

TERMS OF REFERENCE
FY 2024 SECURITY SERVICES FOR PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL
MINDANAO CAMPUS (PSHS-CMC)

1. OBJECTIVE

To acquire a reputable security agency, which can provide best security-related services to the Philippine Science High School-Central Mindanao Campus (PSHS-CMC).

2. APPROVED BUDGET FOR THE CONTRACT

The engagement of a Security Agency shall be for a period of one (1) year (January 1 – December 31, 2024) with a total Approved Budget for the Contract (ABC) amounting to **Five Million Three Hundred Seventy Thousand Three Hundred Sixty Pesos & 36/100 (Php 5,370,360.36)** chargeable against the 2024 National Expenditure Program (NEP).

3. REQUIREMENT, WORK SCHEDULE AND POSTING

The Security Agency shall provide **twenty-one (21) Security Personnel** to be assigned and posted in the following schedules:

Guard Post No.	Place of Assignment	1 st Shift (6am-2pm)	2 nd Shift (2pm-10pm)	3 rd Shift (10pm-6am)	7am-4pm	No. of Security Guards
1	Whole Campus (Security Supervisor)				1	1
2	Main Gate	3	2	2		7
3	Roving Guard (whole Campus)	1	1	1		3
4	Back Gate	1	1	1		3
5	Exit Gate / ACA I / SLRC	1	1	1		3
6	Admin. Bldg.	1	1			2
7	Gymnasium / ACA III / SRF / Function Hall / Dorm III	1	1			2
	Total Security Personnel	8	7	5	1	21

The Service Agency shall make available, at its own expense, such number of relievers as may be necessary, who are ready to take over the duty schedules of those who are regularly assigned guards who either report late or are absent for the day at no cost to the PSHS-CMC.

At no instance shall a guard be permitted to render service beyond a period of **eight (8) hours continuously**. A violation of this condition shall be sufficient ground to terminate the contract. The Security Agency is required to submit a guard's detail one week prior the actual work schedule effecting proper work schedule. Swapping of work schedule is not allowed without prior approval from PSHS-CMC management.

4. QUALIFICATIONS OF THE SECURITY AGENCY / CONTRACTOR

The qualifications of the Service Agency/Contractor are:

- 4.1 Should have at least five (5) years of experience in providing security services to a government agency;
- 4.2 Must be a member of the Philippine Association of Detective and Protective Operators (PADPAO) in good and active standing;
- 4.3 Must be duly licensed and registered Service Provider/Contractor in accordance with DOLE Department Order No. 150-16, s 2016;
- 4.4 Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;
- 4.5 Must be duly registered with Social Security System (SSS), Home Development Mutual Fund (HDMF), and Philippine Health Insurance Corporation (PHIC);
- 4.6 Must be duly registered with the Bureau of Internal Revenue;
- 4.7 Net Financial Contracting Capacity at least equal to ABC or Committed Line of Credit at least equal to 10% of the ABC;
- 4.8 Must present at least one (1) Client/Customer Feedback form with at least Very Satisfactory rating, from one (1) government agency with whom the Service Contractor has a past or on-going contract.

5. SCOPE OF WORK

The prospective bidders shall bid and provide security services for the PSHS-CMC which is located at Barangay Nangka, Balo-i, Lanao del Norte with details as follows:

- 5.1 To provide **twenty (20) Security Guards, seventeen (17) male and three (3) female** and **one (1) Security Supervisor** with a total of **twenty- one (21) Security Personnel** who shall inspect, monitor, secure, and guard the areas occupied by PSHS-CMC by rotation 24 hours a day from Monday to Sunday including holidays.
- 5.2 To perform the following:
 - a. To guard and protect PSHS-CMC properties from theft, arson, pilferage, trespassers, robbery, destruction, and other unlawful acts committed by any person as well as maintain peace and order within PSHS-CMC premises.
 - b. Protect PSHS-CMC officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other criminal acts and to enforce

and implement security and safety rules and regulations within PSHS-CMC premises.

