



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**TERMS OF REFERENCE**  
**SECURITY SERVICES FOR ZAMBOANGA GOLF COURSE AND BEACH PARK**  
**FOR THREE YEARS**

**I. INTRODUCTION**

The Tourism Infrastructure and Enterprise Zone Authority (TIEZA), an attached body corporate of the Department of Tourism (DOT) by virtue of Republic Act No. 9593 (R.A. 9593) or "The Tourism Act of 2009". It handles several assets both operating and non-operating among which is the Zamboanga Golf Course and Beach Park located at Upper Calarian, Zamboanga City. It is, therefore, imperative that peace and order, and safety and security in the premises of these assets are maintained at all times.

TIEZA's principal office is located at the 6<sup>th</sup> and 7<sup>th</sup> Floors, Tower 1, Double Dragon Plaza, DD Meridian Park, Macapagal Avenue corner EDSA Extension, Brgy. 76, Pasay City, 1302, Bay Area, Pasay City, Metro Manila.

TIEZA, through its Bids and Awards Committee (BAC), shall invite interested and qualified parties to bid for the provision of Security Services at the above mentioned TIEZA Operating Assets in accordance with this Terms of Reference.

**II. BIDDING ON THE PROCUREMENT OF SECURITY SERVICES**

Pursuant to Section 5 (h) of Republic Act No. 9184 (R.A. 9184) or the "Government Procurement Reform Act", as reiterated in Section 5 (r) of its 2016 Revised Implementing Rules and Regulations (IRR), general support services, including non-personal or contractual services such as security and janitorial services, fall under the category of Goods. Appendix 23 of the IRR of R.A. 9184 allows procuring entities to enter into multi-year contracts, but not to exceed three (3) years.

TIEZA Board Resolution No. R-30-05-23-A (30 May 2023) approved the TIEZA Corporate Budget for Calendar Year 2024, which includes a budgetary allocation for janitorial and security services for three (3) years. Further, TIEZA Board Resolution No. R-14-09-23-B (14 September 2023) approved the Certificate of Budget inclusion for janitorial and security services as an attachment to the approved TIEZA CY 2024 corporate operating budget.

As a matter of policy, in order to achieve proper and efficient procurement of the Security Services for the TIEZA Operating Assets for three (3) years, TIEZA shall take into consideration other factors aside from the cost to determine the winning bid, such as, but not limited to, contracts with other clients, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.

The minimum requirements prescribed in these Terms of Reference (TOR) shall be the basis in evaluating the Technical Proposals of the bidders. The Financial Proposal shall be accompanied or supported by a breakdown of all costs, including the cost of supplies and equipment necessary for the execution of the contract.



The winning bidder, hereinafter referred to as "SECURITY AGENCY", shall be awarded the contract for this Project.

**III. QUALIFICATIONS AND TECHNICAL REQUIREMENTS**  
(Please see *Annex "A"* for the Set of Minimum Requirements)

1. The SECURITY AGENCY must be duly licensed and registered, with proper and valid License to Operate (LTO) issued by the Philippine National Police (PNP) – Supervisory Office on Security and Investigation Agencies (SOSIA), an authenticated copy of which must be submitted.

If it is a member of the Philippine Association of Detective and Protection Agency Operators, Inc. (PADPAO), it must submit an authenticated copy of its PADPAO Certificate of Membership/Registration.

In case the PNP-SOSIA LTO and/or PADPAO Certificate of Membership/ Registration are already expired at the time of submission of bids, the SECURITY AGENCY may submit a copy of such expired documents, provided that they are valid at least until 31 December 2023, and attach a proof of application for renewal. The winning bidder shall be required to submit the authenticated copies of the PNP-SOSIA LTO and/or PADPAO Certificate of Membership/Registration before the issuance of the Notice to Proceed.

2. The SECURITY AGENCY shall have an experience of at least five (5) years prior to the date of submission of its proposal.
3. The SECURITY AGENCY shall submit during the post qualification stage a Certificate of No Delinquency of monthly premium payments for both itself and its employees for the last six (6) months from the date of submission of its proposal from the following agencies:
  - a) Philippine Health Insurance Corporation (PhilHealth);
  - b) Home Development Mutual Fund (PAG-IBIG Fund); and
  - c) Social Security System (SSS).

