

## TERMS OF REFERENCE

### Security Services for Tumaga River (Main Source of Water of ZC) and ZCWD Facilities/ Structures Situated Inside the PaNP Watershed (2024)

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 procurement of security services will be for a period of **six (6) months**. The Approved Budget for the Contract (ABC) is **Four Million Nine Hundred Forty Three Thousand Four Hundred Six Pesos and 48/100 (P4,943,406.48)**.

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
- (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>

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<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**

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 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 2 head guards for east and west area who will render duty at different Bio Monitoring Station situated at Pasonanca Natural Park (PaNP). Likewise reliever guards will be provided whenever Security Guards is off-duty or cannot render duty.
- iv. The Security Agency will provide consistent and quality service through qualified, licensed, bonded, uniformed, trained and armed security guards.
- v. Security guards shall watch and protect Tumaga River and its tributaries situated inside PaNP including properties within the area. They shall enforce environmental law to ensure that there will no illegal activities such as but not limited to logging, mining, panning, poaching of minor forest products and trespassing.
- vi. The Security Agency shall secure the PaNP premises through monitoring all persons or vehicles, and things/materials brought in and out of ZCWD 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.
- vii. 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. Posting shall be in accordance with the ZCWD schedule of posting of guards.

viii. The Security Agency shall likewise ensure that its security personnel shall conduct regular foot patrol within its area of jurisdiction to ensure that the area is free from threats/activities that will affect the quality of water and will disturb biodiversity/ecosystem within the watershed.

ix. 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.

x. The security guards assigned shall be provided with proper agency uniforms and visible identification badges.

xi. 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 protection and maintenance of peace and order within the PaNP and its immediate vicinity.

xii. The Security Agency shall provide the communication and documentation equipment enumerated in this Terms of Reference such radios, smartphones and drones that will be used for recording/ documentations purposes. Smartphones must be compatible with geotagged and GIS applications. (Min. 4gb RAM and 32GB ROM)

xiii. 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

xiv. 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 weeks before its deployment.

xv. 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.

xvi. The Security Agency shall conduct test firing of its firearms during the implementation of the contract. Test firing will be conducted within **the first three (3) months** 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 as a whole.

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.

**POSTING OF GUARDS\***

Area of Responsibility	BMS	Time / Shifting Schedule	No. of SG
AOR 1	Labuyo	8:00am-5:00pm	3
	Duminatag		1
	141		2
	114		3
	Barredo		
AOR 2	Cahumban	8:00am-5:00pm	2
	Cabonegro		1
	Manta		1
	Felimon		1
AOR 3	Lupirao	8:00am-5:00pm	2
	Florida		1
	Carreon1		1
	Carreon2		1
	Dumalon		1

	Tabu-Tabu		2
	Roving Team		0
AOR 4	Marcao	8:00am-5:00pm	1
	Brea & Bagakay	8:00am-5:00pm	2
	Profem/Baluno	8:00am-5:00pm	1
	Plaka	8:00am-5:00pm	1
	Dos Rio	8:00am-5:00pm	3
AOR 5	Banuang	7:00am-3:00pm	1
		3:00pm-11:00mn	1
		11:00mn-7:00am	1
	Repeater VHF	7:00am-3:00pm	1
		3:00pm-11:00mn	1
		11:00mn-7:00am	1
	Antipolo	8:00am-5:00pm	1
	Dau	8:00am-5:00pm	1
	Narra	8:00am-5:00pm	1
	Dam	7:00am-3:00pm	1
		3:00pm-11:00mn	1
		11:00mn-7:00am	1
	Bituti	8:00am-5:00pm	1
	Old Intake	8:00am-5:00pm	2
	Castro Checkpoint	7:00am-3:00pm	0
3:00pm-11:00mn			
11:00mn-7:00am			

\*posting of guards is subject to change depending on the actual situation on field

#### APPROVED BUDGET FOR 6 MONTHS CONTRACT

<b>GENERAL SERVICES EMPLOYED BUDGET</b>			
Watershed Agency Guards (Agency Security Services)			
<b>CY 2023</b>			
Days worked per week		7	days
Equivalent Monthly Rate (EMR) Factor		396.5	days
No. of Days		365	days
Hours worked per day		8	hours
Requirement	<b>1ST Shift w/o NSP</b>	<b>2nd Shift (with 1 hr NSP)</b>	<b>3rd Shift (with 7 hr NSP)</b>
	<b>7 am to 3 pm</b>	<b>3:00 pm to 11 pm</b>	<b>11:00 pm to 7:00 am</b>
Nigth Shift Differential (In hours)		1	7

