

LAGUNA LAKE DEVELOPMENT AUTHORITY

TERMS OF REFERENCE

PROJECT : **Provision of Security Services**

**APPROVED BUDGET
FOR THE CONTRACT**

PER YEAR : **P14,945,616.00**

CONTRACT PERIOD : **THREE (3) YEARS (2021 – 2024)**

A. MINIMUM QUALIFICATIONS OF BIDDERS:

Bidder must:

1. Have been engaged in the business for the past five (5) years, reckoned from date of opening of bid.
2. Have at least one (1) completed or on-going contract with a commercial bank or government agency/office/corporation for the last three (3) years.
3. Have at least two hundred (200) security guards deployed per year for the last three (3) years.

B. SCOPE OF SERVICES:

1. To provide protection to properties and assets of LLDA against theft, pilferage, robbery, damage or loss, malicious mischief, trespass and unlawful entry through force, intimidation, threat, strategy or stealth, assault, arson, or other unlawful and destructive acts by strangers or third persons; and
2. To provide physical security to LLDA employees, outsourced personnel, clients and visitors, while they are within the LLDA premises, its immediate vicinity and other areas outside LLDA premises (whenever necessary), in accordance with the following deployment:

LOCATION/PREMISES	NO. OF SECURITY PERSONNEL	
	DAYSHIFT	NIGHTSHIFT
National Ecology Center	9	3
Calauan, Laguna	3	2
Looc, Cardona, Rizal	1	1
Lumban, Laguna	1	1

Taguig City – Hagonoy (Impounding area of MMDA)	1	1
Jetty Port Taguig City	1	1
Taguig (C-6)	3	4
Taguig-Napindan (Famentera)	1	1
Taytay, Rizal: Citizen Crime Watch	1	1
Napindan Bridge	1	1
Taytay, Rizal	2	2
Total	24	18

C. TOTAL SECURITY PERSONNEL REQUIREMENT: FORTY-TWO (42)

D. SECURITY PERSONNEL QUALIFICATIONS:

1. Filipino citizen, between 21-45 years old upon deployment/posting.
2. At least 5' 5" tall for men and 5' for women
3. Physically and mentally fit
4. At least High School Graduate.
5. At least one (1) year security job experience.
6. Has undergone and pass the required psycho-neuro examination and drug test conducted by a reputable PNP / National Bureau of Investigation (NBI) accredited testing agency evidenced by corresponding proof or certification issued by the concerned authorities.
7. Has undergone Pre-licensing Training Programs for new recruits, or Refresher Training Programs for security Guards with more than one year experience.
8. Possesses the required license as security guard and properly screened and cleared by the PNP/SOSIA and other government offices issuing clearance for employment.

E. FIREARMS REQUIREMENT:

Firearms to be deployed at the LLDA premises shall be brand new 9 mm caliber pistol and 12 gauge shotguns with sufficient and quality ammunitions as well as reserve ammunitions. All firearms shall be licensed by PNP and in the name of the Security Agency and are ready for immediate deployment.

The Security Agency shall provide each security guard with a 9mm caliber pistol with extra magazine and adequate number of 12 gauge shotguns. It shall also ensure that said firearms are in safe and excellent condition at all times.

F. SECURITY PERSONNEL EQUIPMENT

Each security personnel must be provided by the security agency with the following security equipment/paraphernalia:

1. Three (3) pairs basic SG uniform – long sleeve white shirt, dark blue pants, plain white undershirt, knit strap brass buckle waist belt, neck tie, black socks and white gloves for ceremonial and special functions. Pershing cap for male and blue Duck bonnet for female. For detachment Commanders and Security Shift-in-Charge (SICs) – short sleeved barong tagalog with accessory military style nameplates and black pants.
2. PNP standard police leather belt, holster, handcuffs, flashlight, first aid kit (Note: with clinical advice for the contents of kit): batons or truncheons, and whistle.
3. Two (2) pairs of leather shoes.
9. One (1) pair of rubber boots and plastic trench coat or raincoat.

G. SECURITY OPERATIONS EQUIPMENT:

1. Transportation:

At least one (1) unit motorcycle each for Calauan, Laguna and for those deployed along C-6 for reconnaissance, personnel transport and other official use.