In case the SECURITY AGENCY is unable to secure any of the abovementioned Certificates due to limitations brought by any unavoidable circumstances without fault on its part, it may submit a proof of application for the issuance of these Certificates.

4. The SECURITY AGENCY shall submit, upon opening of bid documents, its latest Certificate of Compliance with Labor Laws and Standards issued by the Department of Labor and Employment (DOLE), and its existing National Labor Relations Commission (NLRC) Certificate of No Pending Case.

In case any of such Certificates was issued more than six (6) months prior to 31 December 2023 and the SECURITY AGENCY is unable to secure new Certificates due to the limitations brought by any unavoidable circumstances without fault on its part, it may submit a proof of application for the issuance of these Certificates.

5. The SECURITY AGENCY shall provide twelve (12) personnel, consisting of twelve (12) security guards. Each personnel shall be:
  - a) A Filipino citizen.
  - b) Physically and mentally fit.



- c) High school graduate with at least three (3) years of related experience.
  - d) Computer literate (at least two security guards, to be assigned in different shifts).
  - e) Capable of operating a closed circuit television (CCTV) security system (at least two security guards, to be assigned in different shifts).
  - f) With good moral character and reputation, without any pending criminal case before any court or body, and has not been convicted by final judgment of any crime. A certification for this matter shall be submitted by the agency during the Post Qualification stage.
  - g) Well-trained and licensed. Each personnel of the SECURITY AGENCY must have relevant training appropriate for the position, such as but not limited to pre-licensing and refresher training programs. All documents must be submitted during the Post Qualification stage.
6. The SECURITY AGENCY must have financial capacity to directly pay at least three (3) months in advance of the amount of the salary and wages in favor of its employees.
7. All guards to be assigned hereunder shall be first introduced by the SECURITY AGENCY to and accepted by the subject TIEZA Operating Asset. Assignment, details, substitution and other deployment specifics shall be set forth in the appropriate contract.
8. The Lowest/Single Calculated and Responsive Bidder shall submit the following as Post-Qualification Requirements:
- a) medical certificate for each security guard stating that he/she is physically fit to work and perform detailed activities;
  - b) drug test clearance for each security guard with certification issued by government-accredited testing center, valid within six months from the date of submission of the bidder's proposal;
  - c) neurologic/psychiatric test clearance for each security guard, valid within six months from the date of submission of the bidder's proposal;
  - d) First Aid Training Certificate for each security guard, valid within six months from the date of submission of the bidder's proposal; and
  - e) Private Security License Card, for each security guard, issued by SOSIA and clearance issued by the National Bureau of Investigation (NBI), valid on the date of the opening of bids for this Project, and subject to renewal, if the same should expire during the contract implementation.
9. Upon receipt of Notice to Proceed and before actual deployment of identified guards:
- a) All security personnel must be fully vaccinated and have a timely coronavirus disease (COVID-19) test clearance issued by a Department of Health (DOH)-accredited testing laboratory for each guard.
  - b) They must have a Certification issued by the Security Agency that all their security guards have attended a Basic COVID-19 awareness seminar.
10. For the faithful compliance of the Scope of Work and the Terms and Conditions of the Contract enumerated in these Terms of Reference, the winning bidder shall be required to post a performance bond in favor of TIEZA in the equivalent amount and form according to the schedule provided in the bidding documents for this Project.



#### IV. SCOPE OF WORK

1. The SECURITY AGENCY shall provide consistent and quality security services 24 hours daily, inclusive of Saturdays, Sundays and Holidays at the following TIEZA Operating Asset/s: twelve (12) security guards at the Zamboanga Golf Course and Beach Park located at Upper Calarian, Zamboanga City.
2. After receipt of Notice to Proceed but before deployment, the SECURITY AGENCY shall provide the TIEZA Operating Asset with a complete list, with photographs, of its personnel detailed at the subject entity. The SECURITY AGENCY shall update such list when necessary, such as when changes are made upon it due to the reassignment, resignation or retirement of any of the security guards detailed at TIEZA.
3. The SECURITY AGENCY shall station a minimum of twelve (12) security guards, all of whom must possess the required qualifications set forth in Item No. 5 of Section III (Qualifications and Technical Requirements) of these Terms of Reference, at strategic points within the premises of the subject TIEZA Operating Asset, including its designated parking areas. These twelve (12) security guards shall be rotated on three 8-hour working shifts in their designated stations, as follows:

