

# TERMS OF REFERENCE FOR SECURITY SERVICES AT ENVIRONMENT AND WATER RESOURCES DEPARTMENT

(2019-2020)

Procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods per Section 5 (h) of R.A. 9184 and reiterated in Section 5 (r) of its Implementing Rules and Regulations (IRR).

For purposes of bidding in the procurement of **Security Services for Environment and Water Resources Department** of ZCWD, the winning bid shall be determined by the lowest calculated and responsive bid. For efficient procurement of ZCWD's requirements for security services, the Bids and Awards Committee (BAC) pursuant to **Guidelines on the Procurement of Security and Janitorial Services**, shall also take into consideration, aside from cost, other factors in determining the winning bid, such as, but not limited to, **contracts with other clients, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.** <sup>1</sup>

The minimum requirements prescribed in this Terms of Reference shall be used as basis in evaluating the technical proposal of the bidder. Compliance of the bidder to the said minimum requirements shall be determined using a "pass-fail system", provided, however, that the BAC may require additional documents or materials as part of the bidder's technical proposal to substantiate the bidder's compliance to the set of parameters enumerated.

The instant procurement of security services shall be for a period of **one year**. The Approved Budget for the Contract (ABC) shall be **Fourteen Million Eight Hundred Eighty Two Thousand Nine Hundred Twenty Five Pesos and 30/100 (P14,882,925.30)**.

The Financial Proposal shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract.

The winning bidder is expected by ZCWD to maintain a satisfactory level of performance throughout the term of the contract based on the performance criteria which shall include, among others,

- (i) quality of service delivered; <sup>2</sup>
- (ii) time management; <sup>3</sup>
- (iii) management and suitability of personnel; <sup>4</sup>
- (iv) contract administration and management; and

<sup>1</sup> paragraph 2 Policy Statement of *Guidelines on the Procurement of Security and Janitorial Services*

<sup>2-5</sup> paragraph 5.4 *Guidelines on the Procurement of Security and Janitorial Services*

- (v) provision of regular progress reports on the status of **Pasonanca Natural Park (PaNP)** in terms of security in accordance with the security plan. <sup>5</sup>

Before end of each year, ZCWD or its authorized representative shall conduct an assessment or evaluation of the aforementioned performance criteria. Based on the assessment, ZCWD may pre-terminate the contract for failure of the service provider to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004.

## SECURITY SERVICES

### I. SCOPE OF SERVICES/REQUIREMENTS

#### a. Security Agency

- i. The Security Agency must be duly licensed, registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least **five (5) years**.
- ii. The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies. Same shall be submitted during post-qualification.
- iii. The Security Agency will provide **seventy seven (77) security guards** who will render duty at different Bio monitoring Station situated at Pasonanca Natural Park (PaNP).
- iv. The Security Agency will provide consistent and quality service through qualified, licensed, bonded, uniformed, trained and armed security guards, and two (2) Head Guards. Security guards shall watch and protect PaNP including ZCWD properties within the area. Security guards shall be posted and distributed in accordance with the ZCWD schedule of posting of guards.
- v. The Security Agency shall secure the PaNP premises through monitoring and conduct of foot patrol, 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.
- vi. The Security Agency shall station security guards at designated strategic points within the PaNP, as well as roving guards to ensure that no trespassing or other illegal activities are conducted within the PaNP.

- vii. The Security Agency shall immediately make the necessary reports of any incident to ZCWD management and/or to other concerned authorities for purposes of police and other official investigations.
- viii. The security guards assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
- ix. The security guards shall be equipped with original, branded, well-conditioned and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order within the PaNP and its immediate vicinity.
- x. The Security Agency shall provide the communication equipment enumerated in this Terms of Reference
- xi. The Security Agency shall be required to submit the following documents during the post-qualification-
  - 1. Private Security Agency regular license to operate
  - 2. Certificate of Registration from DOLE
- xii. The Security Agency shall submit latest Drug Test of its Security Guards (at least one month old or recent) including its neuro/psychiatric result, NBI clearance and Bio Data two week before its deployment.
- xiii. The Security Agency shall request from the proper authority exemption from prohibition to possess high- powered firearms. As soon as exemption is granted the Security Agency shall provide the needed high powered firearms at high risk areas;
- xiv. The Security Agency shall initiate mandatory in service training among its security personnel within six months from its assumption and shall ensure that the cost of training shall be reasonable. The training shall include training/lectures about environmental laws, its importance and its enforcement.
- xv. The Security Agency shall conduct test firing of its firearms during the implementation of the contract. Test firing will be conducted on **the first month** after the implementation of the contract. The cost of firing will be borne by the Security Agency and shall not be charged to its security personnel;

## B. Security Personnel

1) The assigned security guards must have previous experience of at least 2-years and with adequate knowledge in communicating either in English, Filipino or local dialect. He/she must be reliable, honest, and courteous.

