



TERMS OF REFERENCE FOR THE PROCUREMENT (REBIDDING) OF SECURITY SERVICES FOR FY 2023

I. RATIONALE/OBJECTIVE

The Philippine Science High School – CALABARZON Region Campus (PSHS-CALABARZONRC) is mandated to provide a secure and safe learning and working environment for its scholars and employees. The physical resources entrusted to the Campus by the Government to fulfill its mandate should also be secured by a competent security service provider from theft, burglary, sabotage, fire, vandalism and other unlawful acts. The existing contract for security services of the Campus shall expire on December 31, 2022 and a new contract has to be in effect right after the said date to ensure continuous provision of such service to the Campus.

II. DESCRIPTION OF SERVICE

The security agency shall provide 24-hour security services to PSHS-CALABARZONRC and its premises to secure and protect the lives of scholars, personnel and staff, as well as the properties of the Campus, either owned or held in trust from third persons and those owned and kept by the PSHS faculty and employees in their offices. These premises include:

1. Academic Buildings I, II and III
2. Boys Residence Hall and its extension, as applicable
3. Girls Residence Hall and its extension, as applicable
4. Science Research Facility
5. Fabrication Laboratory
6. Advanced Science and Technology Building
7. Canteen and Activity Center
8. E-Learning Hub and Multimedia Center
9. Multipurpose Gymnasium
10. Administration Building
11. Motor Pool
12. Warehouse and Power House
13. All other buildings within the Campus premises



III. CONTRACT DURATION AND APPROVED BUDGET FOR THE CONTRACT

The term of this contract shall be effective for Calendar Year 2023, commencing on **January 1, 2023 up to December 31, 2023** with a total Approved Budget for the Contract (ABC) amounting to Three Million Eight Hundred Thousand Pesos (P3,800,000.00).

IV. PLACE OF ASSIGNMENT

- A. Four (4) security personnel per shift to be assigned to the PSHS-CALABARZONRC premises, with official address at Sitio Sampaga West, Bgy. Sampaga, Batangas City.
- B. One (1) security personnel per shift be assigned to the Residence Hall Extension along Gov. Antonio Carpio Road, Bgy. Sampaga, Batangas City.

V. WORK SCHEDULE

The security agency must provide fifteen (15) security personnel, one of which shall be designated as the Head Guard, to be posted as follows:

Table 1. Manpower requirement for ten (10) months:

Time/Shift Schedule	Area of Assignment/ No. of Security Guards		Total No. of Security Personnel
	Campus	Dormitory Extension	
6:00AM to 2:00PM	4	1	5
2:00PM to 10:00PM	4	1	5
10:00PM to 6:00AM	4	1	5
Total No. of Security Personnel	12	3	15

Table 2. Manpower requirement for two (2) months:

Time/Shift Schedule	Campus Assigned Security Guards
6:00AM to 2:00PM	4
2:00PM to 10:00PM	4
10:00PM to 6:00AM	4
Total No. of Security Personnel	12

Note: *No admin fee should be lower than 20%.
 Template of Financial Proposal is attached.*



The Head Guard shall be assigned to either 6AM-2PM or 2PM-10PM shift only to ensure his presence during class and working hours for accessibility and faster communication on security matters that may arise during these hours.

The service provider shall make available the required number of reliever/s as may be necessary, who shall fill in the duty schedules of those regularly assigned guards who either are tardy or absent for the day, without additional cost to PSHS-CALABARZONRC. The service provider shall also be required to submit a detailed security plan effecting proper work schedule.

VI. SCOPE OF SERVICES

The scope of services of the security agency shall include, but not limited to the following:

- a. Safeguarding and protection of the PSHS-CALABARZONRC properties from theft, arson, pilferage, trespassing, destruction and other unlawful acts that may be committed by anybody;
- b. Protection of PSHS-CALABARZONRC officials, employees and guests from assault, harassment, threat and other criminal acts that may arise from internal and external chaos and public disorder;
- c. Observance of thorough inspection of personal belongings of clients and visitors and their vehicles if any, upon entry and exit, and of employees and personnel upon exit;
- d. Implementation and issuance of visitor identification tags/cards for guests and non-employee affiliates of PSHS-CALABARZONRC;
- e. Strict observance and enforcement of PSHS-CALABARZONRC rules and regulations as these apply to the general security and well-being of the Campus, its employees and clients;
- f. Protection of the work and learning areas of the Campus against unauthorized intrusion, internal and external commotion.
- g. Maintenance of official logbook/logsheets to note and record all incoming and outgoing persons and vehicles and all movements within the PSHS-CALABARZONRC properties;
- h. Assistance to visitors and guests accessing the Campus premises;
- i. Assistance in manning the vehicle traffic flow within the campus and in the designated parking area outside the main entrance;
- j. Updating of daily attendance blotter/logsheets of personnel;
- k. Periodic routine inspection and patrolling within the Campus perimeter, especially after office hours and reporting to the Head Guard of any unusual activities or security threats observed. Head Guard shall then be tasked to prepare written incident report



of any untoward incidents to the Campus Management through the Finance and Administration Division (FAD);

- l. Monitoring of all possible entry and exit points in the various areas and buildings to ensure security and that all electrical connections and lights are turned off after office hours or when not in use;
- m. Recording of employees rendering overtime services and all personnel staying within the Campus premises after official working hours;
- n. Conduct of routine inspection before the start of classes and official working hours for any sign of forcible entry;
- o. Security personnel who may be assigned to the dormitory where under-age students stay shall perform utmost care and maximum security within the limits approved by the Students Services Division; and
- p. Implementation of policies, rules and regulations that are related to safety, security and order in the Campus as may be directed by the Campus Management.

VII. QUALIFICATIONS OF THE SECURITY AGENCY

The qualifications of the security agency are as follows:

- A. Has at least seven (7) years of experience in providing security services to a government agency, preferably to schools and universities;
- B. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing;
- C. Must be duly licensed and registered service provider/contractor with the Department of Labor and Employment;
- D. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry or Cooperative Development Authority;
- E. Must be duly registered with the Social Security System, Home Development Mutual Fund and Philippine Health Insurance Corporation;
- F. Must be duly registered with the Bureau of Internal Revenue; and
- G. Must present at least one (1) Client/Customer Feedback Form, with at least Very Satisfactory Rating from at least 1 government agency, except the PSHS-CALABARZONRC, with which the Service provider has ongoing or completed contract for at least 2 years, in the last 3 years. The bidder, however, may submit client/customer feedback from multiple clients as long as the aggregate period of ongoing or completed contracts is not less than 3 years, also in the last 3 years.

VIII. QUALIFICATIONS OF SECURITY GUARDS

The minimum qualifications of security personnel are as follows:



1. With at least 2 years of certified experience in security services;
2. With valid license issued by the Philippine National Police (PNP)/Supervisory Office on Security and Investigation Agencies and certificates of membership and no derogatory record from PADPAO;
3. With medical clearance for physical and mental fitness to work as security personnel, to be warranted with valid certification to have passed the neuro-psychiatric and drug test of the PNP and the National Bureau of Investigation or Department of Health-accredited institution;
4. Wirth certification of no derogatory record;
5. Not less than 21 years old, but not more than 50 years old at the time of assignment to PSHS-CALABARZONRC under this contract;
6. Licensed to carry firearms and properly screened and cleared by the PNP, NBI and other concerned government offices. For this purpose, copies of valid clearances have to be furnished to PSHS-CALABARZONRC;
7. Must be a holder of a Certificate of Training for Security Guards and other requirements of RA 5487 as amended;
8. Must possess honorable discharge documents, if with military background; and
9. Of good moral character, as certified by the barangay and the police district concerned and the NBI.

Valid licenses and clearances of the security guards to be deployed to the Campus shall be submitted within 15 calendar days upon effectivity of the contract. Failure to do so will require change of deployed security personnel without the corresponding licenses and clearances. In addition to the above requirements, the service provider/security agency shall be required to submit profile of the designated Head Guard and security personnel, which must be attested by its authorized signatory.

IX. DUTIES AND OBLIGATIONS OF THE SECURITY AGENCY

- a. The security agency shall, at all times, for the contract duration, assign to PSHS-CALABARZONRC uniformed and adequately trained security personnel with duly licensed firearms and ammunitions with valid licenses and permits from appropriate government agencies and fully equipped with supplies necessary for the successful implementation of their duties.
- b. The security agency shall provide all security personnel with clean and presentable uniforms, nametags/ID, raincoats, batons and other necessary tools such as but not limited to metal detectors, weapons and ammunitions needed.