Location	# of SG	6:00am-2:00 pm	2:00pm - 10:00pm	10:00pm-6:00 am	6:00 am - 10:00 am / 2:00pm - 6:00 pm	11:00 am - 7:00pm	8:00am - 5:00pm
Fairway	4				2	2	
Main Gate	3	1	1	1			
Admin	3	1	1	1			
Cashier	1						
Beach	1						1
<b>Grand Total</b>	<b>12</b>					1	

4. The SECURITY AGENCY shall effectively and continuously safeguard and protect TIEZA officials, employees, visitors and guests from assault, harassment, force, threat or intimidation, and other unlawful acts that can cause harm to their person and/or property within the premises of the subject TIEZA Operating Asset/s.
5. The SECURITY AGENCY shall effectively and continuously safeguard and protect TIEZA properties from theft, arson, pilferage, robbery, trespassing, and other unlawful acts that can cause loss, damage or destruction of said properties.
6. The SECURITY AGENCY shall maintain peace and order within the premises of the subject TIEZA Operating Asset/s.
7. The SECURITY AGENCY shall enforce all existing office rules and regulations, including TIEZA protocols on COVID-19 prevention, and those which may be prescribed by TIEZA from time to time.
8. The SECURITY AGENCY, for the health, safety and protection of the security guards while on duty, shall provide protective equipment to them, such as but no limited to: protective eye covering/face shield, face mask, disposable gloves, alcohol or alcohol-based hand sanitizer, disinfecting solution for their handheld radio, ammunition, nightstick, and other equipment necessary during their duty.



9. The SECURITY AGENCY shall secure ingress and egress of all persons, things and materials brought in and out of the subject premises, and of vehicles using the designated parking areas. It shall conduct reasonable inspection of persons and properties as normally done in public places of public dominion or of private ownership, for the purpose of ensuring safety and security against unauthorized persons or vehicles, and/or illegal or unauthorized possession of things and materials.
10. The SECURITY AGENCY shall submit reports of any incident that may have compromised security to the TIEZA management and/or lawful authorities, when necessary, for purposes of police and other official investigations.
11. The SECURITY AGENCY shall submit, during the opening of bid documents, a Security Plan, comprising of the following:
  - a) Operational Plan and tour of duties;
  - b) Site inspection, to be signed by the respective Resident Manager/Officer-In-Charge or authorized representative of the subject entity. If the site inspection cannot be submitted due to restrictions imposed by the local or national government or due to any unavoidable circumstance without fault on the part of the SECURITY AGENCY, an Affidavit of Undertaking that site inspection shall be conducted shall be submitted during the Post Qualification stage.
  - c) Detailed measures and innovations to be undertaken to ensure that the entries and exits of all persons to and from the premises of TIEZA Operating Assets are monitored, the loss of TIEZA properties and its personnel's personal effects are avoided, and harm to said persons and properties is prevented.
  - d) Detailed measures and protocol for fortuitous events such as bomb threat, fire, robbery, hostage situation, terrorism, or natural calamity.
  - e) VIP Protocol such that security personnel shall not be utilized as bodyguard of the VIP/s. Instead, the Agency must include in its security plan policies that will be applied whenever the entity has VIP Guests to maintain the confidentiality of the latter's profile and for proper coordination with the security personnel of the VIP.
12. The SECURITY AGENCY shall provide its guards with proper agency uniforms, visible identification badges, and appropriate personal protective equipment (PPE), when necessary.
13. The SECURITY AGENCY shall provide all its security personnel, while on duty at the TIEZA Operating Asset, the following, unless stated otherwise:
  - a) ultra-high frequency (UHF) handheld radios and one (1) extra unit per entity to be stationed at the office of the Resident Manager/Officer-In-Charge;
  - b) cellular phone/s for the security guard to serve as backup in case a problem with the existing radio communication arises, to ensure continuity of communication among the security personnel;
  - c) original, branded and duly licensed 9mm pistol with 11 rounds of ammunitions;
  - d) nightsticks;
  - e) handcuffs;
  - f) whistle;
  - g) flashlights with batteries;
  - h) rechargeable/ emergency lamp;
  - i) first aid kit;
  - j) raincoats and rubber boots (to rove during rainy days);
  - k) under chassis mirror;



- l) handheld metal detectors and
- m) security reflector vest.

