert security to LADD team during conduct of surveys; RROWA-COMREL Teams during negotiations and LSD Team during expropriation proceedings and to secure properties cleared or acquired by BCDA as a result thereof.

8.10. 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.

8.11. Submit the following reports:

- 8.11.1. Daily Activity and Situation Report.
- 8.11.2. Incident Report (If any; to be submitted with 24 hours)
- 8.11.3. Investigation Report (as necessary)
- 8.11.4. Special Reports (as needed by security and safety)
- 8.11.5. Information Reports (as obtained)
- 8.11.6. 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
- 8.11.7. Roster of Guards (every 15th and 30th of the month)
- 8.11.8. Guard Deployment (every 15th & 30th of the month)
- 8.11.9. Daily Guard Detail

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

IX. QUALIFICATIONS OF SECURITY AGENCY:

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

9.2. With at least 200 duly licensed security officers, security guards, protective agents and private investigators currently performing security duties in any part of the country. List of security personnel deployed per contract shall be presented during the Post-qualification Inspection.

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

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

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

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

9.6.1. Record 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 biometrics of deployed security guards, relievers and identified security escorts.

9.6.4. Implement (in its own ICT system) basic cyber-security technologies, processes, measures designed to protect computers, networks and data from unauthorized access, vulnerabilities and attacks; and when required, assist the ICT Department and/or SSU, BCDA in cyber-security.

9.6.5. Communicate with SSU, BCDA through internet.

9.7. Has a pool of duly licensed private investigators who are capable of conducting background investigation of certain individuals/organization upon the direction of SSU/PCEO.

9.8. Has 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. 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 SSU.**

9.10. Capable of providing billeting facility for their Security Officers and Guards, the location of which shall be accessible by land transportation and within five (5) 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 23.5.3 of the IRR to RA 9184, the 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 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 SECURITY OFFICERS AND SECURITY GUARDS:

10.1. The Security Officers (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. At least five (5) feet and seven (7) inches in height, and must not be more than fifty (50) years old at the time of acceptance;

10.1.3. Must be a licensed professional driver (Restrictions 1 & 2);

10.1.4. Knowledgeable about Microsoft and Google Applications;

10.1.5. Knowledgeable of CCTV operations/image interpretations;

10.1.6. 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);

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

10.2. The Security Guards to be deployed must:

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

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

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

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

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

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

10.5. The 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. Conceptual Security Plan shall be submitted as part of the eligibility document. 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 SSU, BCDA upon issuance of the Notice to Proceed.

XII. PAY RATE OF SECURITY GUARDS AND WAGE ADJUSTMENT:

12.1. The Security Agency shall guarantee each security officer/guard a pay rate not lower than the minimum wage rate 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 shall regularly provide each security officer/guard copy of official individual pay slip every pay period indicating therein the Summary of their salaries, allowances, bonuses, remittances to SSS, Pag-IBIG, PhilHealth and other authorized deductions.

12.3. The Security Agency shall timely and regularly remit all obligations (Amount to government in favor of 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.

12.4. The Security Agency shall be entitled to request from BCDA for adjustment of the contract price in the event the minimum wage is increased or where there is an increase in the fringe benefits in favor of the guards pursuant to law, executive order, decree or wage order; provided that the Security Agency 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.

12.5. BCDA has the right to demand from the Security Agency proofs of compliance of its obligations under sub-clauses 12.1 to 12.3.

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

12.6.1. Only the "amount to guard and government" shall be adjusted and **not** the Agency Fee; and

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

XIII. POSTING OF PERFORMANCE AND WAGE 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 and Performance 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 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 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 guards shall be penalized for failure to comply with the provisions of this TOR based on the Table of Offenses and Penalties (Annex D) 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 16.1 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 7-man Committee headed by the SVP for Corporate Services Group and three (3) members from SSU 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.

LIST OF ANNEXES:

- A1 - Security Guard Requirements for AOR II
- A1.1. - Standard Equipment Requirements for AOR II
- A1.2. - Standard First Aid Kit Requirements for Detachment Headquarters for AOR II
- A2. - Location Map of Security Posts for AOR II
- A3 - Specifications of Special Equipment and Services Requirements for AOR II
- A4 - Schedule of Requirements for AOR II
- B1 - Security Guard Requirements for AOR IV-A
- B1.1. - Standard Equipment Requirements for AOR IV-A
- B1.2. - Standard First Aid Kit Requirements for Detachment Headquarters for AOR IV-
- B2. - Location Map of Security Posts FOR AOR IV-A
- B3 - Specifications of Special Equipment and Services Requirements for AOR IV-A
- B4 - Schedule of Requirements for AOR IV-A
- C1 - Security Guard Requirements for AOR IV-B
- C1.1. - Standard Equipment Requirements for AOR IV-B
- C1.2. - Standard First Aid Kit Requirements for Detachment Headquarters for AOR IV-
- C2. - Location Map of Security Posts FOR AOR IV-B
- C3 - Specifications of Special Equipment and Services Requirements for AOR IV-B
- C4 - Schedule of Requirements for AOR IV-B
- D - Table of Offenses and Penalties