- c. Secure the entrance and exit within PSHS-CMC premises of all persons or vehicles, and things/materials brought in and out of said premises including the conduct of reasonable check on persons and properties as normally done in public or private establishments and places for purposes of ensuring safety and security against unauthorized persons, vehicles, and/or things or materials.
 - d. Implementation of issuance "visitor identification card" for visitors and non-employee affiliates of PSHS-CMC.
 - e. Strictly maintains official logbook or record of all incoming and outgoing persons, vehicles, movements of PSHS-CMC properties, among others.
 - f. Strictly implements "NO ID, NO ENTRY" to all employees, scholars and construction workers.
 - g. Records PSHS-CMC employees time in and out.
 - h. After office hours, conduct routine patrol or inspection of the building and report unusual activities or threat to security and safety to the Security Supervisor.
 - i. Record all employees rendering overtime services and all other personnel who are still in the PSHS-CMC premises after office hours and during Saturdays and Sundays and submit a report to the FAD Chief.
 - j. Ensure that all windows and doors of PSHS-CMC building are secured and all electrical connections and lights are turn off. Before the start of office hours, inspect all areas for any sign of forced entry.
 - k. Immediately make the necessary reports of any incident to PSHS-CMC management/or to other concerned authorities for purposes of police and other official investigations.
 - l. Assist in the implementation of PSHS-CMC rules and regulations such as wearing of prescribed office and school uniforms, identification cards, among others.
 - m. Maintain good housekeeping in the guard's office, designated guard's post and within its perimeter.
- 5.3 The winning bidder shall provide PSHS-CMC with specified number of qualified, competent uniformed and armed guards who possess the following qualifications:
- a. Must be a Filipino citizen;
 - b. The Security Supervisor must have earned seventy-two (72) units in college or if an ex-military (Armed Forces of the Philippines or PNP) with rank of sergeant, have two (2) years relevant supervisory experience, must have Security Officer license and computer literate;
 - c. The Security Guards must be at least high school graduate or its equivalent with three (3) years relevant experience and with valid Security Guard license;

- d. Must be physically and mentally fit and not less than 21 and not more than 45 years of age for Security Guards and 50 years of age for Security Supervisor;
- e. Must at least 5'2" for male and 5' for female;
- f. Must have passed and undergone regular security service training within the last 6 months, recent psychological evaluation test, and recent drug test;
- g. Must have no derogatory record;
- h. Must submit, upon effectivity of the contract, clearances from the NBI, Police, Barangay and Court which must be valid as of the date of opening of bid and subject to renewal, if the same should expire during the contract implementation.

In addition to the above requirements, the Service Provider/Contractor is required to submit profile of Security Supervisor and Security Guards, which must be attested by its authorized signatory.

PSHS-CMC have the right to screen and choose among the prospective Security Personnel to be assigned to this contract.

- 5.4 The security guards shall be equipped with duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of PSHS-CMC buildings and its immediate vicinity.
- 5.5 The winning bidder must submit a capacity development plan (training plan) to be conducted during the contract implementation that will enhanced/increased the knowledge, skills and attitude of Security Personnel like but not limited to the following: basic training on safety gun handling and shooting, basic customer service skills, emergency response training and drills, basic life support, first-aid training, courtesy and discipline, basic communication skills, supervisory and leadership training for SIC/Security Supervisor, CCTV monitoring and other trainings deemed necessary to perform their roles and responsibilities.

6. SUPPLIES, MATERIALS AND EQUIPMENT

- 6.1 The Service Provider/Contractor shall provide the following:
 - A. Prescribed basic uniform which includes:
 - 1. Night stick or Baton
 - 2. Whistle
 - 3. Flashlight
 - 4. First Aid Kit
 - 5. Handcuffs
 - 6. Teargas
 - 7. Reflector Vest
 - B. One (1) unit Motorcycle, duly registered, in good running condition and with gasoline and must be stationed in the campus 24/7 in case of emergency