TIEZA reserves the right to conduct inspection on the presence of the foregoing requirements to ensure compliance.

14. The SECURITY AGENCY shall correct any shortcomings on its part on the delivery of services to the satisfaction of the TIEZA Operating Asset, which shall not be limited to the replacement of any guard or needed security equipment within 24 hours upon receipt of a written report from TIEZA.
15. The SECURITY AGENCY shall provide one (1) unit motorcycle for its security guards to be used in connection with its security services. During the opening of bids, bidders shall submit the following:
  - a) copy of the Official Receipt, Certificate of Registration and photo of the motorcycle to be provided for the subject entity; or
  - b) Affidavit of Undertaking, if the motorcycle as mentioned above is not yet available.

## V. TERMS AND CONDITIONS OF THE CONTRACT

1. *Performance Evaluation and Criteria.* The SECURITY AGENCY shall maintain a satisfactory level of performance for the duration of this Contract, to be evaluated based on the following criteria:
  - a) safety enforcement;
  - b) quality of service rendered;
  - c) time management, and timeliness in the delivery of services,
  - d) behavior, management and suitability of personnel;
  - e) response to complaints;
  - f) conformity of technical requirements;
  - g) compliance with set office policies;
  - h) contract administration and management; and
  - i) provision of regular progress reports on the security status of TIEZA's premises in accordance with the security plan.
2. *Performance-based Termination and Replacement of Guards.* Based on the performance evaluation subject of the preceding item, TIEZA, in its sole discretion, may terminate this Contract in case the SECURITY AGENCY fails to perform any of its obligations as enumerated in Section IV (Scope of Work). Likewise, TIEZA may order the replacement of guard/s in case of unsatisfactory individual performance or non-compliance with the required security services.

On the fifth (5) and tenth (10) month of the security service contract implementation, the Resident Manager or Officer-In-Charge shall conduct an assessment evaluation of the performance of the security agency based on the set of performance criteria prescribed by TIEZA (copy attached as **Annex "B"**).
3. *Reassignment, Increase or Decrease of Guards.* TIEZA shall, by written request, have the right to reassign within location and increase or decrease the number of guards assigned at specific areas depending upon the security demands of its offices, subject to the adjustment of the payment considerations hereof, if applicable.
4. *Indemnity.* The SECURITY AGENCY shall be responsible for losses and/or damages suffered by TIEZA, its officers, employees and guests, and their properties by reason



of the willful, unlawful or negligent act or omission of the SECURITY AGENCY or any of its personnel or representative.

5. *Solidary Liability of the Security Agency in case it is a Joint Venture.* In case the SECURITY AGENCY as a supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to TIEZA.
6. *Liquidated Damages.* In the event that the SECURITY AGENCY fails to satisfactorily perform the services stipulated in these Terms of Reference, inclusive of duly granted time extensions, if any, TIEZA shall, without prejudice to its other remedies under the Conditions of Contract and other applicable laws, deduct from the Contract Price as liquidated damages the applicable rate of one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay until actual delivery or performance.

In the event that the total sum of liquidated damages for such delay or inability by the SECURITY AGENCY to perform its obligations exceeds 10% of the Contract Price, TIEZA may rescind or terminate this Contract upon giving the SECURITY AGENCY a written notice at least five (5) calendar days prior to the intended date of termination, without prejudice to other courses of action and remedies available to it.

TIEZA need not prove that it has incurred actual damages to be entitled to liquidate damages from the SECURITY AGENCY, and the same shall not be by way of penalty. TIEZA reserves the right to deduct any and all of the liquidated damages from any money due or which may become due to the SECURITY AGENCY under this Contract and/or from the warranty security or other securities posted by the SECURITY AGENCY, as TIEZA may deem convenient and expeditious under the prevailing circumstance.

