

**Section VII**  
**TECHNICAL REFERENCE AND SPECIFICATIONS**

**Terms of Reference for Security Services**

<b>Specifications</b>	<b>Statement of Compliance</b>
<p><b>1. BACKGROUND</b></p> <p>The Philippine Science High School – Main Campus (PSHS-MC) requires the provision of security services to perform the following functions:</p> <ol style="list-style-type: none"> <li>1.1. Security and protection of its employees, students, visitors, equipment, buildings and premises from theft, loss or damage to property and maintenance of peace and order therein.</li> <li>1.2. Patrolling and monitoring the PSHS-MC right-of-ways and other properties.</li> <li>1.3. Other official functions as may be needed/ required.</li> </ol> <p>PSHS-MC intends to contract the security services for the above purposes.</p> <p><b>2. AREAS OF RESPONSIBILITY</b></p> <ol style="list-style-type: none"> <li>2.1. All PSHS-MC Assets including but not limited to its Administration and Academic Buildings, Dormitory Buildings, Multi-purpose Gymnasium, Maintenance Shop, Animal House Building, PSHS Cafeteria and other facilities (e.g. outdoor basketball and volleyball courts, landings, stairwells, fire exits, corridors, external pathways, open parking and covered areas).</li> </ol> <p><b>3. GENERAL SCOPE OF WORK</b></p> <p>The Security Agency shall undertake the following functions and responsibilities:</p> <ol style="list-style-type: none"> <li>3.1. Secure, protect and guard PSHS-MC students, employees and visitors from assault, harassment, threat and intimidation within the Agency’s area of responsibility (AOR);</li> <li>3.2. Secure, protect and guard the facilities/ properties within the AOR from theft, robbery, arson, destruction and damage and other related crimes punishable by law;</li> <li>3.3. Preserve the AOR and prevent the intrusion of informal settlers and building of illegal / unauthorized structures therein. The Agency shall notify PSHS-MC of any such intrusion, illegal structures within twenty four (24) hours from occurrence of such incidents;</li> </ol>	<p><i>Please state here “Complying” or “Not Complying”</i></p>

- 3.4. Remove or demolish at its own initiative or upon formal notification by PSHS-MC, within twenty four (24) hours of any on-going illegal constructions within the AOR discovered during the effectivity of the Contract for Security Services;
- 3.5. Compensate PSHS-MC for the cost of demolition/eviction of illegal residential structures and such other cost and damages as PSHS-MC may incur or suffer arising from, or consequent to, the Agency's failure to comply with its obligation under Sections 3.3 and 3.4 hereof;
- 3.6. Notwithstanding Sections 3.4 and 3.5, the Security Agency shall be liable for the penalty of TEN THOUSAND PESOS (P10,000.00) per illegal structure constructed during the effectivity of the Contract;
- 3.7. Assist the Philippine National Police in maintaining peace and order within the Agency's AOR;
- 3.8. Implement/ comply with PSHS-MC rules and regulations and other standard operating procedures (SOP) promulgated by PSHS-MC pertaining to the Security Agency's Code of Personnel Policy;
- 3.9. Provide or reinforce the security force in any of the AOR upon directive or notification by the PSHS-MC;
- 3.10. Conduct regular patrol of the premises of the PSHS-MC;
- 3.11. Prepare and submit daily, weekly, and monthly reports such as but not limited to:
  - a. visitors' log
  - b. employees' log
  - c. incident reports
- 3.12. Conduct regular on the spot search of vehicles and belongings as necessary.
- 3.13. The Agency shall pay the wages, salaries or compensation of the security personnel in accordance with the provisions of the Minimum Wage Law as follows:
  - a. Not later than the 15<sup>th</sup> and 30<sup>th</sup> day of the month
  - b. Through ATM payroll account
  - c. Acknowledgement of the payroll sheet shall be done on PSHS premises
  - d. Payslips should be provided per payroll period.

The payment shall be made, even if, for some reason or the other, the Agency fails to collect on time from PSHS-MC.
- 3.14. The Agency hereby acknowledges that no authority has been conferred upon it by PSHS-MC to hire any person or persons in behalf of PSHS-MC, and it is understood that each person or persons employed or utilized by the Agency in carrying out the security services shall be paid by and considered as exclusive employee of the

Agency and as such PSHS-MC shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Agency and/or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the security personnel.

The Agency holds PSHS-MC free and harmless from any claim whatsoever from its security personnel.