SECURITY GUARDS REQUIREMENTS FOR AOR II

AOR II - Open Area, Fort Bonifacio

SECURITY POST/DET HQS	GUARD SHIFT			NR OF SG	NR OF HR	HAND HELD RADIO	FIREARMS	
	1st	2nd	3rd				Shot Gun	9 mm Pistol
DETACHMENT HQS:								
Detachment Commander	1			1	8	1		1
Asst. Det. Comdr / SIC	1	1	1	3	24	1		1
Radio Operator	1	1	1	3	24	1		
SECURITY POSTS:								
Consular 1 - Main Entrance/Check Point	2	2	2	6	48	1	2	
Consular 2 - Rear Entrance/Interior	2	2	2	6	48	1	2	
ASCOM/SSU Main Entrance	2	2	2	6	48	1	2	
STP Area (GHQ/TRANSCO)	2	2	2	6	48	2	2	
Summit Area (Residual Lots)	2	2	2	6	48	2	2	
BCDA Motorpool, PDS	2	2	2	6	48	1	1	1
MOBILE PATROL:								
Patrol Base 1 - East/West Ramp and Tunnel, Sampaguita Bridge, Other Open Areas	3	3	3	9	72	1	2	1
Patrol Base 2 - STP, Summit and SSU/ASCOM Areas & PDS	2	2	2	6	48	2	1	1
TOTAL	20	19	19	58	464	14	14	5

RESERVES:**Guard Relievers:** 6 SG**Firearms:** 2 Pistols/2 Shotguns**Radios:** 4 Handheld Radios**Baterries:** 20 Sets for Handheld Radios

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STANDARD EQUIPMENT REQUIREMENTS FOR AOR II

AOR II: Open Area, Fort Bonifacio

ITEMS	QUANTITY	REMARKS
COMMUNICATION EQUIPMENT:		
Base Radio with complete accessories and antenna	3	1. One set at Detachment Hqs; one set at BCDA Corporate Center and one set in Patrol vehicle. 2. Ready for inspection during Post-Qualification.
Hand Held Radio Sets (including battery):		
- For issue to the guards on duty	12	Ready for inspection during Post-Qualification.
- Reserve	4	Ready for inspection during Post-Qualification.
Battery charger for hand held radios	16	Ready for inspection during Post-Qualification.
Extra rechargeable batteries for hand held radios	20	Ready for inspection during Post-Qualification.
VEHICLES:		
4 X 4 Pick-up w/ beacon lights; adequate fuel support	1	Toyota Hi-lux or equivalent; Ready for inspection during Post-Qualification
Motorcycle with adequate fuel support	2	Honda 200R or equivalent; Ready for inspection during Post-Qualification;
FIREARMS:		
9mm Pistol for issue to SG on duty	5	Ready for inspection during Post-Qualification.
9mm Pistol as reserves	2	Ready for inspection during Post-Qualification.
Shot Gun for issue to guards on duty	14	Ready for inspection during Post-Qualification.
Shot Gun as reserve	2	Ready for inspection during Post-Qualification.
OTHER STANDARD EQUIPMENT:		
Computer with printer with Internet capability	1	(1) Monthly billing for Internet shall be charged against Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.
Digital Camera (at least 5 mega pixel)	2	Ready for inspection during Post-Qualification.
Portable Metal Detector	2	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	10 sets	Ready for inspection during Post-Qualification.
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.
Squad Tent (minimum capacity: 10 persons)	1 set	Ready for inspection during Post-Qualification.
Multi-purpose Rope (1/2 inch diameter x 20 meters)	10 rolls	Ready for inspection during Post-Qualification.
Stretcher	5 ea	Ready for inspection during Post-Qualification.
Detachment First Aid Kit	1 set	1. Ready for inspection during Post-Qualification; 2. See List of Requirements
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:		
Class A Uniform	1	To be inspected during Rank Inspection
Rain Coats and Boots	1	To be inspected during Rank Inspection
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	1	To be inspected during Rank Inspection
Hand Cuff	1	To be inspected during Rank Inspection
Flash Light	1	To be inspected during Rank Inspection
Baton	1	To be inspected during Rank Inspection

**STANDARD FIRST AID KIT REQUIREMENTS
FOR THE DETACHMENT HEADQUARTERS FOR AOR II**

A. BASIC SUPPLIES:

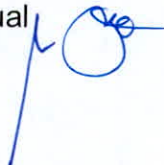
1. Adhesive tape
2. Anti-biotic ointment
3. Antiseptic solution or towelettes
4. Bandages, including a roll of elastic wrap (Ace, Coban, others) and bandage strips (Band-Aid, Curad, others) in assorted sizes
5. Instant cold packs
6. Cotton balls and cotton-tipped swabs
7. Disposable latex or synthetic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