7. *Non-Liability.* The Security Service Contract to be entered into by the parties does not create an employer-employee relationship between TIEZA and any of the SECURITY AGENCY's personnel. The SECURITY AGENCY agrees to hold TIEZA entirely free and harmless from any liability, cause or causes of action, or claims which may be filed by any or all of its security guards by reason of his/her/their employment under this Contract, under the provisions of Republic Act No. 602, otherwise known as the "Minimum Wage Law", Republic Act No. 4119, otherwise known as the "Workmen's Compensation Act", the Labor Code of the Philippines, and any other applicable laws and issuances which are already in effect, or which may hereafter be enacted, it being expressly agreed and understood that there is no privity between them and TIEZA. The SECURITY AGENCY shall indemnify and/or reimburse TIEZA should the latter pay in advance any said claim, including damages incurred in connection therewith.
8. *Confidentiality.* The SECURITY AGENCY agrees that the services covered by this Contract are strictly confidential and that a breach of any of the Terms and Conditions thereof may subject TIEZA to the compromise of its security, financial, material and operational loss, and therefore, the SECURITY AGENCY hereby agrees as follows:
  - a) The SECURITY AGENCY and any of its personnel shall not, during the term of this Contract or anytime thereafter, reveal, disclose or furnish in any manner to any person, natural or juridical, any information relating to TIEZA which the SECURITY AGENCY or its personnel may have acquired or which came to their knowledge or possession during the performance of their obligations to TIEZA.



- b) Only individuals who are expressly authorized in writing by TIEZA shall be allowed by the SECURITY AGENCY to have access to the documents/records in the custody of the latter. For this purpose, TIEZA shall inform the SECURITY AGENCY in writing of the persons authorized to have access to said documents/records.
- c) The SECURITY AGENCY shall prevent any unauthorized person from gaining access to the documents/records described in the preceding Item.
9. *Non-waiver of Rights.* The failure of TIEZA to insist upon the strict performance of any of the terms, conditions and covenants hereof shall not be deemed a relinquishment or waiver of any right or remedy that it may have, nor shall it be construed as a waiver of any subsequent breach or default of the terms, conditions and covenants hereof, which in turn shall continue to be in full force and effect. No waiver by TIEZA of any of its rights under this Terms of Reference and this Contract shall be deemed to have been made unless expressed in writing and signed by it. TIEZA shall not be considered estopped due to the mistake, negligence, or omission of its employees and officers.
10. *Severability.* If any provision of this Contract or of any of its attachments should, for any reason, be held void or unenforceable, the legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired, and shall remain in full force and effect.
11. *Binding Effect and Assignment of Rights.* This Contract shall be binding upon the SECURITY AGENCY, its partners, successors-in-interest, legal representatives and assigns. Notwithstanding the foregoing, the SECURITY AGENCY shall not in any manner assign or transfer its rights and obligations under this Contract without the prior written consent of TIEZA.
12. *Contract Amendment.* Subject to applicable laws, this Contract may be amended or modified in writing upon mutual agreement of TIEZA and the SECURITY AGENCY.
13. *Application.* Should there be any conflict or inconsistency between the provisions, terms and conditions set forth in this Terms of Reference and those provided in the General and Special Conditions of Contract, the former shall prevail.

## VI. VENUE OF ACTION

In case of conflict or dispute between TIEZA and the SECURITY AGENCY arising from this Contract, both parties agree to freely and voluntarily submit themselves to necessary consultation and negotiation for purposes of amicable settlement and find a mutually acceptable solution to their conflict/dispute. In case of non-payment, the SECURITY AGENCY may file a Money Claim with the pertinent government tribunal or office. However, should the dispute between the parties reach the courts of law, the parties agree that the competent courts of Pasay City, Metro Manila or competent courts of the city or municipality where the TIEZA main office will be located should it move to another location after the execution of the Contract. The aforesaid courts shall have exclusive venue to the exclusion of all other courts or tribunals.

## VII. CONTRACT DURATION

The contract for this Project shall be effective for three (3) years from the date of the SECURITY AGENCY's receipt of the Notice to Proceed.





