



TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY SERVICES FOR CALENDAR YEAR (CY) 2024

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, 2023 and a new contract has to be implemented in CY 2024 to ensure continuous provision of security service to the Campus.

II. DESCRIPTION OF SERVICE

The security agency shall provide 24-hour security service 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. Residence Halls and extensions, as applicable
3. Science Research Facility
4. Fabrication Laboratory
5. Advanced Science and Technology Building
6. Canteen and Activity Center
7. E-Learning Hub and Multimedia Center
8. Multipurpose Gymnasium
9. Administration Building
10. Motor Pool
11. Warehouse and Power House
12. 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 CY 2024, with a total Approved Budget for the Contract (ABC) amounting to Three Million Six Hundred Sixty Thousand Pesos (P3,660,000.00).



IV. PLACE OF ASSIGNMENT

The security service provider shall render services at PSHS-CALABARZONRC premises, with official address at Sitio Sampaga West, Bgy. Sampaga, Batangas City, or as may be reassigned to assist in official Campus activities that may be conducted outside the school premises.

V. WORK SCHEDULE

The security personnel shall be required to render 24-hour service, seven (7) days a week to the Campus, posting as follows:

Shift	No. of Guards per Shift
6:00AM to 2:00PM	4
2:00PM to 10:00PM	4
10:00PM to 6:00AM	4
Total No. of Security Personnel	12

The designated 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 also make available 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.

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/logsheet 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/logsheet 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 within the Campus perimeter 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, in general, should distance themselves from underaged students as much as possible and shall maintain appropriate boundary in dealing with these students. Those 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. With valid permit/license issued by Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing;



- C. With valid permit/license issued by Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA)
- D. Must be duly licensed and registered service provider/contractor with the Department of Labor and Employment;
- E. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry or Cooperative Development Authority;
- F. Must be duly registered with the Social Security System, Home Development Mutual Fund and Philippine Health Insurance Corporation;
- G. Must be duly registered with the Bureau of Internal Revenue; and
- H. 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. DUTIES AND OBLIGATIONS OF THE SECURITY AGENCY

- a. The security agency shall provide PSHS-CALABARZONRC with security services and for this purpose shall assign guards who shall secure and protect Campus properties from theft, arson, pilferage, trespass, robbery, destruction or any unlawful acts by any third persons. The security agency is bound to maintain peace and order in the school premises and protect its students, employees, guests and other stakeholders from assault, harassment, threat, intimidation and other criminal acts, and enforce rules and regulations for safety and security of the Campus.
- b. 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.

The minimum qualifications of security personnel to be assigned to PSHS-CALABARZONRC are as follows:

1. Filipino citizen;
2. With at least 1 year of certified experience in security services;
3. With valid license issued by PNP-SOSIA and certificates of membership and no derogatory record from PADPAO;
4. 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 (NBI) or Department of Health-accredited institution;

5. Must be of good moral character, duly licensed and trained by PNP and properly screened and cleared by the NBI, Police and other government offices issuing clearances for employment and without previous record of any conviction of criminal offense involving moral turpitude;
6. Not less than 20 years old, but not more than 50 years old at the time of assignment to PSHS-CALABARZONRC under this contract;
7. Licensed to carry firearms. For this purpose, copies of valid clearances have to be furnished to PSHS-CALABARZONRC;
8. Must be a holder of a Certificate of Training for Security Guards and other requirements of RA 5487 as amended; and
9. Must possess honorable discharge documents, if with military background.

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.

- c. 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.
- d. 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.
- e. The security agency shall provide the necessary valid licensed firearms, ammunitions, communication equipment, service vehicle and other security and safety equipment to its personnel assigned to PSHS-CALABARZONRC and ensure that the guards are in the prescribed uniform while on official duty and in complete accoutrements.
- f. The security agency shall be under the direct control and supervision of FAD insofar as the security requirements and concerns of the latter.



- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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 if 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.
- l. 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.
- m. 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.



IX. 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 (short)	4 units
Ammunitions	10 pieces per firearm
Mobile phone with load	1 unit
Metal detector	2 pieces
Search mirror	2 pieces
Baton/truncheon	4 pieces
Mega phone	1 unit
High powered rechargeable search light	4 units
Rechargeable flashlights with battery	4 units
Rain coat	12 pieces
Large umbrella	4 pieces
Security guard whistle	12 pieces
Traffic/reflector vest	3 pieces
Hand cuff	4 pieces
Hand gloves for traffic signaling	4 sets
Medicine kit	12 sets
Motor vehicle (motorcycle or 4-wheel vehicle) that can be operated/driven by the security guards	1 unit
Desktop computer or laptop	1 unit
Computer printer	1 unit
Office supplies	
Log book	12 pieces
Ball pen	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 the above-mentioned items assigned to the Campus and maintain that the issued supplies and items 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.

X. 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.

XI. 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.

XII. 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.

XIII. CONTRACT TERMINATION

The contract, which shall take effect on CY 2024, 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, PNP-SOSIA and PADPAO rules and regulations and those under provision of applicable existing laws and regulations;
5. Non-payment of stipulated salaries, compensation and benefits in this contract to its security guards.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

XIV. 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:

SIGNED IN THE ORIGINAL
MA. THERESA P. PAGULAYAN
Chief, Finance and Administration Division

Certification of Fund Availability:

SIGNED IN THE ORIGINAL
DANICA G. CACAO /
Budget Officer

SIGNED IN THE ORIGINAL
ARNEL E. AGUILA
Accountant II

Approved by:

SIGNED IN THE ORIGINAL
REX S. FORTEZA
Campus Director/Head of Procuring Entity