2) The security guards must undergo and pass the required psycho-neuro examination and drug test conducted by a reputable Philippine National Police (PNP)/National Bureau of Investigation (NBI) accredited testing agency.

3) The security guards must be ready to perform other tasks as may be required by ZCWD management, related to security, safety, monitoring and protection of PaNP.

4.) Qualified applicants from the buffer zone of Pasonanca Natural Park (PaNP) must be given priority in hiring security personnel for PaNP due to their familiarity with the area.

## II. POSTING OF GUARDS

	Particular/Location	No. of Guards	1st Shift 12:00mn- 8:00am	2nd Shift 8:00am- 4:00pm	3rd Shift 4:00pm- 12:00mn
1.	Labuyo BMS Station	4		4	
2.	Duminatag BMS Station	2		2	
3.	141 BMS Station	2		2	
4.	114 BMS Station	3		3	
5.	Barredo BMS Station				
6.	Cahumban BMS Station	2		2	
7.	Cabonegro BMS Station	3		3	
8.	Manta BMS Station	2		2	
9.	Felimon BMS Station	2		2	
10.	Lupirao BMS Station	2		2	
11.	Florida BMS Station	2		2	
12.	Carreon I BMS Station	2		2	
13.	Carreon II BMS Station	2		2	
14.	Dumalon BMS Station	2		2	
15.	Tabu-Tabu BMS Station	3		3	
16.	Roving (Tolosa Ground Tank)	2		2	
17.	Marcao BMS Station	2		2	
18.	Brea BMS Station	3		3	
19.	Bagakay BMS Station				
20.	Propem/Baluno BMS Station	2		2	
21.	Plaka BMS Station	2		2	
22.	Dos Rio BMS Station	3		3	
23.	VHF Repeater BMS Station	3	1	1	1
24.	Banuang BMS Station	3	1	1	1

25.	Antipolo BMS Station	2		2	
26.	Dau BMS Station	2		2	
27.	Narra BMS Station	2		2	
28.	Old Intake BMS Station	2		2	
29.	Dam BMS Station	6	2	2	2
30.	Bituti BMS Station	2		2	
31.	Castro Checkpoint BMS Station	6	2	2	2
32.	Security Head Guard	2		2	
<b>TOTAL</b>		<b>77</b>	<b>6</b>	<b>65</b>	<b>6</b>

**III. APPROVED BUDGET FOR THE CONTRACT OF ONE YEAR  
(Computation for One (1) Year Contract)**

Days worked per week		7	days
Equivalent Monthly Rate (EMR) Factor		396.8	days
Hours worked per day		8	hours
Requirement	1ST Shift	2nd Shift	3rd Shift
	12mn-8am	8am - 4pm	4pm-12mn
Night Shift Differential (In hours)	6	-	2
Number of Guards	6	65	6
Contract Duration, Months	12	12	12
<b>A. Direct Cost Payable to Security Guard</b>			
Applicable Daily Rate (ADR)	316.00	316.00	316.00
Equivalent Monthly Rate (ADRx396.8/12)	10,449.07	10,449.07	10,449.07
13th Month Pay (DWR x 365/12/12)	800.97	800.97	800.97
Night Shift Diffentials Pay (EMR x 10%X(6)(2)/8)	783.68	-	261.23
Service Incentive Leave Pay	131.67	131.67	131.67
Retirement Benefits RA 7641 (ADR x22.5/12)	592.50	592.50	592.50
<b>Total Direct Cost Payable to Security Guard</b>	<b>12,757.89</b>	<b>11,974.21</b>	<b>12,235.43</b>
<b>B. In-Direct Cost Payable to Government</b>			
SSS Contribution	884.00	847.20	847.20
Phil Health Contribution	143.67	143.67	143.67
Employees Compensation	10.00	10.00	10.00
PAG-IBIG Contribution RA 7742	100.00	100.00	100.00
<b>B. Total In-Direct Cost Payable to Government</b>			

	1,137.67	1,100.87	1,100.87
C. Total Direct , In-Direct & Others	13,895.56	13,075.08	13,336.30
D. Agency Administrative Overhead			
E. Basic Contract Rate			
F. Value Added Tax - 12%of "D"			
Minimum Contract Rate Per Guard (E + F)			
Total Monthly Contract			
Contract Price for Contract Duration			
Average Monthly Contract Price Per Security			
Total Annual Contract Price in Figures			
Amount in Words			

### LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY

#### A. Firearms, Ammunition and Accessories (if Martial Law have been lifted)

No.	Particulars	Unit/s	Quantity
1.	M16 Armalite Rifles***	unit	11
2.	M16 Armalite Ammunition	round	550
3.	M16 Magazine short	pcs.	28
4.	M16 Magazine Cartridge Pouch with Suspended Belt	unit	11
5.	12 Gauge Shotgun	unit	41
6.	12 Gauge Shotgun Ammunition	round	2050
7.	12 Gauge Shotgun Pouch Cartridge with Suspended Belt	unit	41
8.	9mm Caliber Pistol	unit	13
9.	9mm Caliber Pistol Ammunition	round	650
10.	9mm Caliber Pistol Magazine	pcs.	40
11.	9mm Caliber Pistol Holster	unit	13
12.	firearms cabinet/vault	unit	27

\*\*\*M16 Armalite must be accompanied by Certificate of Exemption from proper authority;

**B. Firearms, Ammunition and Accessories (if Martial Law still exist)**

No.	Particulars	Unit/s	Quantity
1.	12 Gauge Shotgun	unit	52
2.	12 Gauge Shotgun Ammunition	round	2600
3.	12 Gauge Shotgun Pouch Cartridge with Suspended Belt	unit	52
4.	9mm Caliber Pistol	unit	13
5.	9mm Caliber Pistol Ammunition	round	650
6.	9mm Caliber Pistol Magazine	pcs.	40
7.	9mm Caliber Pistol Holster	unit	13
8	firearms cabinet/vault	unit	27

**A. Communication Equipment to Be Supplied By the Security Agency**

No.	Particulars	Unit/s	Quantity
1.	VHF Transceivers Commercial Radio Base	Unit	2
2.	VHF Transceivers Commercial Handheld Radio with charger	Unit	38
3	Spare battery per unit	Unit	38
4	Cell phone with load allowance of per month for Agency's Head Guard	Unit	2
Communication System must be duly registered with the National Telecommunication Commission			

**B. Vehicle**

1.	4x4 Pickup Vehicles; one (1) unit will be stationed at ZCWD premises 24-hours a day, 7-days a week to be used in connection with its security services and activities relating to security such as ZCWD Management/Officials inspection. The other vehicle will be used as back up should the other vehicle is not available. - Maintenance of which shall be borne by the Security Agency	unit	2
2.	155cc, 4 stroke, single motorcycles to be stationed at Castro Checkpoint, Pasonanca for use during field inspections and other related watershed protection activities.	unit	2
3	Motorcycle with monthly gasoline allowance for Security Agency's head guard		

**D. Other Miscellaneous Requirements**

Fire Fighting Equipment			
1.	Backpack Sprayer, 20 liters, to be deployed at identified Fire Prone areas, (Plaka, Narra, Banuang, Antipolo, Repeater, Brea, Florida, Cahumban, Dam)	unit	10
2	Protective Helmet (fire proof)	unit	30

Miscellaneous Requirements			
1.	Binoculars	unit	30
2.	Smartphone compatible with geotag camera apps	unit	15
3.	Rechargeable Flashlight	unit	77
4.	Raincoat and Rain Boots	unit	77
5.	Umbrella for checkpoint station	pieces	6

### SET OF MINIMUM REQUIREMENTS

#### Technical Parameters

#### 1. Stability

- a. Years of Experience
  - i. at least FIVE (5) years
- b. Liquidity of the Contractor
  - i. Net Financial Contracting Capacity (NFCC) at least equal to ABC
- c Organizational Set-up

#### 2. Resources

Bidder must be able to provide all the required equipment mentioned above during contract implementation.

#### 3. Security Plan

- a. Detailed measures and innovations to ensure that there will be zero illegal logging and illegal mining activity within the Pasonanca Natural Park;
- b. Measures in apprehending violators of illegal activities;
- c. Procedures on **SPECIAL OPERATIONS/Surveillance**– re: conduct of special monitoring procedure aimed at investigating, inspecting and apprehending suspected illegal activities such as illegal mining, illegal logging and harvesting, illegal treasure hunting and other similar activities;
- d. Detailed actions and innovations to be undertaken to ensure that entry and exits of personnel are monitored, loss of equipment and valuables are minimized, and threat to property and personnel are secured
- e. For bomb threat, forest fire, water poisoning, robbery, hostage situation & natural calamities
- f. VIP protocol

Security Plan may be submitted before award of contract. None or incomplete submission of any of the plan stated herein shall be a ground to defer payment to the Security Agency until all the required security plans will be submitted.

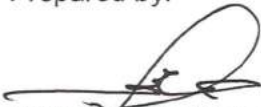
#### Other Factors

- g. Recruitment and Selection Criteria
  - i. neuro/psychiatric and drug tests with proof of certificate from government accredited granting office



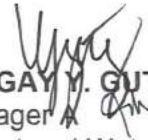
- h. Completeness of Uniforms
- i. Original licensed of the Security Guards must be presented during post-qualification.
- j. Original licensed of firearms will also be checked during post-qualification.
- k. Proof of payment of SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies. Same shall be submitted during post-qualification.
- l. Underpayment/none payment or violations of SSS, PHILHEALTH and PAG-IBIG will be a ground for disqualification.

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