**VIII. MODE OF PAYMENT**

1. Payment to the SECURITY AGENCY shall be made only for services actually rendered by it.
2. At the end of each month, the SECURITY AGENCY shall submit a Billing Statement, supported by:
  - a) certification of duty, duly signed, with name of guards and Daily Time Records (DTRs) of each guard showing the actual number of days and hours attended for each period, noted by the Officer-in-Charge or the Security Agency's Authorized Representative and validated by the Resident Manager/Officer-In-Charge or TIEZA's authorized representative;
  - b) security post/detachment report; and
  - c) copies of the previous month's pay slips, evidence of receipt of salary and wages by security guards, proof of remittance of premiums to PhilHealth, PAG-IBIG, SSS and the Employees' Compensation Commission (ECC).

No payment shall be made by TIEZA without the submission of the aforementioned requirements.

**IX. APPROVED BUDGET FOR THE CONTRACT**

This Project shall be open to the public for bidding with an Approved Budget for the Contract (ABC) amounting to **Ten Million Four Hundred Thousand Pesos (Php10,400,000.00)** only.

- A. Computation for three (3) years Contract based on PADPAO Rates on eight (8) hours work per day for Zamboanga Golf Course and Beach Park.
- B. Total Approved Budget for the Contract of three years for twelve (12) Security Guards:

OPERATING ASSET	LOCATION	NO. OF SECURITY GUARDS	ABC (In Php)	
			Year	Amount
Zamboanga Golf Course and Beach Park	Upper Calarian, Zamboanga City	12	CY 2024 (PADPAO Rates 01 Feb 2024)	₱2,995,000.00
			CY 2025 (plus 15% increase)	₱3,444,000.00
			CY 2026 (plus 15% increase)	₱3,961,000.00
<b>TOTAL</b>		<b>12 SGs</b>	<b>Php10,400,000.00</b>	

**COST DISTRIBUTION PER MONTH**

1. Wage Order No. RIX-22 – Zamboanga Peninsula effective 01 February 2024  
  
**[See attached Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc. REVISED Cost Distribution per Month]**
2. The bid price should include and indicate the breakdown of detailed cost distribution per month based on PADPAO guidelines.
3. It shall likewise include the following cost components:

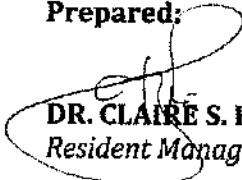


- a) Administrative Cost - 24%
  - b) Value-Added Tax (VAT) - 12% (RMC-39-2007)
4. The bid price for three calendar years, shall be fixed and not be adjusted during the contract implementation, except in the following cases:
- a) increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;
  - b) increase in taxes;
  - c) increase in mandatory government contributions such as but not limited to PhilHealth, PAG-IBIG, and SSS;
  - d) change in PADPAO rates; and
  - e) if during the term of the contract, TIEZA sees the need for an increase or decrease in the number of security guards, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.

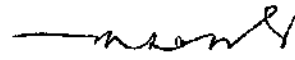
**X. BASIS FOR EVALUATION OF AWARD**

Evaluation and award of contract shall be in accordance with the provisions of Republic Act No. 9184.

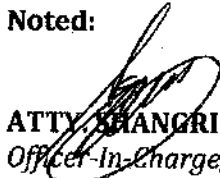
**Prepared:**

  
**DR. CLAIRE S. BORJA**  
*Resident Manager, ZGCBP*

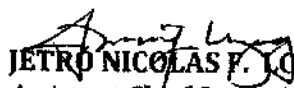
**Reviewed:**

  
**MARY JANE S. ANDRES**  
*Tourism Coordinator, Operations Dept.*

**Noted:**

  
**ATTY. MANGRILA C. QUEZON**  
*Officer-In-Charge, Operations Department*

**Recommending Approval:**

  
**JETRO NICOLAS F. COZADA**  
*Assistant Chief Operating Officer*  
**Assets Management Sector**

**APPROVED / DISAPPROVED:**

  
**MARK T. LAPID**  
*Chief Operating Officer*



## **ANNEX "A"**

### **SET OF MINIMUM REQUIREMENTS SECURITY SERVICES**

#### **1. STABILITY**

(a) **Years of Experience** – At least five (5) years from the date of bid submission

(b) **Liquidity of the Contractor**

Net Financial Contracting Capacity (NFCC) at least equal to ABC, which is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

**The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.**

(c) **Organizational Set-up** – Submit Organizational Chart

#### **2. RESOURCES**

(a) **Number of Licensed Firearms**

- Twelve (12) Security Guards (1 firearm per station of Security Guard on duty)
- All firearms to be issued to security guards while on duty shall be original, branded and duly licensed 9mm pistol with 11 rounds of ammunitions. TIEZA reserves the right to conduct inspection to ensure compliance to this requirement.