B. MEDICATIONS:

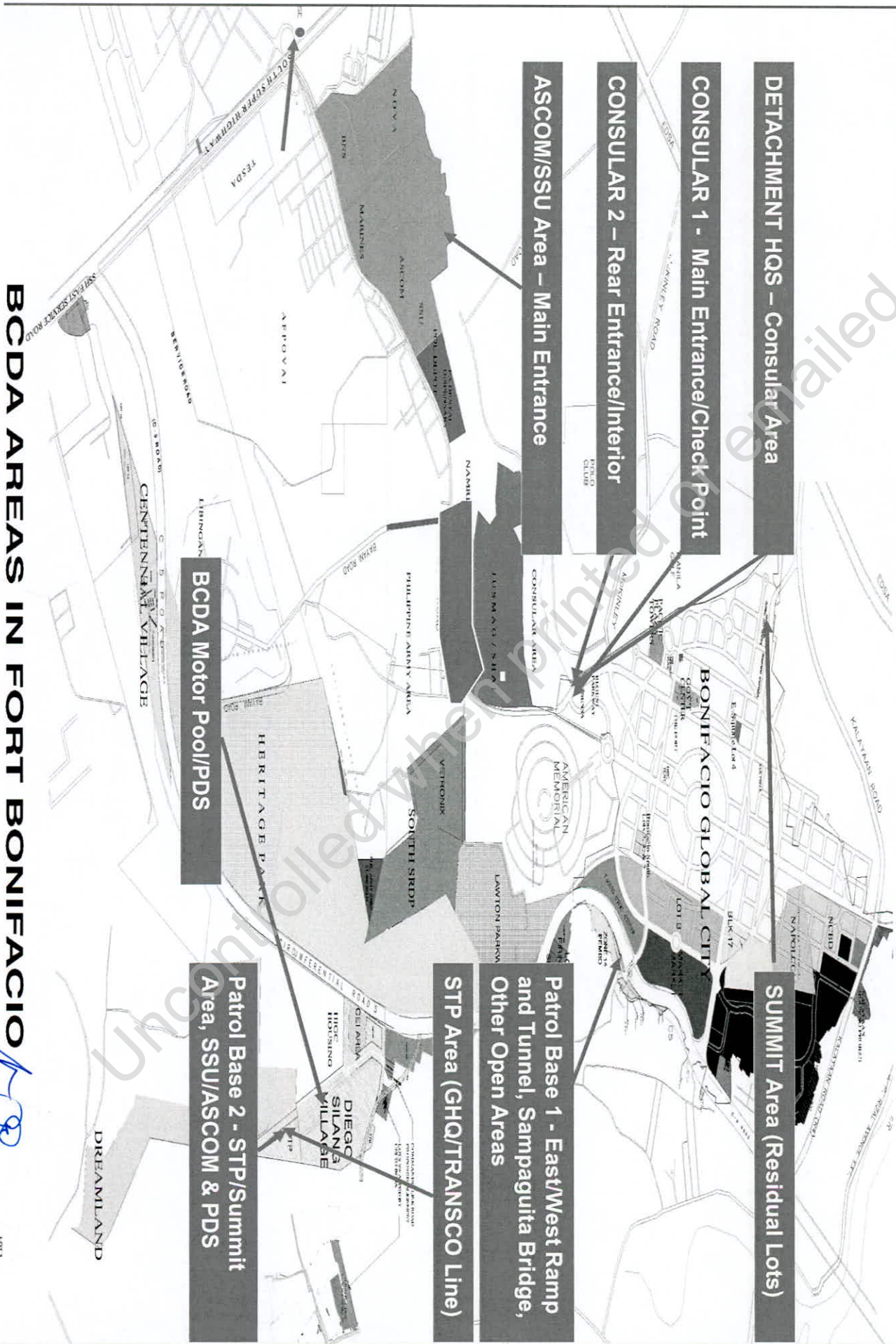
1. Aloe-vera gel
2. Anti-diarrhea medication
3. Over-the-counter oral antihistamine, such as diphenhydramine (Benadryl, Others)
4. Aspirin and non-aspirin pain relievers.
5. Calamine lotion
6. Over-the-counter hydrocortisone cream
7. Personal medications that don't need refrigeration
8. Syringe, medicine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

C. EMERGENCY ITEMS:

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



ANNEX A2 – LOCATION MAP OF SECURITY DETACHMENT, POSTS & PATROL BASES FOR AOR II



BCDA AREAS IN FORT BONIFACIO

**SPECIFICATIONS OF SPECIAL EQUIPMENT AND
SERVICES REQUIREMENTS FOR AOR II**

AOR II: Open Area, Fort Bonifacio

1. CCTV SYSTEM (16 Channels)

a. The 16 channels CCTV with 16 cameras may be split up into two or three sets:

(1) One (1) CCTV set with four cameras and with internet connection to be installed at the BCDA Motorpool located at Pamayanang Diego Silang, Brgy. Ususan, Taguig City. The CCTV Monitor to be installed at the BCDA Corporate Center;

(2) One (1) CCTV set with two (2) cameras and with internet connection to be installed at the Consular Area (vicinity PATGB Detachment Headquarters and guardhouse of security guards). The CCTV Monitor to be installed at the BCDA Corporate Center;

(3) Installation of one (1) CCTV set to be determined later.

b. The Security Agency must be able to provide two (2) CCTV Camera Wireless with WIFI and SD Card IP HIKVision NVC-711WD with the following specifications: (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;

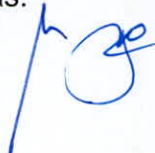
(9) Cruise Section: 5 pcs;

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

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

d. Specifications for other CCTV Cameras to be installed. (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);

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



(2) 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 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 1/3 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;

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

(8) Built-in DDNS domain address;

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

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

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

(12) Water Proof (for outdoor camera);

(13) Size of TV Monitor as applicable;

2. K-9 SERVICE:

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

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

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



SCHEDULE OF REQUIREMENTS

AOR II (Open Area, Fort Bonifacio)

Components	Description	Deployment Schedule
Component 1: Security Guards with Standard Package Requirements		
a. 52 Security Guards	8-Hr Duty	Upon assumption of AOR
b. Standard Package Requirements		Upon assumption of AOR
Component 2: Special Equipment and Services		
a. CCTV system with 16 channels and cameras (Maybe split into 3 to 4 sets of CCTV System)		a. Refer to TOR; b. One (1) CCTV Set with four (4) channels/cameras to be installed at the BCDA Motorpool with monitor at BCDA Corporate Center (thru Internet) within 15 CD after assumption of AOR; c. The other 2-3 sets will be installed in any area of the AOR to be determined later. This must be installed within 7 CD from receipt of formal notice from SSU, BCDA.
b. Background Investigation (BI)	As required	Refer to TOR
c. K-9 Services	Deployment as required	Refer to TOR

