

TERMS OF REFERENCE

PROJECT : **SECURITY SERVICES**

APPROVED BUDGET FOR THE CONTRACT PER YEAR : **P 27,500,000.00 / year**

CONTRACT PERIOD : **THREE (3) YEARS (2015 – 2018)**

A. MINIMUM QUALIFICATIONS OF BIDDERS:

Bidder must:

1. have been engaged in the business for the past ten (10) years, reckoned from date of opening of bid.
2. have at least one (1) completed contract with a commercial bank or government agency/office/corporation for 2012, 2013 and 2014.
3. have at least two hundred (200) security guards deployed per year for 2012, 2013 and 2014.

B. SCOPE OF SERVICES:

1. To provide protection to properties and assets of PDIC and of the closed banks under PDIC's receivership and/or liquidation against theft, pilferage, robbery, damage or loss, malicious mischief, trespass and unlawful entry through force, intimidation, threat, strategy or stealth, assault, arson, or other unlawful and destructive acts by strangers or third persons; and
2. To provide physical security to PDIC employees, outsourced personnel, clients and visitors, while they are within the "Premises" and its immediate vicinity, located at :
 - a. SSS Makati Building, 6782 Ayala Avenue corner Rufino Street, Barangay Legaspi Village, Makati City;
 - b. PDIC Building, 2228 Chino Roces Avenue, Barangay Bangkal, Makati City;
 - c. PDIC Warehouse located at Building L3, JY & Sons Compound, Veterans Center, Taguig City;
 - d. First E- Bank properties:
 1. Lexber Subdivision, Barangay Pio Cruzcosa, Calumpit, Bulacan;
 2. Vineyardville Subdivision, Barangay Pulong Buhangin, Santa Maria, Bulacan;
 3. Labangal Property, KPS Compound, Barangay Labangal, General Santos City;
 - e. Tunasan property, Barangay Tunasan, Muntinlupa City;
 - f. Lot 1-C Real Road (National Road), Calamba City; and

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g. Such other locations/properties that may be identified later.

Note: The term "Premises" mentioned above refer to the properties and assets and/or closed banks under PDIC receivership and /or liquidation.

C. BRIEF DESCRIPTION OF ABOVE PROPERTIES/AREAS TO BE SECURED:

	Location/Address	Description of Property
1	SSS Makati Building 6782 Ayala Avenue corner V.A. Rufino Street Barangay Legaspi Village Makati City	<ul style="list-style-type: none"> • PDIC leased floors from the 3rd -10th floors and at the Penthouse Floor covering a leased area of 11,047.86sqm; • Entrance/exit gate to the SSS parking slots where PDIC has a total of 54 leased/reserved parking slots for its corporate vehicles and vehicles of officers and employees;
2	PDIC Building 2228 Chino Roces Avenue Barangay Bangkal Makati City	<ul style="list-style-type: none"> • 8-storey building with a GFA of 8,875.10sqm; • Lot area of 5,000sqm; frontage – 50 meters; depth – 100 meters • 77 parking slots;
3	PDIC Warehouse Building L3, JY & Sons Cmpd. Veterans Center, Taguig City	<ul style="list-style-type: none"> • Leased warehouse with a floor area of 570sqm; • Used for storage and safekeeping of the corporation's properties and/or documents;
4	First E-Bank properties a. Lexber Subdivision, Barangay Pio Cruzcosa, Calumpit, Bulacan; b. Vineyardville Subdivision, Barangay Pulong Buhangin, Santa Maria, Bulacan; c. KPS Compound Barangay Labangal General Santos City	<ul style="list-style-type: none"> • Low-cost row-house housing project; • Lot area is approximately 1 hectare; • Gated/fenced subdivision; • Lot area is approximately 2.5 hectares; • Gated/fenced vacant lot consisting of 10 parcels of lot of individually titled properties; • Lot area is approximately 35 hectares;
5	Tunasan property National Highway Barangay Tunasan Muntinlupa	<ul style="list-style-type: none"> • Gated and enclosed with 1.50 meter high CHB perimeter fence; • Erected on the property is a 5-storey unfinished concrete building structure; • Located at the back of St. Peregrine Church; • Lot area is approximately 2 hectares
6	Loct 1-C Real Road (National Road), Barangay Real Calamba City	<ul style="list-style-type: none"> • Fenced vacant lot adjoining the South Luzon Expressway to Calamba City; • Lot area is approximately 7, 512sqm;

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D. EXTENDED SCOPE OF SERVICES

Such security services shall be extended to incidental posting of security personnel in regions of the country where receivership and liquidation functions is being carried out by the PDIC pursuant to its mandate under the provisions of R.A. 3591, as amended. Therefore, the bidder must:

1. have the capacity to immediately deploy/post security guards in various locations of the closed-bank/s and its unit, when the need arises.
2. ensure that the security guards to be deployed/posted are properly equipped with firearm, in proper uniform, with valid and current security guard license, and has a covering DDO (Duty-Detail-Order);
3. ensure that security guards deployed for provincial postings are provided with sufficient Cash Advance equivalent to two (2) weeks allowance;
4. have at least one (1) Regional Office or a designated Regional Commander to oversee deployment/posting, and supervise the administration/management and monitor the day-to-day activities of the security guards in the region for the duration of the posting;
5. have a good reputation as attested to by previous/current clients;

E. SECURITY PERSONNEL REQUIREMENT: SIXTY EIGHT (68) (Annex B)

F. SECURITY PERSONNEL QUALIFICATIONS:

1. Filipino Citizen. Between 21-45 years old only upon deployment/posting.
2. At least 5'5" tall, weighing between 135 lbs - 170 lbs.
3. High School Graduate.
4. One (1) year security job experience.
5. Does not suffer from any physical defect/s or deformities, if possible, and should be residing in area near the premises to be able to readily serve in case of need for relievers or during times of any emergencies.