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Number of Guards	39	3	3
Contract Duration, Months	6	6	6
A. Direct Cost Payable to Security Guard			
Applicable Daily Rate (ADR)	351.00	351.00	351.00
Equivalent Monthly Rate (ADRx396.8/12)	11,597.63	11,597.63	11,597.63
13th Month Pay (ADR x No of Days/12/12)	889.69	889.69	889.69
Night Shift Differentials Pay (No. of Days x (316/8) x 10%) x 8hrs/12		₱133.45	934.17
Service Incentive Leave Pay	146.25	146.25	146.25
Retirement Benefits RA 7641 (ADR x22.5/12)	658.13	658.13	658.13
Total Direct Cost Payable to Security Guard	13,291.69	13,425.14	14,225.86
B. In-Direct Cost Payable to Government			
SSS Contribution	1,092.50	1,092.50	1,092.50
Phil Health Contribution	260.95	260.95	260.95
Employees Compensation	10.00	10.00	10.00
PAG-IBIG Contribution RA 7742	231.95	231.95	231.95
B. Total In-Direct Cost Payable to Government	1,595.40	1,595.40	1,595.40
C. Total Direct , In-Direct & Others	14,887.09	15,020.54	15,821.26
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			

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Total ... 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	29
2.	12 Gauge Shotgun Ammunition	round	1,450
3.	12 Gauge Shotgun Pouch Cartridge with Suspended Belt	Unit	29
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**

No	Particulars	Unit/s	Quantity
1.	VHF Transceivers Commercial Radio Base	Unit	2
2.	VHF Transceivers Commercial Handheld Radio with charger	Unit	27
3.	Spare Battery per unit	Unit	27
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. - 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

**D. Miscellaneous Requirements**

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<b>Fire Fighting Equipment</b>			
1	Backpack Sprayer, 20 liters, to be deployed at identified Fire Prone areas during dry season		
	(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 GPS applications and its should not be more two years old from the time of purchase (Min. 4gb RAM and 32gb ROM)	unit	5
3	Powerbank 20000 Mah	unit	5
4	Drone with at least 30 mins flight time and with two spare batteries	unit	2
4	Rechargeable Headlight	unit	45
5	Raincoat and Rain Boots	unit	45
6	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.

For purposes of post-qualification, 50% of the requirement must be presented during the evaluation but for the incumbent it should be 100%.

#### **3. Security Plan**

- a. Detailed measures and innovations to ensure that there will be no prohibited activities under E-NIPAS Law within the Pasonanca Natural Park;
- b. Measures/Protocol in apprehending violators;
- c. Procedures on **SPECIAL OPERATIONS**/Surveillance– re: conduct of special monitoring procedure aimed at investigating, inspecting and apprehending suspected illegal activities such as but not limited mining, logging and poaching of forest products, treasure hunting and other similar activities;

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- 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. Protocol 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, PAG-IBIG and Labor Laws will be a ground for disqualification.

Prepared by:



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Reviewed by:



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Recommending Approval:



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Approved by:



**ENGR. MARLI P. ACOSTA-DE FIESTA**  
OIC-Assistant General Manager  
Technical Services Group

# Annexes

## Sample Computation from DOLE CY 2023



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
 Region 8  
 Cebu City, Evangelista Drive  
 Sta. Catalina, Zamboanga City



