

## TERMS OF REFERENCE

### Security Services for Tumaga River (Main Source of Water of ZC) and ZCWD Facilities/ Structures Situated Inside the PaNP Watershed

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 the protection of Tumaga River and its tributaries and ZCWD Facilities and Structures located inside Pasonanca Natural Park (PaNP), 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 (1) year**. The Approved Budget for the Contract (ABC) is **Eight Million Six Hundred Seventy Eight Thousand Four Pesos and 26/100 (P8,678,004.26)**.

*All bid prices for the duration of the contract shall be fixed and shall not be adjusted during the contract implementation, except for the following*

- a. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;*
- b. Increase in taxes and*
- c. If during the term of the contract the Procuring Entity sees the need for an increase or decrease in the number of security guards*

The Financial Proposal shall contain a breakdown of all costs, including cost of

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

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
- (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>

ZCWD or its authorized representative shall conduct regular 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 dated 22 December 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 **three (3) 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 **forty five (45) security guards inclusive of two (2) head 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. Security guards shall protect and ensure the absence of anthropogenic activities that are detrimental to water sources at different tributaries contributing to Tumaga River located at PaNP including ZCWD properties within the area. Security guards shall be posted and distributed in accordance with the ZCWD deployment details.

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- v. The Security Agency shall secure and protect Tumaga river and its tributaries 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 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;

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## 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 Tumaga River and its tributaries located at PaNP.

4.) Qualified applicants from the buffer zones 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 | 1 <sup>st</sup> Shift<br>12:00mn-<br>8:00am | 2 <sup>nd</sup> Shift<br>8:00am-<br>4:00pm | 3 <sup>rd</sup> Shift<br>4:00pm-<br>12:00mn |
|---------------------------------|---------------|---|--|---|
| 1. Labuyo BMS Station           | 3             |   | 3  |   |
| 2. Duminatag BMS Station        | 1             |   | 1  |   |
| 3. 141 BMS Station              | 2             |   | 2  |   |
| 4. 114 BMS Station              | 2             |   | 2  |   |
| 5. Barredo BMS Station          |               |   |  |   |
| 6. Cahumban BMS Station         | 2             |   | 2  |   |
| 7. Cabonegro BMS Station        | 1             |   | 1  |   |
| 8. Manta BMS Station            | 2             |   | 2  |   |
| 9. Felimon BMS Station          |               |   |  |   |
| 10. Lupirao BMS Station         |               |   |  |   |
| 11. Florida BMS Station         |               |   |  |   |
| 12. Carreon I BMS Station       | 1             |   | 1  |   |
| 13. Carreon II BMS Station      |               |   |  |   |
| 14. Dumalon BMS Station         | 2             |   | 2  |   |
| 15. Tabu-Tabu BMS Station       | 3             |   | 3  |   |
| 16. Roving (Tolosa Ground Tank) | 1             |   | 1  |   |
| 17. Marcao BMS Station          | 1             |   | 1  |   |
| 18. Brea BMS Station            | 2             |   | 2  |   |
| 19. Bagakay WMS Station         |               |   |  |   |
| 20. Profem/Baluno BMS Station   |               |   |  |   |
| 21. Plaka BMS Station           | 1             |   | 1  |   |
| 22. Dos Rio BMS Station         | 3             |   | 3  |   |
| 23. VHF Repeater BMS Station    | 3             | 1   | 1  | 1   |

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|              |                               |           |          |           |          |
|--------------|-------------------------------|-----------|----------|-----------|----------|
| 24.          | Banuang BMS Station           | 3         | 1        | 1         | 1        |
| 25.          | Antipolo BMS Station          | 2         |          | 2         |          |
| 26.          | Dau BMS Station               |           |          |           |          |
| 27.          | Narra BMS Station             | 1         |          | 2         |          |
| 28.          | Old Intake BMS Station        | 1         |          | 1         |          |
| 29.          | Dam BMS Station               | 6         | 2        | 2         | 2        |
| 30.          | Bituti BMS Station            | 1         |          | 1         |          |
| 31.          | Castro Checkpoint BMS Station |           |          |           |          |
| <b>TOTAL</b> |                               | <b>45</b> | <b>4</b> | <b>37</b> | <b>4</b> |

