

**TERMS OF REFERENCE**

**PROCUREMENT OF SECURITY SERVICE PROVIDER 2020**

**OBJECTIVE/RATIONALE**

The Commission on Human Rights (CHR) is an independent office created under the 1987 Constitution of the Philippines with the primary function of investigating all forms of human rights violations involving civil and political rights. In line with this mandate, it is imperative to engage the services of a Security Agency which can provide guards to secure the safety of CHR employees and occupants, its space including all properties within the building premises, and the general public transacting business thereat.

Thus, the CHR is inviting interested, qualified and reputable security agencies to join and submit bids in accordance with this Terms and Reference (TOR) for the provision of 24-hour security services on a daily basis, including Saturdays, Sundays and Holidays to secure the CHR building located at UP Complex, Commonwealth Avenue, Diliman, Quezon City.

**I. QUALIFICATIONS OF THE SECURITY AGENCY**

Must be a duly licensed and registered Security Agency in accordance with Department Order No. 18-A, Series of 2011 (D.O. No. 18-A-2011).
Must be a registered member of the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) with proper operating permits (licensed by PNP-SOSIA) and other statutory requirements.
Must be duly registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA).
Must be PhilGEPS registered with Platinum Membership.
Must have been engaged in the business for at least ten (10) years.
Net Financial Contracting Capacity (NFCC) must be at least equal to the Approved Budget for the Contract (ABC).
Must submit a sworn statement that it is complying with the Labor Laws and Other Social legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9184.
Must provide an original Certification from the Department of Labor and Employment (DOLE) & National Labor Relations Commission (NLRC) of NO PENDING CASE within the last two (2) years from the date of bidding. In like manner, assigned security shall present clearance of “No Pending case” at the time of deployment.
Must present a Client Satisfaction Rating at least three (3) government agencies or private corporations, with whom the Security Agency has a past or ongoing contract outside CHR.
Must provide a Certification of paid remittances/contributions with the master list/record of payments of agency security guards within the last two (2) years from date of submission of bid from the following government agencies namely: SSS, Philhealth, Pag-IBIG and income taxes (if applicable).
Must warrant that its employees are paid not less than the minimum wage as provided for by law.

**II. DUTIES AND RESPONSIBILITIES OF THE SECURITY AGENCY**

Must submit to CHR within ten (10) days of every quarter a copy of its duly accomplished forms signed by the Security Agency's duly authorized representative of the quarterly SSS remittance form together with the corresponding check voucher.
Must submit to CHR within five (5) days of every month a statement signed by the Security Agency's duly authorized representative that it has paid all wages, salaries, compensation and other benefits of the security guard for services rendered by them during the immediately preceding month, and that such payments were all in accordance with the requirements of law.
Must provide the CHR with documents to verify the thorough background information of the security staffs assigned to the premises.
Must provide the CHR's Chief Security Officer with a complete and up-to-date list and photograph of its security guard assigned to the premises.
The Security Agency shall have direct supervision and control over all security staffs.
The Security Agency shall provide weekly/monthly rotation/schedule of twenty-five (25) security guards including the Chief Guard, rotation on three (3) working shifts, Monday to Sunday including Holidays on a 24-hour basis who has the technical know-how on appropriate use of security devices.
The Security Agency shall ensure the availability of a replacement /reliever in case of an unscheduled absence of its security guard and ensure that no security guard will render a double shift (16-hours duty).
The Security Agency shall ensure the availability of augmented security force as the need arises, specifically during major events of CHR, and subject to the approval of Security, Protection and Assistance Division (SPAD).
Must provide their security guards with proper uniforms (cap, white collared long sleeves polo and blue pants, black shoes) and other paraphernalia (night stick, metal detector, hand-cuffs, flashlight/ searched light, medical kit, raincoats, rain boots, reflectorized vest, umbrellas) and must ensure that all security guards wear the prescribed uniforms at all times while on duty.
Must provide Safety and Security Protocol on entry and exits of personnel, to avert/minimize any possible loss of equipment and valuables, threat to property and personnel, fire and other natural calamities.
Must require the security guards to submit reports of any incident to CHR management and/or to other concerned authorities for purposes of official investigations.
The Security Agency shall provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed who shall guard and protect the properties and premises of the CHR including its personnel, clients and guests.
The Security Agency should be able to deploy and assign well-trained Security Guards who can perform other tasks as may be required by CHR management related to security, safety and protection such as but not limited to registering visitors, inspection of bags or cargo (in and out), inspection and/or escorting of incoming VIPs and other administrative functions.
The Security Agency shall assume full responsibility and undertake to reimburse the CHR for any loss, damage, or injury caused to CHR or its' employees properties or premises, arising from negligence of duty or omission.
The Security Agency shall take necessary precaution and exercise due care and diligence in the performance of its undertaking so as not to cause injury, damage or loss to CHR, employees' property and shall at all times save the CHR from any claim for damage arising therefrom.
The Security Agency shall provide one (1) unit base radio, ten (10) units handheld radios as communication equipment of deployed security guards, and one (1) mobile phone that will serve as back-up should there be problems in the existing radio communication to ensure continuity of communication.