**AGENCY ESTIMATE FOR SECURITY SERVICES**  
 (Wage and Allowance Benefits)

2023	Mon-Sun w/1 hr NSP	Mon-Sun (w/ 1 hr NSP) 3pm - 11pm	Mon-Sun (w/ 7 hrs NSP) 11pm - 7am	Mon-Sun (w/ 8 hrs NSP) 10pm - 6am	Mon-Sat w/1 hr NSP	Mon-Sat w/ 1 hr NSP 5pm - 11pm	Mon-Sat w/ 7 hrs NSP 11pm - 7am	Mon-Fri w/1 hr NSP	Mon-Fri w/ 1 hr NSP 3pm - 11pm	Mon-Fri w/ 7 hrs NSP 11pm - 7am
	364 days (8 hours)	365 days (8 hours)	365 days (8 hours)	365 days (8 hours)	313 days (8 hours)	313 days (8 hours)	313 days (8 hours)	261 days (8 hours)	261 days (8 hours)	261 days (8 hours)
<b>A. AMOUNT PAYABLE TO GUARD</b>										
1. Applicable Daily Rate (ADR)	351.00	351.00	351.00	351.00	351.00	351.00	351.00	351.00	351.00	351.00
2. Equivalent Monthly Rate (EMR):										
a) ADR x 305.5 / 12	11,597.53	11,597.53	11,597.53	11,597.53	9,602.75	9,602.75	9,602.75	8,054.21	8,054.21	8,054.21
b) ADR x 328.3 / 12										
c) ADR x 275.7 / 12										
3. 12th Month Pay (ADR x No. of days / 12 / 12)	689.69	689.69	689.69	689.69	762.94	762.94	762.94	805.15	805.15	805.15
4. Night Shift Differential Pay (No. of days x (3158) x 10%) x (hrs / 12 mos.)		133.45	934.17	1,901.43		103.03	801.58		55.43	859.90
5. Service Incentive Leave Pay (ADR x 5 / 12)	146.25	146.25	146.25	146.25	146.25	146.25	146.25	146.25	146.25	146.25
6. Retirement Benefits per RA 7641 (ADR x 22.5 / 12)	654.13	654.13	654.13	654.13	654.13	654.13	654.13	654.13	654.13	654.13
<b>TOTAL AMOUNT DUE TO GUARD</b>	<b>11,297.69</b>	<b>13,425.14</b>	<b>14,226.85</b>	<b>16,185.51</b>	<b>11,170.05</b>	<b>11,272.12</b>	<b>11,871.17</b>	<b>9,594.75</b>	<b>9,605.22</b>	<b>10,172.78</b>
(Less: EMPLOYEE'S SSS and MEDICARE Contributions)				10,111.85						
<b>B. EMPLOYER'S CONTRIBUTION TO GOVT. IN FAVOR OF GUARD</b>										
1. SSS Contribution (New SSS Contributions at 9.5% effective Jan 2023 as per RA No. 11139)	1,992.50	1,252.50	1,092.93	1,192.80	962.56	912.25	952.30	792.08	752.03	762.89
2. Phil. Health (2.25% of Basic Monthly Salary as per PhilHealth Circular No. 201-0009)	269.95	269.95	269.95	269.95	216.06	216.06	216.06	181.41	181.41	181.41
3. State Insurance Fund	19.00	19.00	19.00	19.00	15.00	15.00	15.00	12.50	12.50	12.50
4. Pag-ibig Contribution per RA 9679 (2% of Basic Monthly Salary)	23.45	23.45	23.45	23.45	19.28	19.28	19.28	16.28	16.28	16.28
<b>TOTAL</b>	<b>1,896.40</b>	<b>1,555.40</b>	<b>1,395.40</b>	<b>1,505.40</b>	<b>1,206.62</b>	<b>1,306.38</b>	<b>1,322.62</b>	<b>1,112.73</b>	<b>1,112.73</b>	<b>1,112.73</b>
<b>C. TOTAL AMOUNT PAYABLE TO GUARD &amp; GOVT. (A - B)</b>	<b>14,887.09</b>	<b>15,320.54</b>	<b>15,821.25</b>	<b>17,690.91</b>	<b>12,480.71</b>	<b>12,600.53</b>	<b>13,291.79</b>	<b>10,677.56</b>	<b>10,712.95</b>	<b>11,885.51</b>
<b>D. AGENCY'S ADMINISTRATIVE OVERHEAD MARGIN (20%)</b>	2,977.42	3,304.11	3,164.25	3,530.54	2,498.14	2,520.73	2,958.36	2,123.56	2,140.59	2,257.10
<b>E. BASIC CONTRACT RATE (C + D)</b>	17,864.50	18,624.65	18,985.50	21,221.45	14,978.85	15,121.26	16,250.15	12,799.06	12,853.53	14,142.61
<b>F. VAT (12%) OF D</b>	357.29	396.49	375.71	423.67	299.77	302.48	354.90	254.82	257.11	272.85
<b>G. MINIMUM CONTRACT RATE PER GUARD (E + F)</b>	18,221.79	19,021.14	19,361.21	21,645.12	15,278.62	15,423.74	16,605.05	13,053.88	13,110.64	14,415.46
<b>ROUNDED TO</b>	<b>18,222.00</b>	<b>19,021.00</b>	<b>19,361.00</b>	<b>21,645.00</b>	<b>15,279.00</b>	<b>15,424.00</b>	<b>16,605.00</b>	<b>13,054.00</b>	<b>13,111.00</b>	<b>14,415.00</b>

Note: Night Shift Differential Pay is computed as 10% of the hourly rate in calendar days only.

Approved:

ATTY. JOEL B. BUÑAFE  
 Regional Director