- c. The Security Agency shall maintain a pool of Security Guards, and provide relievers/replacements in case of absences of any assigned security officer or guard in order to ensure continuous and uninterrupted service. The Finance and Administration Division (FAD) shall promptly be informed of the contingency arrangements by the Security Agency in cases of absence and/or necessary replacements of their security personnel assigned to PSHS-CALABARZONRC. A security personnel in no case, shall act as a reliever after his tour of duty.
- d. The security agency shall be under the direct control and supervision of FAD insofar as the security requirements and concerns of the latter.
- e. The security agency, during the procurement phase, shall coordinate with FAD to conduct survey of the areas subject to security service requirements. The security agency shall submit a Security Plan based on their survey as part of their bid submission.
- f. The security agency shall strategically position their guards in accordance with the Security Plan during instances when there is a duly authorized special security arrangement with the Dormitory Manager for the dormitory and for other premises as needed, as cleared and duly coordinated with FAD.
- g. The security agency shall ensure that the security personnel are screened and declared physically and mentally fit before they are allowed to report to their posts. Security personnel shall, in no instance be under the influence of liquor/alcohol or any prohibited drugs while on duty. Upon the instance when PSHS-CALABARZONRC through FAD found any security personnel to be under the influence of liquor or any prohibited drugs, the security agency shall immediately replace the said security personnel.
- h. The security agency shall immediately replace any security personnel who may be found to be undesirable and/or incompetent by the PSHS-CALABARZONRC through the FAD upon receipt and verification of any report or request.
- i. The security agency shall be held responsible and liable to the Campus for any loss or damage to any of its properties or injury to its employees which the agency is tasked to protect and secure. Likewise, the security agency shall also be liable for loss, damage or injury caused by its assigned security guards or third persons. Under the following instances however, the agency shall not be held responsible:
 1. Damage, loss or injury that transpired in a closed office/room or building with which the assigned security guards have no accessed therein, but the security agency is liable if upon proper investigation, there shows evidence of forced entry.
 2. Damage or loss to a property that is officially issued to a Campus employee is due to fault or negligence of the said employee, unless the loss or damage is attributable to any of the assigned security guards.



3. When damage, loss or harm to any Campus' permanent fixture is due to negligence of a PSHS-CALABARZONRC employee, unless any of the assigned security guards connived or cooperated with the employee at fault.
- j. Notwithstanding the exemptions cited above, the security agency shall be held liable for any loss or damage to the Campus properties and injury to any employee and student due to fraud, theft or robbery, if, after due investigation, it is determined that the loss, damage or injury happened because of fault or negligence of any of the security guards.
- k. The security personnel shall at all times during their tour of duty, render satisfactory services. Employees, students and guests shall rate these services on a semestral basis, following the criteria set in the PSHS System's Quality Management System.

X. SUPPLIES AND EQUIPMENT

The security agency shall provide security gear and support equipment in accordance with what is prescribed in the security plan, to wit:

Item	Quantity
Licensed hand-held two-way radio	4 units
Licensed service firearm	5 units
Mobile phone with load	1 unit
Metal detector	1 unit
Search mirror	1 piece
Baton/truncheon	5 pieces
Mega phone	1 unit
High powered rechargeable search light	5 units
Rechargeable flashlights with battery	5 units
Rain coat	15 pieces
Large umbrella	5 pieces
Security guard whistle	15 pieces
Traffic/reflector vest	3 pieces
Hand cuff	4 pieces
Hand gloves for traffic signaling	5 sets
First aid kit	1 set
Motor vehicle (motorcycle or 4-wheel vehicle) that can be operated/driven by the security guards	1 unit
Office supplies	
Log book	12 pieces
Ballpen	2 boxes/20pieces

The security agency shall ensure availability and issuance of foregoing items and equipment to its guards on duty and shall be exclusively used for services to PSHS-CALABARZONRC. The security agency shall secure that the above-mentioned items assigned to the Campus are in good condition and in the event that any of these becomes defective, the



security agency shall promptly replace the same without additional cost to the Campus. To avoid malfunction, the agency shall ensure that the security guards are trained to use these equipment. Maintenance, loss, repair or replacement of the required supplies and equipment necessary for the performance of duties and functions stated in this document shall be for the account of the security agency.

