



**TERMS OF REFERENCE (TOR)
FOR THE PROCUREMENT OF SECURITY SERVICES
OF DEPARTMENT OF TOURISM REGIONAL OFFICE NO. V**

1. RATIONALE

In an office, there is nothing more important than the safety and security of its main assets—its employees and premises. Security plays a significant role in mitigating violations, maintaining order, and preventing disorderly conduct. They are also a great help in ensuring that rules and regulations are being followed in the workplace. The presence of a security officer dramatically reduces the probability of an assailant inflicting harm to the employees and to the office in general. Needless to say, an office, including its personnel and clientele, feels more secure with security's presence because they deliver a sense of protection by providing a critical skill set in intense and threatening situations.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Department of Tourism Regional Office V (DOT RO V) shall offer public bidding to all prospective bidders for the procurement of Security Services with an Approved Budget for the Contract (ABC) amounting to **ONE MILLION EIGHT HUNDRED THOUSAND PESOS (Php 1,800,000.00)** from **March 1, 2022 – February 28, 2025** chargeable against the GAA of the DOT Regional Office V.

All bid prices shall be fixed and shall not be adjusted during the contract implementation, except for the following:

1. Decrease/increase in the daily minimum wage pursuant to law or new wage order issued after date of bidding; and
2. Decrease/increase in taxes.

3. SCOPE OF SERVICES/REQUIREMENTS

🚓 SECURITY AGENCY

The prospective bidders shall bid and provide security services for the Department of Tourism (DOT) Regional Office V which is located at Regional Government Center, Brgy. Rawis, Legazpi City 4500, with details as follows:

- 3.1. **To provide three (3) Security Guards to be rotated on an 8-hour working schedule daily who shall inspect, monitor, secure and guard the areas occupied by DOT Regional Office V including provision of six (6) functioning Security/CCTV Cameras within the premises of the abovementioned office.**



DEPARTMENT OF TOURISM

Regional Office V – Bicol

Location/Station	Number	
DOT Regional Office V Regional Government Center, Rawis, Legazpi City 4500	3	Security Guards
	6	Security/CCTV Cameras

- 3.2. The Security Agency will provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed security guards who shall guard and protect the properties and premises of the DOT Regional Office V twenty-four (24) hours daily including Saturdays, Sundays and Holidays.
- 3.3. The Security Agency must be duly licensed, registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least five (5) years.
- 3.4. The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAG-IBIG will be in the form of a certification issued by the said agencies and/or Official Receipts for the period covering January 2021 to December 2021.
- 3.5. The security guards assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
- 3.6. The security guards shall be equipped with the following necessary in the course of their security enforcement and maintenance of peace and order at the DOT Regional Office V premises and its vicinity.
 - Firearms and ammunition w/ valid license
 - Metal detector
 - Flashlight (Heavy duty)
 - Baton
 - First Aid Kit (content: bandages, antiseptic swabs, gauze pads & tape, gloves, CPR, alcohol, face shield, etc.)
 - Face Mask
 - Tear Gas
 - Search Light/ Spotlight
 - Megaphone with Siren and/or Whistle
 - Hand Cuffs
 - Under Chassis Mirror
 - Logbook/ Notebook/ Writing pen
 - Complete Uniform
 - Raincoat and Umbrella
 - Alcohol
 - Nightsticks



SECURITY PERSONNEL

3.7. The winning bidder shall provide DOT RO V with specified number of qualified, competent, uniformed and armed guards who possess the following qualifications:

- a. Filipino citizen;
- b. Not less than 21 years old but not more than 50 age except for officers/commanders;
- c. With at least three (3) years' experience;
- d. Physically and mentally fit, at least 5'4" tall for male and 5'2" tall for female
- e. Must have at least reached 2nd year college level;
- f. Must be well-trained on emergency preparedness.
- g. Must have passed and undergone regular security service training within the last 6 months, psychological evaluation test, neuro-psychiatric examination, polygraph integrity profile and drug test;

The incoming personnel should present a medical clearance/certificate stating that they are fit to work as security personnel. This clearance should be issued and signed by their respective local health officer with the issuance date of no less than 10 days on the date of actual assumption to duty.