G. FIREARMS REQUIREMENT: Thirty Seven (37) (Annex C)

H. SECURITY PERSONNEL EQUIPMENT:

1. Three (3) pairs basic SG uniform – long-sleeved white shirts, dark blue pants, plain white undershirt, knit-strap brass buckle waist belt, neck tie, black socks and white gloves for ceremonial and special functions. Pershing cap for male and Blue Duck bonnet for female. For Detachment Commanders and Security Shift-in-Charge ((SICs) – long-sleeved barong tagalog with accessory military style nameplates and black pants.

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2. PNP standard police leather belt, holster, handcuffs, tear gas can, first-aid kit (Note: with clinical advice for contents of kit); batons or truncheons, and whistle.
3. Two (2) pairs of leather shoes.
4. One (1) pair rubber boots and plastic trench coat or raincoat.
5. Electric torch (Flashlight) with one (1) year supply of bulbs and batteries.
6. Four (4) pairs of reflectorized hand gloves, four (4) strap-on torso reflectorized jackets for security guards assigned to man traffic at vehicle main entrance/exit driveway, and at the multi-purpose area.

I. SECURITY OPERATIONS EQUIPMENT:

1. Transportation:

One (1) stand-by Asian Utility Motor Vehicle (AUV) or sedan for reconnaissance, personnel transport and other official use to be based in PDIC.

2. Communication:

One (1) brand new radio base repeater with twenty two (22) units of similarly brand new portable two-way radio transceivers, twelve (12) units spare battery packs, eleven (11) units battery chargers for use of security and the Administrative Services Group (ASG) officers.

3. Surveillance:

- a. Eight (8) handheld metal detectors, two (2) "ostrichmirror" or shaft-mounted prying lens and eight (8) luggage probe sticks for personnel and guest entrance and lobby.
- b. Supply, installation/configuration and maintenance of CCTVs, viz:

- **Ayala premises:** Four (4) sets CCTVs consisting : four (4) units 32inch LED TV monitors; four (4) units 12-16 ch DVRs equipped with 2 units – 2 terabyte internal hard drive per DVR; forty-eight (48) units dome-type cameras; all to be installed at the CCTV monitoring room at the 6th floor , PDIC Ayala Offices in SSS Makati Building, 6782 Ayala Avenue corner V.A. Rufino Street, Barangay San Lorenzo, Makati City.
- **Chino Roces premises:** One (1) set CCTV: one (1) unit 32inch LED TV monitor; sixteen (16) units dome-type cameras; one (1) with nine (9) cameras – PDIC Building, 2228 Roces Avenue, Barangay Bangkal, Makati City.
- **Retention and Archiving:** All video recordings/footages shall be downloaded to an external hard drive per month and shall be retained/archived for a period of twelve (12) months;

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4. Support:

- a. Twelve (12) sets stand-by civil disturbance or crowd control equipment: shields, truncheons, helmets, face masks and perimeter cordons.
- b. Appropriate road markers, traffic and parking signs (Note: parking signs, pedestrian hand signals – Stop and Go).
- c. Ten (10) pieces golf umbrellas.
- d. Office supplies (letterheads, bond papers, brown envelopes, letter envelopes, folders, staplers, etc).
- e. One (1) personal computer; one (1) set 3-in-1 printer/photocopier/scanner; one (1) unit manual typewriter; to be used by the security detachment in the preparation of their incident/information reports, bi-monthly posting of guards, monthly reports on deployment/posting of guards, payroll, etc.

J. FINANCIAL REQUIREMENT:

Include price index for incidental posting of security personnel in regions where receivership and liquidation operations are necessary: The bidder shall attach in his financial proposal a price quotation for security services which shall cover the thirteen (13) administrative regions of the country including the National Capital Region (NCR), Cordillera Autonomous Region (CAR) and the Autonomous Regions of Muslim Mindanao (ARMM).

K. OTHER TERMS AND CONDITIONS:

1. All bid prices for the three (3) years duration shall be fixed and shall not be adjusted during 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;
 - c. If during the term of the contract the PDIC sees the need to add or reduce the number of security guards, the resulting cost of said addition or reduction, provided that the ABC for the relevant year is not exceeded.
2. The security service provider shall make prompt payment to all its security guards such remuneration and benefits as indicated and set forth in the security service industry by the PADPAO and in accordance with existing minimum wage rates, and shall make timely and immediate remittances of all amounts due to SSS/Philhealth/Pag-ibig or such other related government agencies or private entities where the security service provider is bound to make the remittances for the benefit of the security guards assigned in PDIC.

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3. To ensure the religious implementation of the above condition, the service provider shall submit a certificate of bank deposit (savings, time or demand type of deposit) upon receipt of the notice to proceed, equivalent to one half (1/2) of the total monthly billing less agency charges based on his submitted financial proposal. Said deposit shall be used to pay the salaries of the security guards every payroll period and shall be renewed or replenished prior to subsequent billings. Evidence of renewal or replenishment of deposit such as deposit slips, etc., shall be attached to the subsequent billings as proof that it has complied with the requirement.
4. PDIC shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or if, in its judgment, the service that has been rendered is substandard and/or unsatisfactory. The service provider shall maintain satisfactory level of performance through out the term of the contract based on the following performance criteria: (i) quality of service delivered, (ii) time management, (iii) management and suitability of personnel and (iv) submission of regular progress report.
5. The winning bidder shall have the opportunity to make an offer to provide the security service requirements of the closed-banks under PDIC receivership/liquidation under the same terms and conditions and shall take this into consideration in the determination of its bid.

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