The Security Agency shall provide at least two (2) security guards with technical knowledge/basic units in Industrial Technology (IT) to manage, safe keep sensitive footage and/or unusual incidental events taken from daily office operations.
The Security staffs shall undergo security inspection, to be conducted by CHR’s concerned authority (SPAD), at least twice a month to instill discipline.

III. QUALIFICATIONS OF THE CHIEF GUARD

Of good moral character and reputation, courteous, alert and without any criminal or police record
Physically and mentally fit
Must pass the Neuro-Psychiatric examination and Drug Test conducted by a reputable testing agency duly accredited by the Philippine National Police (PNP) and/or National Bureau of Investigation (NBI) as evidenced by the issuance of a Certification of the accredited agency.
Must be at least Senior High School graduate or College level and with adequate knowledge of the English language. An updated Curriculum Vitae must be submitted.
With at least three (3) years experience as Chief Guard

IV. QUALIFICATIONS OF THE SECURITY GUARDS

Of good moral character and reputation, courteous, alert and without any criminal or police record.
Physically and mentally fit.
Must pass the neuro-psychiatric examination and drug test conducted by a reputable testing agency duly accredited by the Philippine National Police (PNP)/National Bureau of Investigation (NBI) as evidenced by the issuance of a Certification of the accredited agency.
Must be at least Senior High School graduate and with adequate knowledge of the English language. An updated Curriculum Vitae must be submitted.
With at least three (3) years experience as Security Guard

V. CONTRACT DURATION

Three (3) year2, commencing in January 2020
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VI. COMPLEMENT

Minimum of Twenty Five (25) and Maximum of Thirty One (31) security guards, including one (1) Chief Guard
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a. PROPOSED POSTING OF GUARDS

Post	Time Shift	No. of Guards
<i>Bulwagan</i> Visitors’ Entrance (Except Saturday, Sunday & Holidays)		
Male Guard	Three (3) shifts	3
Male Guard/Roving Guard	Two (2) shifts	2
Roving Guard		

Male Guard	11:00 PM – 07:00 AM	1
Employees Entrance		
Female Guard	07:30 AM – 4:30 PM	1
Male Guards	Three (3) shifts	3
Parking Area		
Male Guards	Three (3) shifts	3
NCR/Centers Area		
Male Guards	Three (3) shifts	3
Outpost Guard		
New Gate (Access Road along Commonwealth Avenue)	Three (3) shifts	3
Old Gate (Main Gate)	Three (3) shifts	3
PARDEC Building facing NCPAG		
Male Guards	Two (2) shifts	2
CCTV Room		
Female Guard	07:00 AM – 03:00 PM	1
Construction Site (New Building)	Three (3) shifts	6
<b>TOTAL</b>		<b>31</b>

**b. LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY**

Locations	Firearm	Quantity	Ammunitions
Chief Guard	9mm pistol	1	at least 2 magazines/ 11 rounds per mag
<i>Bulwagan</i> Visitors’ Entrance	Shotgun	1	12 rounds
	9mm pistol	1	at least 2 magazines/ 11 rounds per mag
Roving Guard	9mm pistol	1	at least 2 magazines/ 11 rounds per mag
Main Lobby Employees’ Entrance	9mm pistol	2	at least 2 magazines each/ 11 rounds per mag
Parking Area	9mm pistol	1	at least 2 magazines/ 11 rounds per mag
NCR/Centers Area	9mm pistol	1	at least 2 magazines/ 11 rounds per mag
Outpost Guard	Shotgun	2	12 rounds each
PARDEC Bldg. facing NCPAG	9mm pistol	1	at least 2 magazines/ 11 rounds per mag
CCTV Room	9mm pistol	1	at least 2 magazines/ 11 rounds per mag
<b>TOTAL</b>		<b>12</b>	<b>234 rounds</b>

c. COMMUNICATION EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY

Locations	Quantity	Make/Model	Brand	User
Chief Guard	1	UHF GP68	Any brand	Chief Guard
	1	Mobile phone	Any brand	Chief Guard
Bulwagan Visitors' Entrance	1	UHF GP68	Any brand	Guard
Roving Guard	1	UHF GP68	Any brand	Guard
Main Lobby Employees' Entrance	1	UHF GP68	Any brand	Guard
	1	Base radio	Any brand	Guard
Parking Area	1	UHF GP68	Any brand	Guard
NCR/Centers Area	1	UHF GP68	Any brand	Guard
Outpost Guard	2	UHF GP68	Any brand	Guard
PARDEC Bldg. facing NCPAG	1	UHF GP68	Any brand	Guard
CCTV Room	1	UHF GP68	Any brand	Guard
TOTAL	10 unit handheld radios, 1 unit base radio and 1 unit mobile phone			

235 APPROVED BUDGET OF THE CONTRACT (ABC)

Total ABC is Thirteen Million Fifty Two Thousand Seven Hundred Thirty Six Pesos (Php13,052,736.00), inclusive of all existing and appropriate government taxes and charges.

EXTENSION CLAUSE

Except to the extent as otherwise provided in the Contract, and subject to the provisions of R.A. 9184, the parties shall extend the Contract on a week-to-week or month-to-month basis under the same applicable terms and conditions especially as to scope of services and quality of work, in the event no new Contract is awarded after the expiration of the present Contract. The extended term shall automatically terminate upon effectivity of the new contract.

Prepared by:

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