2. Communication:

Each detachment to be provided with sufficient number of brand new portable two-way radio transceivers with spare battery packs and battery charger.

3. Surveillance:

Three (3) handheld metal detectors, two (2) 'ostrichmirror" or shaft-mounted prying lens and two (2) luggage probe sticks for personnel and guest entrance and lobby.

H. SECURITY MANAGEMENT AND EMERGENCY PLANS

The Security Agency must submit a Security Management and Emergency Plan as part of the technical proposal which should provide

detailed concept of operations (operating policies and procedures) and other security operations, including CoVid-19 health and safety protocols and emergency plan in the event of fire, typhoons, earthquakes, bomb threat, theft/robbery and burglary.

I. The following additional appropriate licenses, permits and documents must be submitted as part of the Technical Proposal:

1. Valid License to Operate (LTO) a Private Security Agency issued by the PNP-Supervisory Office for Security and Investigation Office
2. Summary matrix of full payment of SSS, PHIC and HDMF monthly contributions for employer and employees covering the period from January 2020 to December 2020 with copy of official receipts using the prescribed format in **Annex "A"**
3. Valid DOLE Certificate of Registration

J. OTHER TERMS AND CONDITIONS:

1. The security service provider shall make prompt payment to all its security guards such remuneration and benefits as indicated and set forth in the security service industry by the PADPAO and in accordance with existing minimum wage rates, and shall make timely and immediate remittances of all amounts due to SSS/Philhealth/Pag-ibig or such other related government agencies or private entities where the security service provider is bound to make the remittances for the benefit of the security guards assigned in LLDA.
2. To ensure the religious implementation of the above condition, the service provider shall submit a certificate of bank deposit (savings, time or demand type of deposit) upon receipt of the notice to proceed, equivalent to one half (1/2) of the total monthly billing less agency charges based on his submitted financial proposal. Said deposit shall be used to pay the salaries of the security guards every payroll period and shall be renewed or replenished prior to subsequent billings. Evidence of renewal or replenishment of deposit such as deposit slips, etc., shall be attached to the subsequent billings as proof that it has complied with the requirement.
3. The Security Agency shall be responsible for any loss or damage to the properties of the LLDA due to the willful act, negligence and/or carelessness, or lapses in the security procedures of its security guards and supervisors in the performance of their duties. This loss or damage is to be determined at fair market value except those losses involving properties/items which cannot be considered bulky such as but not limited to pocket calculator, jewelry and the like, occurring or

taking place during the tour of duty of the guards. The loss or damage must be made known in writing to them within forty-eight (48) hours from the time of the occurrence provided the losses or damages are due and traceable to the willful or neglectful act/s of the security guard/s.

4. The LLDA may have a guard changed or replaced anytime whose works are found to be below standards or whose conduct is unsatisfactory or prejudicial to its interests as determined by LLDA. The judgment of LLDA on such matter shall be final and binding. Security guards who shall go on leave of absence, either vacation or sick leave shall be replaced by the Security Agency. The Security Agency and LLDA shall agree that the time for any unreplaced absences, undertime and/or tardiness of security guards scheduled for duty shall be proportionately deducted by LLDA against the monthly-agreed compensation due to the Security Agency.

5. LLDA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or if, in its judgement, the service that has been rendered is substandard and/or unsatisfactory. The service provider shall maintain satisfactory level of performance throughout the term of the contract based on the following (i) quality of service delivered, (ii) management and suitability of personnel, (iii) contract administration and management, (iv) time management and (v) submission of regular progress report.

6. Before the end of each year, the LLDA will conduct an assessment of the Performance of the security agency based on the set of performance criteria presented hereunder. Based on the result of assessment, LLDA may pre-terminate the contract for failure of the security agency to perform its obligation. The contractor/service provider should maintain a satisfactory level of performance throughout the term of the contract by achieving an average rating of at least 80%. The result of the performance evaluation is non-appealable.

PERFORMANCE ASSESSMENT	
PERFORMANCE CRITERIA	POINT SCORE
Quality of Service Delivered	40%
Management and suitability of personnel	25%
Contract administration and management	25%
Time management	5%
Provision of regular reports	5%
TOTAL	100%

K. APPROVED BUDGET FOR THE CONTRACT:

The first year approved budget for the contract for the 42 security personnel is **Fourteen Million Nine Hundred Forty Five Thousand Six Hundred Sixteen Pesos (P14,945,616.00)** only.