(b) **Number and Kind of Communication Devices**

- One (1) unit cellular phone for the Zamboanga Golf Course and Beach Park guard while on duty
- Licensed ultra-high frequency handheld radios for the twelve (12) security guards at the Zamboanga Golf Course and Beach Park while on duty.
- One (1) extra unit of handheld radio to be stationed at the office of the Resident Manager

(c) **Number and Kind of Vehicle**

One (1) unit motorcycle to be stationed at the Zamboanga Golf Course and Beach Park

(d) **Number of Licensed Guards**

Actual number of guards plus 10 percent (10%)



[12 Guards + 1 (10%) = 13 Security Guards]

After receipt of the Notice to Proceed (NTP) but before deployment, the Security Agency must provide the Operating Asset with a complete and up-to-date list, photograph and Personal Data Sheet (PDS) of the security guards to be assigned at the designated TIEZA Assets. In case of a replacement, the PDS with picture of the new security guard/s must be submitted for evaluation by the end user.

### 3. **SECURITY PLAN**

- Site inspection, to be signed by the respective Resident Manager or Officer-In-Charge of the subject entity. A letter requesting to conduct site inspection shall be addressed to the Resident Manager or OIC at least two (2) days prior to scheduled inspection. If the site inspection cannot be submitted due to restrictions imposed by the local or national government or due to any unavoidable circumstance, beyond the control and without fault on the part of the SECURITY AGENCY, an Affidavit of Undertaking that site inspection shall be conducted shall be submitted during the Post Qualification stage.
- Operational Plan and Tour of Duties.
- Detailed measures and innovations to ensure that the entries and exits of all persons to and from the premises of the TIEZA Operating Asset are monitored, the loss of TIEZA properties and its personnel's personal effects are avoided, and harm to said persons and properties is prevented.
- Detailed measures and protocol in the event of fire, robbery, hostage situation, bomb threat, terrorism and other *force majeure* and fortuitous events.
- VIP Protocol.

### 4. **OTHER FACTORS**

#### (a) **Recruitment and Selection Criteria for each Security Guard**

- Filipino citizen
- High school graduate
- Three (3) years of relevant experience in the security industry
- Possession of necessary license and pertinent trainings
- NBI Clearance
- Medical certificate (physical fitness)
- Neurological/psychiatric test clearance
- Drug test clearance from government or DOH-accredited hospitals, laboratories or other institutions
- COVID-19 test clearance
- Certification issued by the Security Agency that all their security guards have attended a Basic COVID-19 awareness seminar
- First Aid Training Certificate, valid within six months from the date of submission of the bidder's proposal
- Good moral character, without pending criminal case before any court or body, and has not been convicted by final judgment of any crime



- Basic Computer literacy (at least two security guards, to be assigned in different shifts)
  - Basic knowledge in operating a closed circuit television (CCTV) security system (at least two security guards, to be assigned in different shifts)
- (b) Completeness of Prescribed Uniforms
- cap, white long sleeves collar neck tie, blue pants, black shoes
- (c) Other Paraphernalia:
- nightsticks
  - handcuffs
  - whistle
  - flashlights with batteries
  - rechargeable/ emergency lamp
  - first aid kit
  - raincoats and rubber boots (to rove during rainy days)
  - under chassis mirror
  - handheld metal detectors
  - security reflector vest
- (d) Company Manual of Operations that includes disciplinary measures
- (e) Protective equipment, such as but no limited to: protective eye covering/face shield, face mask, disposable gloves, alcohol or alcohol-based hand sanitizer, disinfecting solution, and other equipment necessary during their duty, for the health, safety and protection of the security guards while on duty



BAGONG PILIPINAS

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