- 3.15. Any security personnel found ineffective based on signed reports shall be immediately replaced by the Agency upon written request by the Head of the Procuring Entity or his duly authorized representative.
- 3.16. PSHS-MC, in case of disagreement or controversy regarding the restitution of any PSHS-MC property lost, damaged or destroyed during the term of the Contract, shall create an Investigation Board composed of two (2) officials from the PSHS-MC and one (1) from the Agency whose decision shall be final unless otherwise reversed by the Head of the Procuring Entity. Immediately after it has been determined that Agency is at fault, the Agency shall immediately pay PSHS-MC the cost of the lost items otherwise, PSHS-MC shall withhold such amount from the Agency's billings.
- 3.17. Perform other tasks as may be required by PSHS-MC related to security and safety.

#### **4. DUTIES AND RESPONSIBILITIES OF SECURITY PERSONNEL**

The Agency's responsibilities, functions, and duties, through the security guards deployed in the AOR shall include but not limited to the following:

##### **a) DETACHMENT COMMANDER**

1. Takes charge of the general supervision and administrative functions and strict disciplinary actions for the Security Detachment;
2. Maintains roster of the Security Detachment;
3. Develops and prescribe security reaction drills in response to calls for assistance and in case of fire, natural calamities and other emergencies;
4. Prepares and submits daily security reports on time;
5. Authenticates guard detail and submit monthly summary of security related incidents.
6. Conducts and coordinates investigation and proper disposition of security related incidents.

7. Acts on all guard delinquency reports and maintain records of offenses recommended for disciplinary action.
8. Provide safety inspection procedures to all persons entering any gate or point of entry of PSHS-MC properties within the AOR.
9. Conducts regular inspection of stations of security guards performance and ensure the upkeep of security equipment and security guard barracks/outpost.
10. Acts as link-up and develop procedures for cooperation and mutual assistance with the nearest PNP stations for the security of life and property.
11. Establishes network for mutual Police assistance and other concerned government agencies.
12. Performs other duties not contradictory to his job as security officer as may be directed by PSHS-MC.
13. Answers queries and appear as witness relative to any incident within the AOR.

**b) SUPERVISOR/SECURITY OFFICER**

1. Assumes the duties and responsibilities in the absence of the Detachment Commander.
2. Prepares guard details to include name of guards, shift scheduling and posting.
3. Conducts daily guard mounting, briefing and dissemination of instructions issued by PSHS-MC.
4. Conducts investigation on any security related incidents.
5. Conducts regular inspection of the physical security infrastructures and security guard barracks/outpost.
6. Conducts monthly performance evaluation of his security personnel and submits summary thereof to the agency.
7. Prepares and submit regular reports as may be required by PSHS-MC.
8. Performs other duties as may be directed from time to time.
9. Answers queries and appear as witness relative to any incident within the AOR.

**c) SECURITY GUARD**

1. Strictly abides by the Agency's Code of Conduct, Code of Ethics and the General Orders of the Security Guard while on post;
2. Safeguards PSHS-MC properties, equipment, facilities and installations as well as the students, employees and all persons transacting business within or near its premises against unlawful acts;
3. Reports on time for duty in complete and proper uniform, presentable and neat in his appearance;
4. Strictly enforces the "NO ID, NO ENTRY" policy.
5. Monitor all PSHS-MC students, employees, contractors and visitors and frisk for deadly weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicion and shall cause the apprehension of perpetrators, if necessary.
6. Detects, prevents and reports any form of breach of PSHS-MC rules and regulations and/or cause the arrest of the perpetrators.
7. Records and reports all unusual incidences that may occur during his tour of duty to his Supervisor (Security Officer) or Detachment Commander for information and appropriate action.
8. Directs and ensures smooth flow of vehicles and pedestrian traffic in their areas of responsibilities, as necessary.
9. Enforces security regulations against illegal vendors, vagrants, hawkers, bystanders and informal settlers.
10. Always carries his license to practice, NTC permit to handle communications equipment, a copy of the firearm's license assigned to him, and his Duty Detail Order authorizing him to carry his issued firearm within his area of jurisdiction.
11. Maintains and updates a logbook when manning a fixed post.
12. Regularly inspects and monitors the condition, location and status of fire extinguishers, fire hydrants, water supplies, hoses, fire exits, electrical control switches, gas tanks and alarm systems and reports defects to PSHS-MC.
13. Reports information pertaining to criminality to the nearest police unit or law enforcement agency in the locality.
14. Establishes cooperative line with the Public Safety Agencies,

Philippine National Police, Fire Department, Barangay, etc.