Requirements	Date of Compliance
1. Site Survey of the AOR.	After the Pre-bid Conference
2. Coordinating Conference between BCDA & Agency prior to deployment.	Within 3 Calendar Days (CD) from receipt of Notice of Award
3. Submission and Presentation of Security Plan. Submission and Interview of Nominees for Security Officers (DC, Asst DC, and SIC) along with Personal Data sheet	7 CD after the Coordinating Conference
4. Submission of the following per TOR: - List of Firearms (with copy of licenses) - Communication equipment (with copy of registration certificates and licenses) - vehicle(s) (with copy of OR/CR); and Submission of the following documents of Security Guards (SGs): (201 file Folder) - personal data sheet (using BCDA's pro-forma) with ID picture - Back-to-back certified true copy of Security license - NBI clearance - certificate of security related trainings (if any)	Ten (10) CD after the Coordinating Conference
5. BCDA Joint-Inventory of Structures with Out-Going and In-Coming Security Agency	1-3 CD Before assumption of AOR
6. Showdown inspection of equipment and rank inspection of security personnel	2-5 CD Before Assumption of AOR
7. Turnover of Responsibility (From the Outgoing Security Provider to BCDA Representative; From BCDA Representative to the new Security Provider)	6:00 AM of scheduled turn-over.
9. Posting of the New Security Provider.	As stipulated in the guard detail

Bidder's Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

SECURITY GUARDS REQUIREMENTS FOR AOR IV-A

AOR IV - Sector A: BCDA Facilities Clark
12-Hour Duty

SECURITY POST/DET HQS	GUARD SHIFT		NR OF SG	NR OF HR	Hand Held Radio	Firearms	
	1st	2nd				9mm Pistol	Shot Gun
DETACHMENT HQS:							
Detachment Commander/SIC-1	1		1	12	1	1	
Asst. Detachment Comdr/SIC-2		1	1	12			
Radio Operator	1	1	2	24	1		
SECURITY POSTS:							
SCTEx/CGC PMO (Main Entrance)	1	1	2	24	1	1	
Records Building/Motor Pool (Roving)	1	1	2	24	1		1
Warehouse	1	1	2	24	1		1
Staffhouse (Entrance/Exit Point)	1	1	2	24	1		1
Satellite Office Area	1	2	3	36	1		1
MOBILE PATROL:							
Patrol Base (CGC/PMO)	2	2	4	48	1	1	1
TOTAL	9	10	19	228	8	3	5

RESERVES:

Guard Relievers: 2 SG

Firearms: 1 Pistol/1 Shotgun

Radios: 2 Handheld Radios

Baterries: 10 Sets for Handheld Radios

STANDARD EQUIPMENT REQUIREMENTS FOR AOR IV-A

AOR IV-A: BCDA Facilities Clark

ITEMS	QUANTITY	REMARKS
COMMUNICATION EQUIPMENT:		
Base Radio with complete accessories and antenna	2	(1). One set at Detachment Hqs; one set in Patrol vehicle. (2) Ready for inspection during Post-Qualification.
Hand Held Radio Sets (including battery):		
- For issue to the guards on duty	8	Ready for inspection during Post-Qualification.
- Reserve	2	Ready for inspection during Post-Qualification.
Battery charger for hand held radios	10	Ready for inspection during Post-Qualification.
Extra rechargeable batteries for hand held radios	10	Ready for inspection during Post-Qualification.
VEHICLES:		
4 X 4 Pick-up w/ beacon lights; adequate fuel support	1	Toyota Hi-lux or equivalent; Ready for inspection during Post-Qualification
Motorcycle with adequate fuel support	1	Honda 200R or equivalent; Ready for inspection during Post-Qualification;
FIREARMS:		
9mm Pistol for issue to SG on duty	3	Ready for inspection during Post-Qualification.
9mm Pistol as reserves	1	Ready for inspection during Post-Qualification.
Shot Gun for issue to guards on duty	5	Ready for inspection during Post-Qualification.
Shot Gun as reserve	1	Ready for inspection during Post-Qualification.
OTHER STANDARD EQUIPMENT:		
Computer with printer and Internet capability	1	(1) Monthly billing for Internet shall be charged against the 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)	1	Ready for inspection during Post-Qualification.
Portable Metal Detector	2	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)	1 set	Ready for inspection during Post-Qualification.
Multi-purpose Rope (1/2 inch diameter x 20 meters)	10 rolls	Ready for inspection during Post-Qualification.
Stretcher	5 ea	Ready for inspection during Post-Qualification.
Detachment First Aid Kit	1 set	1. Ready for inspection during Post-Qualification; 2. See List of Requirements
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:		
		Radio
Class A Uniform	1	To be inspected during Rank Inspection
Rain Coats and Boots	1	To be inspected during Rank Inspection
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	1	To be inspected during Rank Inspection
Hand Cuff	1	To be inspected during Rank Inspection
Flash Light	1	To be inspected during Rank Inspection
Baton	1	To be inspected during Rank Inspection

ANNEX B1.2.

