

TERMS OF REFERENCE FOR SECURITY SERVICES AT GENERAL SERVICES DEPARTMENT

(JANUARY 1, 2024 to DECEMBER 31, 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 **General Services 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.**¹

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) shall be **Eight Million Four Hundred Twenty Eight Thousand Eight Hundred Sixty Pesos & 00/100 (P8,428,860.00)**.

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;²
- (ii) time management;³
- (iii) management and suitability of personnel;⁴
- (iv) contract administration and management; and

¹ paragraph 2 Policy Statement of **Guidelines on the Procurement of Security and Janitorial Services**

²⁻⁵ paragraph 5.4 **Guidelines on the Procurement of Security and Janitorial Services**

- (v) provision of regular progress reports on the status of **Main Office, Motorpool, Collection Centers, Water Treatment Plant, and Old Reservoir** in terms of security in accordance with the security plan.⁵

Before end of each year, ZCWD or its authorized representative shall conduct an assessment or evaluation of the aforementioned performance criteria. Based on

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 **Thirty Three (33) security guards** who will render duty at Main Office, Motorpool, Collection Centers, WTP, Reservoir and Production Wells/Booster Station.
- iv. The Security Agency will provide consistent and quality service through qualified, licensed, bonded, uniformed, trained and armed security guards, and one (1) Head Guard. Security guards shall watch and protect their respective Area of Responsibilities (AOR) including ZCWD properties within the area. Security guards shall be posted and distributed in accordance with the ZCWD schedule of posting of guards (Security Detail Order).
- v. The Security Agency shall secure the structures/office premises through monitoring and conduct of reasonable check on persons and properties 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 area of assignment based on the approved detail order, as well as roving guards to ensure that no trespassing or other illegal activities are conducted within their respective AORs.
- 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 respective AORs 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 (2) weeks 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 basic security guard 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 AOR.

II. POSTING OF GUARDS

The posting of guards will be based on the Security Detail Order issued by the respective ZCWD – OIC Securities for WTP and ADMIN.

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

NO. OF SECURITY SERVICES	33 PERSONNEL
CONTRACT DURATION	12 MONTHS
EMR FACTOR	397.50 DAYS

A	AMOUNT PAYABLE TO GUARD	
1	Applicable Daily Rate	381.00
2	Equivalent Monthly Rate (EMR)- $ADR \times 396.20/12$	12,620.63
3	13th Month Pay ($ADR \times \text{no. of days}/12/12$)	968.38
4	Night Shift Differential Pay	1,162.05
5	Service Incentive Leave Pay ($ADR \times 5/12$)	158.75
6	Retirement Benefits per RA 7641 ($ADR \times 22.5/12$)	714.38
	TOTAL AMOUNT DUE TO GUARD	15,624.19
B.	EMPLOYER'S CONTRIBUTION TO GOV'T IN FAVOR OF GUARD	
1.	SSS Contribution	1,187.50
2.	Phil-Health Contribution	315.52
3.	State Insurance Fund	10.00
4.	Pag-Ibig Contribution	252.41
	TOTAL	1,765.43
C.	TOTAL AMOUNT PAYABLE TO GUARD & GOV'T (A + B)	17,389.62
D.	AGENCY'S ADMINISTRATIVE OVERHEAD MARGIN (20%)	
E.	BASIC CONTRACT RATE (C + D)	
F.	VALUE ADDED TAX ($12\% \times D$)	
G.	MINIMUM CONTRACT RATE PER GUARD (E + F)	
	<i>ROUNDED TO</i>	
H.	ANNUAL TOTAL CONTRACT PER GUARD (G*12)	
	GRAND TOTAL AMOUNT (H x 33 Security)	

LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY

A. Firearms, Ammunition and Accessories

No.	Particulars	Unit/s	Quantity
1.	12 Gauge Shotgun	unit	10
2.	12 Gauge Shotgun Ammunition	round	250
3.	12 Gauge Shotgun Pouch Cartridge with Suspended Belt	unit	10
4.	9mm Caliber Pistol	unit	05
5.	9mm Caliber Pistol Ammunition	round	125
6.	9mm Caliber Pistol Magazine	pcs.	05
7.	9mm Caliber Pistol Holster	unit	05
8.	firearms cabinet/vault	unit	04

B. Communication Equipment to Be Supplied By the Security Agency

No.	Particulars	Unit/s	Quantity
1.	VHF Transceivers with battery packs and charger	Unit	10
2.	VHF base Radio Transceivers with complete accessories	Unit	02
3.	Spare battery pack per unit	Unit	10
Communication System must be duly registered with the National Telecommunication Commission			

C. Transportation Equipment

- a) One (1) Unit- Brand New Motorcycle registered under the name of the AGENCY for use on official inspection to all production well with cost of fuel on the account of the Agency.

D. Other Miscellaneous Requirements

Miscellaneous Requirements			
1.	Tear gas canister	pcs.	06
2.	Rain coat	pcs.	14
3.	Rain Boots	pairs	14
4.	Handcuff	sets	08
5.	Emergency lamp rechargeable with torch	unit	08
6.	Umbrella (Big Size)	pcs.	12
7.	Firearm rack/cabinet	pcs.	04
8.	Metal detector	unit	10
9.	Inspection sight mirror with handle (vehicle use)	pcs.	04
10.	Logbook/Record Book (300 leaves)	pcs.	20

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 incident within their respective AOR;
- b. Measures in apprehending violators of unlawful activities;
- c. Procedures on **SPECIAL OPERATIONS/Surveillance**— re: conduct of special monitoring procedure aimed at investigating, inspecting and apprehending suspected unlawful activities such as robbery, damage to property and person and other similar incident;
- 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

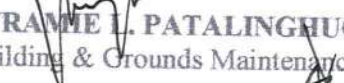
Security Plan shall be submitted before award of contract.

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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