

31 August 2023

**COL DELFIN H. FERNANDEZ (RET)**

President and General Manager  
Bessang Pass Security Agency Inc.  
Unit 423, Sofia Tower, Don A. Roces Ave. Diliman, Quezon City

**SUBJECT: NOTICE TO PROCEED – Contract for Security Services for  
AOR IVA – BCDA Clark Facilities**

**Dear Col Fernandez:**

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

- a. (26) Security Officers/Security Guards – (Annex B1): Security Guard Requirements and (Annex B2): Location/Deployment of Security Guards);
- b. Firearms, Communication, Transportation and other Special Equipment as specified under Standard Equipment and Requirements (Annex B3) and Standard First Aid Kit (Annex B3.1).
- c. Installation of CCTV System to be completed on or before 15 September 2023 (Annex B4: Specifications of Special Requirements CCTV System).

2. You are further directed to submit to Security Management Department your Security Plan for AOR IVA (BCDA Clark Facilities) within seven (7) calendars days upon receipt of this NTP.

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

Please be guided accordingly.

Very truly yours,

**JOSHUA M. BINGCANG**  
President and CEO

**CONFORME:** A

**COL DELFIN H. FERNANDEZ (RET)**

Date: \_\_\_\_\_



Security Management Department



EF2023 – 0401



## 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 <sup>st</sup>	2 <sup>nd</sup>				
<b>Detachment Hqs:</b>						
Detachment Commander/SIC	1	1	2	12	1 HHR	1 Pistol
CCTV/Radio Operator	1	1	2	12	1 BR 1 HHR	1 Pistol
<b>Security Posts:</b>						
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
<b>Patrols:</b>						
*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
<b>Total</b>	<b>13</b>	<b>13</b>	<b>26</b>		<b>2 BR 13 HHR</b>	<b>11 Pistols 2 SGs</b>
Relievers/Reserve			6		6 HHR	3 Pistols 6 SGs

**Note:** DC/SIC to join the Patrol Teams.



**ANNEX B2 - LOCATION MAP OF SECURITY POSTS FOR AIR RIVA (BODA CLIFF FACILITIES)**



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

**DETACHEMENT HOS:**  
**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**

**RECAPITULATION:**

<b>NO OF SO:</b>	<b>2</b>
<b>NO OF SG:</b>	<b>24</b>
<b>TOTAL:</b>	<b>26</b>

**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**



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

ITEM/DESCRIPTION	QTY	REMARKS
<b>COMMUNICATION EQUIPMENT:</b>		
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 sets	Ready for inspection during Post-Qualification
<b>VEHICLES:</b>		
4 X 2 Utility Pick-up w/ beacon lights and fuel support	1 unit	Ready for inspection during Post-Qualification
Motorcycle 150 CC (or equivalent) with fuel support	2 units	Ready for inspection during Post-Qualification
<b>FIREARMS:</b>		
9mm Pistol for issue to SG on duty	11 sets	Ready for inspection during Post-Qualification
9mm Pistol as reserves	3 sets	Ready for inspection during Post-Qualification
Shot Gun for issue to SG on Duty	2 sets	Ready for inspection during Post-Qualification
Shot Gun as reserves	6 sets	Ready for inspection during Post-Qualification
<b>OTHER STANDARD EQUIPMENT:</b>		
Computer with printer with Internet capability	1 set	(1) Monthly billing for Internet shall be charged against Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification
Digital Camera (at least 5 mega pixel)	2 sets	Ready for inspection during Post-Qualification
Body Camera with night vision capability	13 sets	Ready for inspection during Post-Qualification
Portable Metal Detector	8 ea	Ready for inspection during Post-Qualification
<b>BASIC EQUIPMENT FOR DISASTER &amp; EMERGENCY RESPONSE</b>		
Rescue Hydraulic Jack (10 tonner)	1 set	Ready for inspection during Post-Qualification
Chain Block with at least 5 tons capacity	1 set	Ready for inspection during Post-Qualification
Rechargeable Emergency Flashlight	8 sets	Ready for inspection during Post-Qualification
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification
Squad Tent (minimum capacity: 10 persons)	2 units	Ready for inspection during Post-Qualification
Multi-purpose Rope (1/2 inch diameter x 20 meters)	10 rolls	Ready for inspection during Post-Qualification
Stretcher	2 sets	Ready for inspection during Post-Qualification
Detachment First Aid Kit	2 sets	Ready for inspection during Post-Qualification
<b>INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:</b>		
Class A Uniform	26 sets	Ready for inspection during Post-Qualification
Rain Coats	26 sets	Ready for inspection during Post-Qualification
Rain Boots	26 sets	Ready for inspection during Post-Qualification
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	26 sets	Ready for inspection during Post-Qualification
Hand Cuff	26 sets	Ready for inspection during Post-Qualification
Flash Light (Led battery)	26 sets	Ready for inspection during Post-Qualification
Baton	26 sets	Ready for inspection during Post-Qualification
Personal Protective Equipment	26 sets	Ready for inspection during Post-Qualification

**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;

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- (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);

**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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