15. Provides close-in security to PSHS-MC officials as may be directed to him by the PSHS-MC and provide assistance to PSHS-MC employees and students as may be needed.
16. Exercises tact and courtesy at all times to all PSHS-MC employees, students and visitors.
17. Provides security assistance as may be required or directed to him by the PSHS-MC and provide assistance to PSHS-MC employees, students and visitors as may be requested.
18. Performs such other related tasks as may be directed to him by his Officer-in-Charge, Detachment Commander or Security Manager of PSHS-MC Authorized Personnel.
19. Answers queries and appear as witness relative to any incident within the area of responsibilities.

d) **ROVING GUARD**

1. Monitors the grounds of his area of responsibility.
2. Monitors the perimeter fences, vehicles, lighting facilities and equipment installed and stored within his area of responsibility.
3. Implements the rules on personnel access as stated in the PSHS-MC Security Measures.
4. Conducts regular inspection of PSHS-MC properties and reports any defects thereof.
5. Answers queries and appear as witness relative to any incident within the area of responsibilities.

e) **GATE GUARD**

1. Implements the rules on vehicles control as stated in the PSHS-MC's Security Measures.
2. Maintains cleanliness of guard booth and its surroundings at all times.
3. Monitors the vehicles, lighting facilities and equipment installed and stored within his area of responsibility.
4. Implements the rules on personnel access as stated in the Security Measures.

5. Effectively controls the flow of traffic and direct vehicles to park properly in their designated areas.
6. Safeguards and prevents official PSHS-MC and employees vehicles parked at designated parking areas from pilferage of accessories and other attachments.
7. Maintains and updates a logbook when manning a fixed post.
8. Conducts thorough inspection of vehicles coming in and going out of the premises of the PSHS-MC.
9. Answers queries and appear as witness relative to any incident within the area of responsibilities.

## 5. AGENCY REQUIREMENTS

Posting Area	No. of Guards per Shift			Required Firearms	
	1 <sup>st</sup> (6am-2pm)	2 <sup>nd</sup> (2pm-10pm)	3 <sup>rd</sup> (10pm-6am)	Shotgun	.38 Revolver
Information/ Lobby (ASTB)	1	1			
Pedestrian Gate (Gate 1)	1	1	1		
Vehicular Entrance (Gate 1)	1	1	1		1
Vehicular Exit (Gate 2)	1	1	1		1
Vehicular Exit (Gate 3)	1	1	1		1
Back Area (GRHM/ BRHA-2/ Animal House)	1	1	1		1
Back Area (BRHM, BRHA-1)	1	1	1		1
Back Area (SHB Lobby/ GRHM Gate/ ASTB Parking Dining	1	1			1
Multi-Purpose Gymnasium Area/Track and Field Oval	1	1	1		1
Construction Entrance/Exit (Gate 0)	1	1	1		1
MPG Interior/ Maintenance Shop	1	1	1		1
Building Roving (ASTB & SHB) and CCTV Monitoring	3 (10am-6pm)				

Detachment Commander/ Shift In-Charge	1	1	1	1	
<b>Total</b>	<b>15</b> <b>(120hrs)</b>	<b>12</b> <b>(96hrs)</b>	<b>10</b> <b>(80hrs)</b>	<b>1</b>	<b>9</b>

- 5.1. The number of security guards may be augmented depending upon the needs of PSHS-MC.
- 5.2. The security services shall be rendered twenty four (24) hours a day, seven (7) days a week in their respective area, as scheduled. However, guards may be deployed eight (8) hours per day, six (6) days a week in consonance with the provisions of the Labor Code of the Philippines.
- 5.3. The security personnel requirement for these areas of responsibility shall be THIRTY SEVEN (37) security guards with corresponding organizational and individual equipment.
- 5.4. The security agency must have provided security services with at least two (2) years to an educational institution of at least five hundred (500) students.

## **6. QUALIFICATION OF OFFICERS AND SECURITY GUARDS**

- 6.1. The Agency shall submit the Curriculum Vitae and work experiences in security operations of the nominated Detachment Commander and security guards for review by the PSHS-MC Management
- 6.2. The officers and security guards to be deployed must possess the following minimum general qualifications:
  - a) Must be of good moral character and reputation;
  - b) Must be courteous, alert and without any criminal or derogatory police record;
  - c) Must be physically and mentally fit and must have passed a Neuro-Psychiatric examination and standard drug test conducted by a DOH accredited medical service provider;
  - d) Must be duly licensed, properly screened, and cleared by the Supervisory Officer for Security and Investigation Agencies (SOSIA) of the Philippine National Police (PNP), and National Bureau of Investigation (NBI) and Barangay Chairman;
  - e) Experience with relevant training on security systems as supported by certificates to be submitted before posting and subject for authentication;
  - f) Has completed relevant trainings required in emergency situations;



- g) At least five feet four inches (5' 4") in height and not less than 120 pounds in weight;
- h) Provided with complete and decent uniforms and identification patches (barong for the security officers and long sleeve uniform for the security guards on Mondays and short sleeve the rest of the week).
- i) With good oral and written communication skills.