**FIRST AID KIT REQUIREMENTS FOR THE
DETACHMENT HEADQUARTERS FOR AOR IV-A**

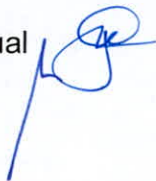
A. BASIC SUPPLIES:

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

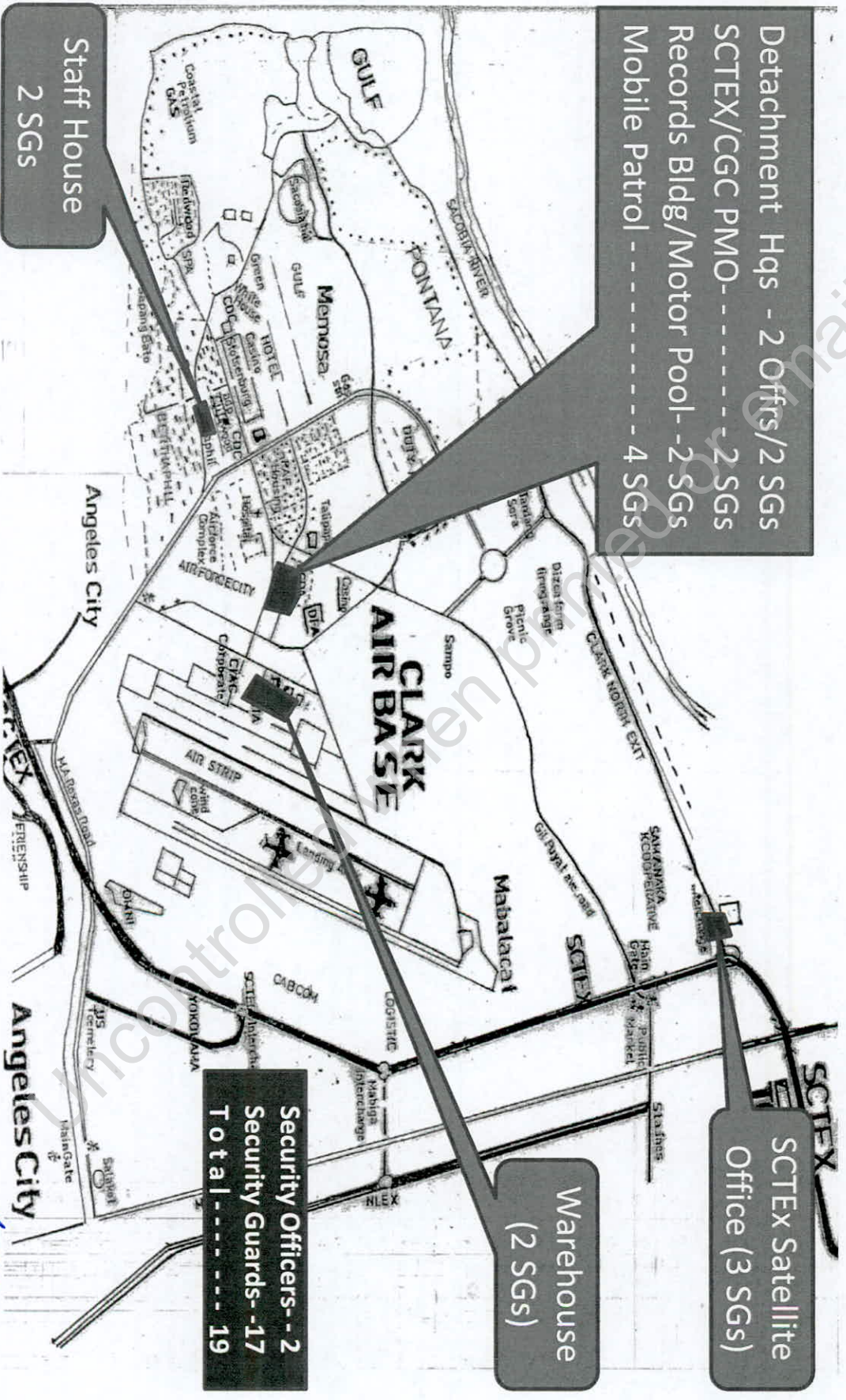
B. MEDICATIONS:

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

C. EMERGENCY ITEMS:

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

ANNEX B2 – LOCATION MAP OF SECURITY DETACHMENT, POSTS & PATROL BASE FOR AOR IV - A



Detachment Hqs - 2 Offrs/2 Sgs
 SCTEX/CGC PMO - 2 Sgs
 Records Bldg/Motor Pool - 2 Sgs
 Mobile Patrol - 4 Sgs

Staff House
 2 Sgs

SCTEX
 Office (3 Sgs)

Warehouse
 (2 Sgs)

Security Officers - 2
 Security Guards - 17
 Total - 19

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**SPECIFICATIONS OF SPECIAL EQUIPMENT AND
SERVICES REQUIREMENTS FOR AOR IV-A**

AOR IV-A: BCDA Facilities Clark

1. CCTV SYSTEM (16 Channels)

a. The 16 channels CCTV with 16 cameras may be split up into two or three sets:

(1) One (1) CCTV set with eight (8) cameras and with internet connection to be installed at PMO/CGC Office located at Clark. The CCTV Monitor to be installed at Security Office, PMO/CGC Office, Clark.

(2) One (1) CCTV set with four (4) cameras and with internet connection to be installed at Warehouse, Clark. The CCTV Monitor to be installed at Security Office, PMO/CGC Office, Clark.

(3) One (1) CCTV set with four (4) cameras and with internet connection to be installed at Staff House, PMO/CGC. The CCTV Monitor to be installed at Security Office, PMO/CGC Office, Clark.

b. The Security Agency must be able to provide two (2) CCTV Camera Wireless with WIFI and SD Card IP HIKVision NVC-711WD with the following specifications: (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. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

d. Specifications for other CCTV Cameras to be installed. (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);

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



(2) 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 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 1/3 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;

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

(8) Built-in DDNS domain address;

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

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

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

(12) Water Proof (for outdoor camera);

(13) Size of TV Monitor as applicable;

2. K-9 SERVICE:

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

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

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



3. BACKGROUND INVESTIGATION (BI)

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

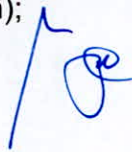
b. Requirements:

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

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

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

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



Uncontrolled when printed or emailed

SCHEDULE OF REQUIREMENTS

AOR IV-A (BCDA Facilities Clark)