- C. Two (2) units Metal Detector, fully functional
- D. Two (2) units Bicycle, in good running condition
- E. Eight (8) Licensed and Functional Communication Radio with back-up battery
- F. Nine (9) Service Firearms
 - 1. Firearms must be in good condition
 - 2. Covered with license by PNP
 - 3. With complete load of ammunition
 - 4. No "paltik revolvers" should be issued to Security Personnel
 - 5. With duty detail order
- G. Two (2) units Under Chassis Mirror
- H. Nine (9) sets rubber boots and raincoat
- I. Seven (7) pieces Heavy Duty Umbrella
- J. Biometric device for time keeping
- K. Office Supplies
 - 1. 50 pcs Logbook, 100 leaves
 - 2. 50 pcs Ballpen, color blue
 - 3. 5 reams A4 size bond paper
- L. Two (2) unit Filing Cabinet, 4 drawer
- M. Two (2) unit Locker, 10 drawer
- N. One (1) unit Laptop and Printer with 4 pcs ink (functional)
- O. Two (2) units Mobile Phone with Load
- P. Five (5) units Face Recognition or Finger Print System for Guard Touring

- 7.2 Other materials/equipment provided by Service Provider/Contractor shall be subject to approval of PSHS-CMC.
- 7.3 Loss, maintenance, repair and replacement of tools/equipment necessary and incidental to the performance of obligations stated in this document shall be for the account of the Security Agency/Contractor.
- 7.4 Delivery of required materials, tools and equipment shall be at PSHS-CMC on the **first day of posting** of the Security Personnel, to be inspected by PSHS-CMC's representative/s.

7.0 OTHER MATTERS

A. Performance Bond

The Service Provider/Contractor shall furnish the PSHS-CMC with a valid and sufficient Performance Bond in accordance with the rules set forth under the Government Procurement Reform Act (RA 9184) and its Implementing Rules and Regulations (IRR).

B. Wage and Mandated Benefit Increase

Should there be any wage or other mandated benefit (i.e. SSS, PAG-IBIG, and PHILHEALTH) increase in favor of assigned Security Personnel subsequent to the execution of the Contract, pursuant to Law, Executive Order, Decree or Wage Order, the Service Provider/Contractor must inform the PSHS-CMC in writing of

the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation.

C. Billing and Submission of Documents

The Security Agency/Contractor shall furnish PSHS-CMC a billing, together with a copy of payroll, remittances with official receipt of SSS, PAG-IBIG, PHILHEALTH and other state insurance fund contributions for all security personnel assigned, **every 15th day of the month**. Should the Service Provider/Contractor failed to comply, PSHS-CMC shall withhold the payment for the current month until the latter shall have complied with subject requirement.

D. Employer-Employee Relationship

PSHS-CMC shall not be responsible for any claims for general injury, including death sustained by the Security Personnel or any third person arising out of or in the course of the performance of the functions of Security Personnel pursuant to this Contract. It is expressly understood that no employer-employee relationship exists between the parties or of their employees, representatives and agents.

E. Liability of Loss and Damages

The Security Agency/Contractor shall be responsible for any loss or damage that may be incurred by its Security Personnel. The PSHS-CMC may suspend or withhold whatever contract payments may be due to Security Agency/Contractor should they fail to pay such losses or damages within fifteen (15) days from the date of notice, or until such loss or damage have been fully paid, restituted, or repaired by the Service Provider/Contractor, or go after the Performance Bond set forth under this Contract. Likewise, PSHS-CMC has the option to demand payment for the replacement value of the lost properties, or its replacement by another substantially in the same condition as the former.

F. Compliance with PSHS-CMC Rules and Regulations

The Security Agency/Contractor shall always maintain effective discipline and full control and supervision over the Security Personnel assigned under this Contract, as well as the manner of performance of their duties. However, the Security Agency/Contractor binds itself to cause the implementation and enforcement of any and all rules, regulations, or directives, that PSHS-CMC may issue concerning the conduct of said Security Personnel.

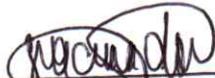
G. Extension Clause

Extension of Contract is subject to the provisions of R.A. 9184 and its 2016 IRR. The extended term shall automatically terminate upon effectivity of a new contract.

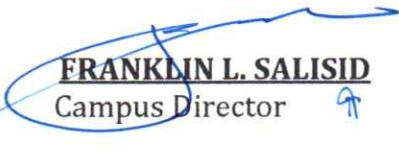
H. Confidentiality

In Compliance with Data Privacy Act of 2012, the assigned personnel shall execute a confidentially contract with the Bidder in favor of PSHS – CMC regarding the processing and sharing of personal data and sensitive personal information that they might handle in connection with their tasks.

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