6.3. Specific Qualifications of the Detachment Commander and Shift In-charge

- a) Physically fit and of legal age;
- b) At least two years of relevant college studies. Has completed the security supervisory training;
- c) With at least three(3) years relevant experience as security supervisor in security operations, two (2) years of which in an educational institution;
- d) With at least two (2) years of experience as security supervisor with the security agency;
- e) All Security Officers must be a licensed driver for at least two (2) or four (4) wheeled vehicles;
- f) All Security Officers must be computer;
- g) All Security Officers must be knowledgeable in the basic operations of a CCTV System (video playback and extraction of video data)

6.4. Specific Qualifications of the Security Guards

- a) Physically fit and of legal age.
- b) At least high school graduate with two (2) years relevant experience of security operations in an educational institution.
- c) With at least two (2) years of experience with the security agency.

For this purpose, the Agency shall submit, as part of the technical proposal, a sworn statement or certification that each security personnel to be deployed, possesses the aforementioned minimum qualifications.

**7. MINIMUM LOGISTICS REQUIREMENT:**

The security agency shall provide the necessary equipment such as, but not limited to firearms, service vehicles, radios and other equipment needed to implement the contract to wit:

ITEMS	QUANTITY
<b>COMMUNICATIONS EQUIPMENT</b>	
Base Radio complete accessories	1 set
Handheld portable radio	20 sets
Battery Charger for portable radio	20 sets
Extra Rechargeable radio battery	20 units
Cellular Phone with P500 monthly load allocation	1 unit
<b>VEHICLES</b>	
Four-wheel service vehicle; <i>in good running condition with at least six (6) liters of fuel/day</i> – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	1 unit
Mountain Bike – security agency shall provide immediate replacement of the mountain bikes assigned should there be defects observed on the mountain bike within 12 hours after the defect was noticed.	4 units
<b>ARMAMENTS (Licensed): with basic load ammunition</b>	
Shotgun; 12 gauge	1 unit
.38 Caliber Revolver	9 units
<b>OTHER LOGISTICS</b>	
Computer with complete accessories & printer	1 set
Watchman clock; program installed on the computer for printouts (MPG, GRHA, GRHM, BRHA, BRHM, SHB (2), Dreamerst, ASTB, Admin. Bldg. & other areas)	15 stations
Rechargeable flashlight	10 units
Rechargeable high powered search light	6 units
Megaphone; heavy duty	2 units
Metal detector	2 units
Under chassis inspection mirror	2 units
Truncheon	15 units
Shield	15 units
Big utility umbrella; heavy duty	5 units
Rain coats w/ rain boots	37 sets

The Agency shall assure that the above-mentioned equipment assigned to the PSHS Main Campus is in good condition and in the event that any equipment becomes defective, the contractor shall immediately replace it.

The Agency shall assure that the equipment shall be used exclusively for the service to the PSHS Main Campus.

The PSHS Main Campus reserves the right to reject equipment provided by the agency if said equipment is found defective. In such event, the Agency shall immediately replace such equipment at no cost to the PSHS Main Campus.

**8. COMPREHENSIVE SECURITY PLAN**

The Comprehensive Security Plan of the selected Agency shall be subject to further review by PSHS-MC after the bidding. Should there be revisions on said plan, it shall be immediately returned to the winning agency for finalization. The revised Security Plan must be submitted within ten (10) calendar days from receipt of the Notice of Award for approval.

**9. TRAININGS**

The Agency shall be responsible for skills development of its employees such as skills training, product/equipment knowledge and values formation.

**10. DURATION OF CONTRACT**

10.1. The contract shall be for a period of one (1) year commencing upon receipt of Notice to Proceed, subject to one (1) year renewal base on the result of the annual performance evaluation of the Security Agency before the end of year period. Should the Security Agency fails to maintain a *Satisfactory Performance* based on the set of performance criteria stated below, the PSHS-MC may pre-terminate the Contract for failure by the agency to perform its obligation following the procedure prescribed under the guidelines on termination of contract issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004, dated 22 December 2004.

10.2. Performance Criteria (Guidelines to be prescribed by PSHS-MC).

- a) Quality of service delivered;
- b) Time management;
- c) Management and suitability of personnel;
- d) Contract administration and management;
- e) Provision of Progress Reports.

**RATING:**

- 4.21–5.00 = Outstanding
- 3.44–4.20 = Very Satisfactory
- 2.61–3.40 = Satisfactory
- 1.81–2.60 = Needs Improvement
- 1.00– 1.80 = Poor

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Authorized Representative : \_\_\_\_\_

Date : \_\_\_\_\_