Components	Description	Deployment Schedule
Component 1: Security Guards with Standard Package Requirements		
a. 19 Security Guards	12-Hr Duty	Upon assumption of AOR
b. Standard Package Requirements		Upon assumption of AOR
Component 2: Special Equipment and Services		
a. CCTV system with 16 channels and cameras (Maybe split into 3 to 4 sets of CCTV System)		a. Refer to TOR; b. One (1) CCTV Set with eight (8) channels/cameras and monitor to be installed at PMO/CGC Security Office within 15 CD after assumption of AOR. c. The other 2 sets must be installed in any area/AOR to be determined later. This must be installed within 30 CD from receipt of formal notice from SSU, BCDA.
b. Background Investigation (BI)	As required	Refer to TOR
c. K-9 Services	Deployment as required	Refer to TOR

Requirements	Date of Compliance
1. Site Survey of the AOR.	After the Pre-bid Conference
2. Coordinating Conference between BCDA & Agency prior to deployment.	Within 3 Calendar Days (CD) from receipt of Notice of Award
3. Submission and Presentation of Security Plan. Submission and Interview of Nominees for Security Officers (DC, Asst DC, and SIC) along with Personal Data sheet	7 CD after the Coordinating Conference
4. Submission of the following per TOR: - List of Firearms (with copy of licenses) - Communication equipment (with copy of registration certificates and licenses) - vehicle(s) (with copy of OR/CR); and Submission of the following documents of Security Guards (SGs): (201 file Folder) - personal data sheet (using BCDA's pro-forma) with ID picture - Back-to-back certified true copy of Security license - NBI clearance - certificate of security related trainings (if any)	Ten (10) CD after the Coordinating Conference
5. BCDA Joint-Inventory of Structures with Out-Going and In-Coming Security Agency	1-3 CD Before assumption of AOR
6. Showdown inspection of equipment and rank inspection of security personnel	2-5 CD Before Assumption of AOR
7. Turnover of Responsibility (From the Outgoing Security Provider to BCDA Representative; From BCDA Representative to the new Security Provider)	6:00 AM of scheduled turn-over.
9. Posting of the New Security Provider.	As stipulated in the guard detail

Bidder's Authorized Representative:

Signature over Printed Name_____
Principal Bidder / Supplier


SECURITY GUARDS REQUIREMENTS FOR AOR IV-B

AOR IV-B - New Clark City

SECURITY POST/DET HQS	GUARD SHIFT		NR OF SG	NR OF HR	HAND HELD RADIO	FIREARMS	
	1st	2nd				Shot Gun	9 mm Pistol
DETACHMENT HQS:							
Detachment Commander	1		1	12	1		1
Asst. Det. Comdr / SIC		1	1	12			
Radio Operator	1	1	2	24	1		
SECURITY POSTS:							
NCC/PMO Field Office	2	2	4	48	1	1	1
Yalung (Camp David)	2	2	4	48	1	2	
Aranguren/NGAC Helipad/Parking	2	2	4	48	1	2	
BCDA One West Office	2	2	4	48	2		2
CIAC/Staff House	2	2	4	48	2	2	2
COMREL/LADD ESCORT TEAMS:							
Team 1	4	0	4	48	2	1	2
Team 2	4	0	4	48	2	1	2
MOBILE PATROL:							
Patrol Team 1	2	2	4	48	1	1	1
Patrol Team 2	2	2	4	48	1	1	1
TOTAL			40	480	15	11	12

RESERVES:

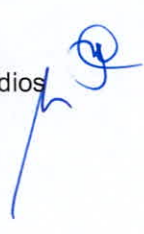
Guard Relievers: 8 SG

Firearms: 2 Pistols/2 Shotguns

Radios: 5 Handheld Radios

Baterries: 20 Sets for Handheld Radios

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STANDARD EQUIPMENT REQUIREMENTS FOR AOR IV-B

AOR IV-B: New Clark City

ITEMS	QUANTITY	REMARKS
COMMUNICATION EQUIPMENT:		
Base Radio with complete accessories and antenna	3	(1). One set at Detachment Hqs; one set each per Patrol vehicle. (2) Ready for inspection during Post-Qualification.
Hand Held Radio Sets (including battery):		
- For issue to the guards on duty	15	Ready for inspection during Post-Qualification.
- Reserve	5	Ready for inspection during Post-Qualification.
Battery charger for hand held radios	20	Ready for inspection during Post-Qualification.
Extra rechargeable batteries for hand held radios	20	Ready for inspection during Post-Qualification.
VEHICLES:		
4 X 4 Pick-up w/ beacon lights; adequate fuel support	2	Toyota Hi-lux or equivalent; Ready for inspection during Post-Qualification
AUV for use of COMRELL/LADD Escort Teams/Others	2	Isuzu Sportivo or equivalent; Ready for inspection during Post-Qualification
Motorcycle with adequate fuel support	2	Honda 200R or equivalent; Ready for inspection during Post-Qualification;
FIREARMS:		
9mm Pistol for issue to SG on duty	12	Ready for inspection during Post-Qualification.
9mm Pistol as reserves	2	Ready for inspection during Post-Qualification.
Shot Gun for issue to guards on duty	11	Ready for inspection during Post-Qualification.
Shot Gun as reserve	2	Ready for inspection during Post-Qualification.
OTHER STANDARD EQUIPMENT:		
Computer with printer and Internet capability	1	(1) Monthly billing for Internet shall be charged against the 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)	4	Ready for inspection during Post-Qualification.
Portable Metal Detector	2	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)	1 set	Ready for inspection during Post-Qualification.
Multi-purpose Rope (1/2 inch diameter x 20 meters)	10 rolls	Ready for inspection during Post-Qualification.
Stretcher	5 ea	Ready for inspection during Post-Qualification.
Detachment First Aid Kit	1 set	1. Ready for inspection during Post-Qualification; 2. See List of Requirements
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:		
Class A Uniform	1	To be inspected during Rank Inspection
Rain Coats and Boots	1	To be inspected during Rank Inspection
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	1	To be inspected during Rank Inspection
Hand Cuff	1	To be inspected during Rank Inspection
Flash Light	1	To be inspected during Rank Inspection
Baton	1	To be inspected during Rank Inspection

ANNEX C1.2.