In accordance with Clause 5.0 of Appendix 23 of the 2016 Revised IRR of RA 9184, all bid prices for the three (3) years duration shall be fixed and shall not be adjusted during contract implementation, except for the following:

- (a) Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;
- (b) Increase in taxes;
- (c) If during the term of the contract the LLDA sees the need to add or reduce the number of security guards, the winning bidder shall do so upon written request by the LLDA. However, the resulting cost of said addition should not exceed the approved budget for the relevant year for security services.

The bidder shall attach in the Financial Proposal the monthly price schedule covering NCR and Region IVA (Rizal and Laguna), day and night shifts, using the prescribed format in **Annex "B"**.

ANNEX "A"

SUMMARY MATRIX OF SSS, PHIC and HMDF CONTRIBUTIONS

Name of Bidder : _____
SSS No. : _____
Philhealth No. : _____
Pag-IBIG ID No. : _____

No. of licensed security guards : _____

Applicable Month (Year 2020)	No. of employees with paid premium	SSS			PHILHEALTH			PAG-IBIG		
		Date Paid	Amount	OR/Ref No.	Date Paid	Amount	OR/Ref No.	Date Paid	Amount	OR/Ref No.
January										
February										
March										
April										
May										
June										
July										
August										
Sept.										
October										
November										
December										

I hereby certify that the above information is true and correct.

Authorized Representative
(Signature over Printed Name/Position)

ANNEX “B”

COMPUTATION OF APPROVED BUDGET FOR THE CONTRACT

Item No.	DESCRIPTION				Total Cost Per Month	
	No. of Days Work Per Week	No. of Days Per year	No. of Hours Work per Day	Applicable Daily Wage for NCR and Region IVA	Day Shift	Night Shift
	7	391.5	12 HOURS			
	Amount Directly to Security Guard					
	Average pay per month (DW x No. of Days per year/12)					
	Night differential (For night shifts)					
	13 th month pay (Average pay per Month/12)					
	5 days incentive pay (DW + COLA x 5/12)					
	Overtime pay in excess of 8 hours					
A	Total Amount Directly to Security Guard					
	Amount to Government in favor of Security Guard					
	Retirement benefit					
	SSS Premium					
	PhilHealth Contribution					
	State Insurance Fund					
	Pag-IBIG Fund					
	Uniform allowance					
B	Total Amount to Government in favor of Security Guard					
C	Total amount to SG and Government (A + B)					
D	Agency Fee (Administrative Overhead and Margin)					
E	Value Added tax					
F	TOTAL MAXIMUM CONTRACT RATE for 12 hours/Guard/Month					

NOTES TO ANNEX "B":

1.) The basis for the standard computation of Manpower Cost for those regions/areas requiring 7 work days per week @ 12 hours per day are the following:

a) No. of days per year = 391.5

Computed at:

300	-	ordinary days
20	-	holidays (10 days x 200%)
67.6	-	rest days (52 x 1.3)
<u>3.9</u>	-	special days (3 x 1.3)
391.5		

b) Average Pay per Month = Daily Wage x 391.5 ÷ 12 mos.

c) Night Differential Pay = Daily Wage x 391.5 days ÷ 12 mos. x 0.1 ÷ 2

d) 13th Month Pay = Daily Wage x 365 ÷ 12 mos. ÷ 12 hours

e) 5 days incentive pay=(Daily Wage + Daily COLA) x 5days ÷ 12 mos.

f) Uniform Allowance = P100.00

g) Average COLA per Month = Daily COLA x 273 ÷ 12

h) Retirement Benefit = Daily Wage x 22.5 ÷ 12

i) SSS Premium = In compliance with the latest SSS Contribution Table for CY 2021

j) PhilHealth = The monthly premium contributions shall be at the rate of 3.5% computed straight based on the monthly basic salary, with a salary floor of P10,000 and a ceiling of P70,000, to be equally shared by the employees and employer.

k) State Insurance Fund = P10.00 for compensation of less than P14,750.00 and P30.00 for compensation of P14,750.00 and above.

l) Pag-ibig Contribution = P100.00