### III. APPROVED BUDGET FOR THE CONTRACT OF ONE YEAR

|  |                  |                  |                  |
|--|------------------|------------------|------------------|
| 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-12pm         | 4pm-12mn         |
| Night Shift Differential (In hours)                | 6                | -                | 2                |
| Number of Guards                                   | 4                | 37               | 4                |
| 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 Differentials 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                                   | 960.00           | 920.00           | 920.00           |
| Phil Health Contribution                           | 150.00           | 150.00           | 150.00           |
| Employees Compensation                             | 10.00            | 10.00            | 10.00            |
| PAG-IBIG Contribution RA 7742                      |                  |                  |                  |

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|   |           |           |           |
|---|-----------|-----------|-----------|
|   | 100.00    | 100.00    | 100.00    |
| B. Total In-Direct Cost Payable to Government | 1,220.00  | 1,180.00  | 1,180.00  |
| C. Total Direct , In-Direct & Others          | 13,977.89 | 13,154.21 | 13,415.43 |
| D. Agency Administrative Overhead (20%)       |           |           |           |
| 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 and Ammunitions

| No. | Particulars  | Unit/s | Quantity |
|-----|--|--------|----------|
| 1.  | 12 Gauge Shotgun                                     | Unit   | 27       |
| 2.  | 12 Gauge Shotgun Ammunition                          | round  | 1,350    |
| 3.  | 12 Gauge Shotgun Pouch Cartridge with Suspended Belt | Unit   | 27       |
| 4.  | 9mm Caliber Pistol                                   | Unit   | 10       |
| 5.  | 9mm Caliber Pistol Ammunition                        | round  | 500      |
| 6.  | 9mm Caliber Pistol Magazine                          | Unit   | 20       |
| 7.  | 9mm Caliber Pistol Holster                           | Unit   | 10       |
| 8.  | Firearms cabinet/vault                               | Unit   | 22       |

#### B. Communication Equipment

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| No.   | Particulars   | Unit/s | Quantity |
|---|---|--------|----------|
| 1.  | VHF Transceivers Commercial Radio Base                              | Unit   | 2        |
| 2.  | VHF Transceivers Commercial Handheld Radio with charger             | Unit   | 26       |
| 3.  | Spare Battery per unit  | Unit   | 26       |
| 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 |   |        |          |

**C. 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.<br>- Maintenance of which shall be borne by the Security Agency | unit | 1 |
| 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 |

**D. Miscellaneous Requirements**

| <b>Fire Fighting Equipment</b>    |   |        |    |
|-----------------------------------|---|--------|----|
| 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 |
| <b>Miscellaneous Requirements</b> |   |        |    |
| 1.                                | Binoculars  | unit   | 2  |
| 2.                                | Smartphone compatible with geotag camera apps   | unit   | 5  |
| 3.                                | Rechargeable Flashlight   | unit   | 45 |
| 4.                                | Raincoat and Rain Boots   | unit   | 45 |
| 5.                                | Umbrella for checkpoint station   | pieces | 6  |

**SET OF MINIMUM REQUIREMENTS**  
Technical Parameters

**1. Stability**

- a. Years of Experience
  - i. at least Three (3) years
- b. Liquidity of the Contractor
  - i. Net Financial Contracting Capacity (NFCC) at least equal to ABC
- c. Organizational Set-up

**2. Resources**

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

**3. Security Plan – must contain the following-**

- a. Detailed measures and innovations to ensure that there will be zero logging and mining activity within the Pasonanca Natural Park and that Tumaga River and its tributaries is free from anthropogenic activities that will be detrimental to water sources and its environment;
- b. Measures in apprehending violators of Environment and Natural Resources Laws;
- 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. Protocol for bomb threat, forest fire, water poisoning, robbery, hostage situation & natural calamities
- e. 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**

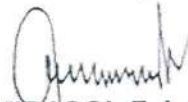
- o Recruitment and Selection Criteria
  - neuro/psychiatric and drug tests with proof of certificate from government accredited granting office
  - Completeness of Uniforms
  - Original licensed of the Security Guards must be presented during post-qualification.
  - Original licensed of firearms will also be checked during post-qualification.
  - 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.
  - Underpayment/none payment or violations of SSS, PHILHEALTH and PAG-IBIG will be a ground for disqualification.

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