**FIRST AID KIT REQUIREMENTS FOR THE
DETACHMENT HEADQUARTERS FOR AOR IV-B**

A. BASIC SUPPLIES:

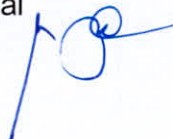
1. Adhesive tape
2. Antibiotic ointment
3. Antiseptic solution or towelettes
4. Bandages, including a roll of elastic wrap (Ace, Coban, others) and bandage strips (Band-Aid, Curad, others) in assorted sizes
5. Instant cold packs
6. Cotton balls and cotton-tipped swabs
7. Disposable latex or synthetic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

B. MEDICATIONS:

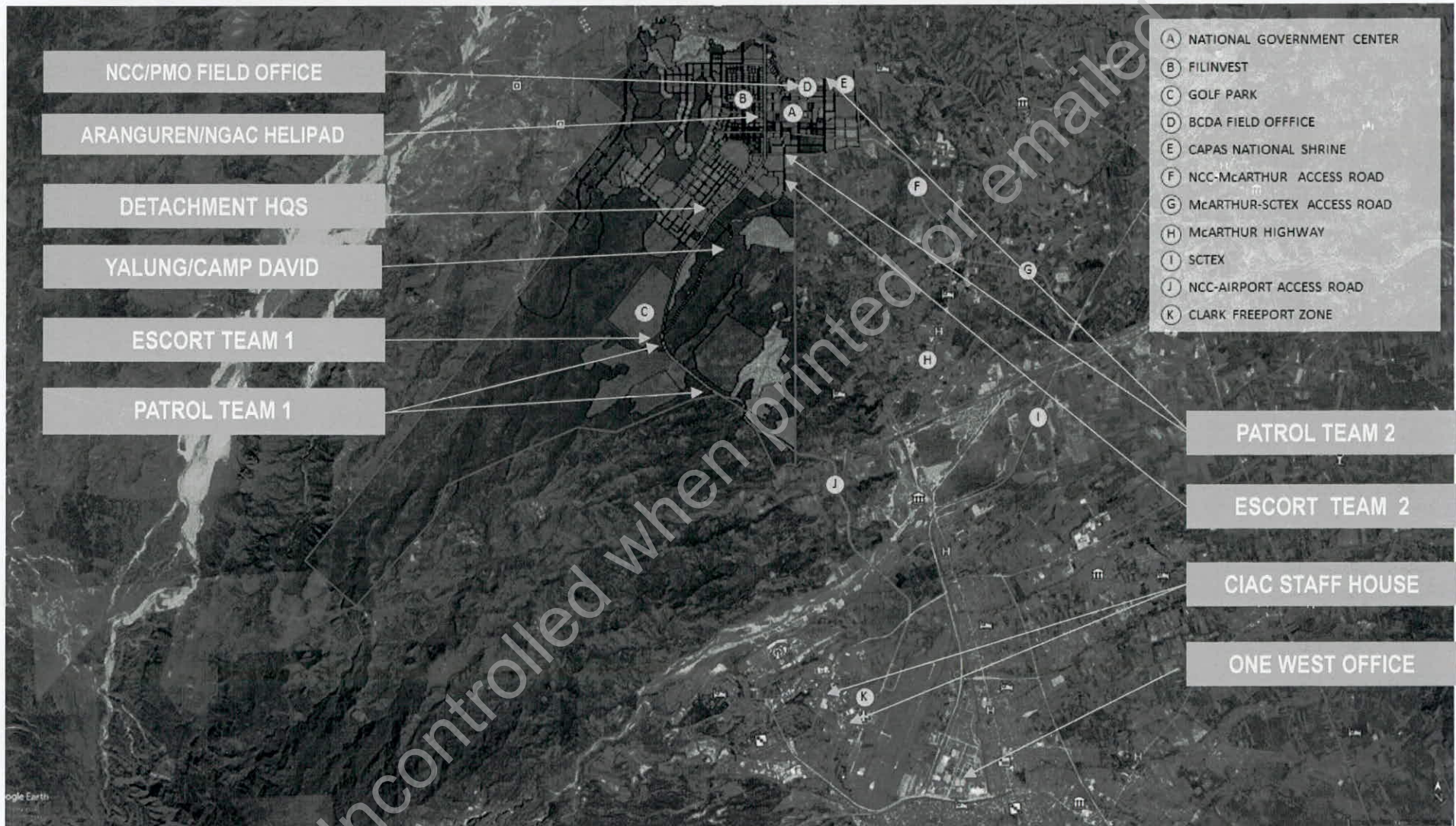
1. Aloe-vera gel
2. Anti-diarrhea medication
3. Over-the-counter oral anti-histamine, such as diphenhydramine (Benadryl, others)
4. Aspirin and non-aspirin pain relievers.
5. Calamine lotion
6. Over-the-counter hydrocortisone cream
7. Personal medications that don't need refrigeration
8. Syringe, medicine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

C. EMERGENCY ITEMS:

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



ANNEX C2 – LOCATION MAP OF DETACHMENT HQS, POSTS & PATROL BASES OF AOR IV-B



AOR IV-B – NEW CLARK CITY & CIAC

**SPECIFICATIONS OF SPECIAL EQUIPMENT AND
SERVICES REQUIREMENTS FOR AOR IV-B**

AOR IV-B: New Clark City

1. CCTV SYSTEM (16 Channels)

a. The 16 channels CCTV with 16 cameras may be split up into two or three sets:

(1) One (1) CCTV set with four cameras and with internet connection to be installed at PMO/NCC Office. The CCTV Monitor to be installed at PMO/NCC Office.