XI. PSHS OPTIONS

PSHS-CALABARZONRC reserves the right to reduce or increase the number of guards deployed or replace all, some or any particular guard in the exigency of the service, and such reduction, increase or replacement shall take effect 24 hours after notice thereof is given by PSHS-CALABARZONRC to the security agency. Additional guards shall be made available to the Campus for particular instances, such as during official gatherings and campus activities requiring additional security manpower, upon sufficient notice to the security agency.

XII. CONTRACTUAL RELATIONSHIP

All security guards deployed by the security agency under this contract shall be employees of the agency, which shall comply with laws bearing on employment, including minimum wage, workers compensation, employer's liability, separation pay, SSS, medical care coverage, income tax payments and the like. PSHS-CALABARZONRC shall not be responsible for any claims for general injury, including death sustained by the security guard or any third person arising out of or in the course of their official duty pursuant to this Contract. It is understood that no employer-employee relationship that exists between parties or of their employers, agents and representatives.

XIII. DISCIPLINE AND CONTROL

The security agency shall be responsible for the effective discipline and full control over the security guards assigned to PSHS-CALABARZONRC under this contract, as well as the effective performance of their duties. The security agency binds itself to cause the implementation and enforcement of Campus rules, regulations and policies that PSHS-CALABARZONRC may issue regarding the conduct of the assigned security guards.

XIV. CONTRACT TERMINATION

The contract, which shall take effect on January 1, 2023 to December 31, 2023, may be terminated for any of the following grounds:

1. False statement or misrepresentation in the warranties and in the submission of bid and award documents;




2. Acts or omissions on the part of the security agency and its security guards resulting to injury, damage, loss or destruction of property of PSHS-CALABARZON RC and failure to replace or pay for the same;
3. Failure of the security agency to discipline, or replace any guard found to have committed acts of discourtesy or conduct unbecoming of a security guard;
4. Violation of existing labor, social security, worker's compensation, PADPAO and other rules and regulations contained in existing laws and regulations;
5. Non-payment of stipulated salaries, compensation and benefits in this contract to its security guards.

XV. PAYMENT TERMS

Payment shall be made on either bimonthly or monthly basis for 12 months, subject to submission of billing statement and the required supporting documents by the security agency.

Prepared by:


MA. THERESA P. PAGULAYAN
 Chief, Finance and Administrative Division

Certification of Fund Availability:


ARNEL E. AGUILA
 Budget Officer


CRISPINA ROWENA M. MAQUIMOT
 Accountant II

Actual utilization/disbursement
 out of the cash allocation shall be
 subject to the existing budgeting, accounting
 and auditing rules and regulations

Approved by:


JOSE M. ANDAYA, D.T.
 Director III

PARTICULARS	1	2	3	4
	Day Shift	Night Shift	Day Shift	Night Shift
Working days per Year	394.4	394.4	394.4	394.40
Applicable Daily Rate (effective July 16, 2022)	401.00	401.00	401.00	401.00
A. Amount Payable to Guard				
Monthly Wage				
Night Differential				
13th Month Pay				
5 day Incentive Pay				
Uniform Allowance				
Sub - Total				
B. Amount to Government Payable in Favor of Guard				
Retirement Pay				
SSS Premium				
Philhealth Contribution				
State Insurance Fund				
Pag-Ibig Fund				
Sub - Total				
C. Amount to Guard and Government (A+B)				
D. Administrative Cost (Standard administrative Fee - DOLE DO 150-16 series of 2016)				
E. Value Added Tax (12% of D)				
G. Monthly Contract Rate Per Guard (C+D+E)				
H. Number of Guards	10	5	8	4
I. Monthly Cost (GxH)				
J. Number of Months	10	10	2	2
K. Total Annual Cost (I x J)				
L. Total Cost (Sum of Amounts in K -Columns 1 to 4)				

Note: Salaries/wages, benefits and administrative and operating overhead should be in accordance with the prevailing laws, rules and regulations