Clearance should indicate the full name of the incoming personnel age, sex, complete present address and contact number.

- h. Must be of good moral character, honest, courteous, cooperative, alert and without any pending criminal case filed in court or any police record involving criminal acts;
- i. Must be duly licensed and properly screened and cleared by PNP, NBI, and other government offices issuing clearances for employment.

3.8. To perform the following:

- a. To guard and protect DOT RO V properties from theft, arson, pilferage, trespassers, robbery, destruction and other unlawful acts committed by any person as well as maintain peace and order within DOT RO V premises.
- b. To protect DOT RO V officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other criminal acts and to enforce and implement security and safety rules and regulations within DOT RO V premises.



DEPARTMENT OF TOURISM

Regional Office V – Bicol

- c. Conduct inspection of all bags and baggage carried by people coming in and out of the DOT RO V premises.
- d. Conduct random physical inspection of people coming in and out of the premises, as warranted.

4. PERIOD OF THE CONTRACT

The Contract for security services shall cover the duration of thirty-six (36) months, from March 1, 2022 – February 28, 2025, effective upon receipt of the Notice to Proceed by the winning bidder.

5. OTHER REQUIREMENTS

- 5.1. If the exigency of the service so requires, DOT Regional Office V shall have the right to require additional security guards compensable in accordance with the provisions of the Labor Code.
- 5.2. The service provider/contractor must submit, in addition to the bidding documents and in a separate envelope, at least three (3) client satisfaction rating from a government agency or a private corporation with whom the bidder has a past or on-going contract.
- 5.3. DOT Regional Office V 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 judgment, the service it has rendered is substandard and/or unsatisfactory.
- 5.4. The service provider/contractor shall uphold a **satisfactory level of performance** throughout the term of the contract.

6. HYBRID PRE-BID CONFERENCE

A Hybrid (Online and Face-to-Face) Pre-Bid Conference shall be conducted on **10 February 2022, 9:00 AM** at the **Department of Tourism Regional Office V** located at the **Regional Government Center, Brgy. Rawis, Legazpi City 4500** to enlighten and address the Bidders' questions on the requirements, terms and conditions and specifications stated in the Bidding Documents.

Bidders are encouraged to attend the Pre-Bid Conference however their non-attendance shall in no way prejudice their Bid. The Pre-Bid Conference will also be available via zoom to give chance to Bidders who will not be able to attend the Pre-Bid Conference physically.



7. LANGUAGE OF BID

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the DOT Regional Office V, shall be written in English.

8. ELIGIBILITY DOCUMENTS

For purposes of determining the eligibility of bidders using the criteria stated in Section 23.5 of the Revised IRR of RA 9184, only the following documents shall be required by the BAC using the forms prescribed in the Bidding documents:

8.1. Class “A” Documents

8.1.1. Legal Documents

- a. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- b. Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of Revised IRR of RA 9184.

- c. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

8.1.2. Technical Documents

- a. Statement of the prospective Bidder of all its ongoing and completed government and private contracts, where applicable, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the period for the last five (5) years. The statement shall include all information required in the PBDs prescribed by the GPPB:
 1. Name of the contract;
 2. Date of the contract;



3. Kinds of goods;
 4. Amount of contract and value of outstanding contracts;
 5. Date of delivery; and
 6. End user's acceptance or official receipt(s) issued for the contract, if completed.
- b. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the IRR, within the relevant period as provided in the Bidding Documents.

8.1.3. Financial Documents

- a. The prospective Bidder's audited financial statements, showing among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- b. The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC).

The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (K)] 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.

Where: K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

8.2. Class "B" documents

Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The



DEPARTMENT OF TOURISM

Regional Office V – Bicol

submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

9. BIDDING DOCUMENTS

A complete set of Bidding Documents may be acquired by interested Bidders on **February 2, 2022 to February 22, 2022, 9: 00A.M** from the given address. It can also be downloaded through this link: <https://bit.ly/ProcurementOfDOT5SecurityServices> and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Pesos (Php 2,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

10. MANNER OF PAYMENT

The Security Agency shall bill the DOT Regional Office V every 30th day of each month covered in the contract.