(2) One (1) CCTV set with four (4) cameras and with internet connection to be installed at BCDA One-West Office. The CCTV Monitor to be installed at One West Security Operations Center.

(3) Installation of one (1) CCTV set to be determined later.

b. The Security Agency must be able to provide two (2) CCTV Camera Wireless with WIFI and SD Card IP HIKVision NVC-711WD with the following specifications: (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. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

d. Specifications for other CCTV Cameras to be installed. (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);

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

(2) 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 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 1/3 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;

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

(8) Built-in DDNS domain address;

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

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

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

(12) Water Proof (for outdoor camera);

(13) Size of TV Monitor as applicable;

2. K-9 SERVICE:

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

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

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



3. BACKGROUND INVESTIGATION (BI)

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

b. Requirements:

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

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

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

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



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SCHEDULE OF REQUIREMENTS**AOR IV-B (New Clark City)**

Components	Description	Deployment Schedule
Component 1: Security Guards with Standard Package Requirements		
a. 40 Security Guards	12-Hr Duty	Upon assumption of AOR
b. Standard Package Requirements		Upon assumption of AOR
Component 2: Special Equipment and Services		
a. CCTV system with 16 channels and cameras (Maybe split into 3 to 4 sets of CCTV System)		a. Refer to TOR; b. One (1) CCTV Set with four (4) channels/cameras and monitor to be installed at PMO/NCC Office within 15 CD after assumption of AOR; c. The other 3 sets must be installed in any area/AOR to be determined later. This must be installed within 30 CD from receipt of formal notice from SSU, BCDA.
b. Background Investigation (BI)	As required	Refer to TOR
c. K-9 Services	Deployment as required	Refer to TOR

Requirements	Date of Compliance
1. Site Survey of the AOR.	After the Pre-bid Conference
2. Coordinating Conference between BCDA & Agency prior to deployment.	Within 3 Calendar Days (CD) from receipt of Notice of Award
3. Submission and Presentation of Security Plan. Submission and Interview of Nominees for Security Officers (DC, Asst DC, and SIC) along with Personal Data sheet	7 CD after the Coordinating Conference
4. Submission of the following per TOR: - List of Firearms (with copy of licenses) - Communication equipment (with copy of registration certificates and licenses) - vehicle(s) (with copy of OR/CR); and Submission of the following documents of Security Guards (SGs): (201 file Folder) - personal data sheet (using BCDA's pro-forma) with ID picture - Back-to-back certified true copy of Security license - NBI clearance - certificate of security related trainings (if any)	Ten (10) CD after the Coordinating Conference
5. BCDA Joint-Inventory of Structures with Out-Going and In-Coming Security Agency	1-3 CD Before assumption of AOR
6. Showdown inspection of equipment and rank inspection of security personnel	2-5 CD Before Assumption of AOR
7. Turnover of Responsibility (From the Outgoing Security Provider to BCDA Representative; From BCDA Representative to the new Security Provider)	6:00 AM of scheduled turn-over.
9. Posting of the New Security Provider.	As stipulated in the guard detail

Bidder's Authorized Representative:_____
Signature over Printed Name_____
Principal Bidder / Supplier


TABLE OF OFFENSES AND PENALTIES

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



		- Deduction of P20,000 from SA billing as penalty for failure to demolish it within 3 days
8	Posting of guard on straight duty (2 consecutive duties)	Deduction of P1,000.00/per guard from SA billing
9	Failure to provide the required number of firearms, vehicles and radio equipment at the start of the contract	- 1 st Offense: Notice of Compliance;
10	Failure to provide the required number of other equipment at the start of the contract	- 2 nd Offense: P100.00 per day per item to be deducted from SA billing;
11	Non-availability or un-serviceability of firearms, radio equipment and vehicles during the conduct of daily and random inspection.	- 3 rd Offense: P500.00 per day per item to be deducted from SA billing
12	Un-manned Post	Deduction of P500.00 per day per post from SA billing;
13	Non-availability or un-serviceability of other equipment during the conduct of daily and random inspection.	Deduction of P500.00 per day per item from SA billing;
SECURITY GUARDS		
14	Guard found sleeping on post	Deduction of P300.00 per guard from SA billing
15	Guard found under the influence of liquor while on duty	- Suspension from duty (RA 5487 Provisions).
16	Abandoning of Post by the Duty Guard.	- Following the due process, the SA must conduct immediate investigation and impose appropriate sanction against the erring guard. - Deduction of P500.00 per guard from SA billing.
17	Accidental and/or indiscriminate firing of weapon by guard	- Outright termination of guard's duty with BCDA;
18	Guards found guilty of vandalism, theft and pilferage of company properties	- Following the due process, the SA must conduct immediate investigation and impose appropriate sanction against the erring guard.
19	Act of disrespect and other forms of discourtesies committed by the guards against BCDA officials & employees, visitors and co-workers	- Deduction of P1,000.00 per guard from SA billing.
20	Guards found in possession of prohibited drugs or are found positive of same	

10