



**PROJECT: MANNING OF CCTV MONITORING STATION
TERMS OF REFERENCE**

I. COVERAGE OF CONTRACT

The contract shall cover "24/7 provision and operation of the CCTV station, located at the ground floor of UP Manila Information Technology Center. The CCTV monitoring station shall be manned by two (2) operators per eight (8) hour shift.

II. QUALIFICATION REQUIREMENT FOR THE CONTRACTING BIDDER/AGENCY

- Statement of the prospective bidder that it is not blacklisted or barred from bidding by the government or any of its agencies, offices, corporations or LGUs.
- *Certificate of Good Track Record* from five (5) government and/or private agencies contracted with for the last five (5) years with at least satisfactory performance.
- Statement that the bidder has been in the business of Security and Manning CCTV Monitoring Station for the last five (5) years and is different from the existing Security agency manning UPM/PGH and has no business relationship with it.
- Certification under oath from the prospective bidder or its duly authorized representative that the documents submitted for the purpose of eligibility check is an original copy or a true reproduction of the original.
- Latest income and business tax returns.
- Ability to provide additional manpower as may be requested within five (5) working days from notice based on prescribed rate.

III. STANDARD OPERATION

The contractor is expected to perform/observe the following:

- a) Shall man the CCTV monitors and observe unusual activities detrimental to the Institution (UP Manila) and its occupants and clients.
- b) Shall inform the Chief of the UP Manila Police at "real time" on the unusual activities through the designated handheld two-way radio communication equipment and recorded these in the log book. Official report of these unusual activities shall be submitted to the Vice Chancellor for Administration within twenty four (24) hours from the time it was seen at the CCTV monitoring system.
- c) Shall record, store and preserve the day-to-day data (images) provided by the CCTV system for a period of one (1) month. A back-up file/system in a digital optical disc storage format (DVD+Rs) shall be provided.
- d) Shall ensure the physical safety of the machines/equipment in their office under care, i.e. monitors, computers, data storage equipment/recorder, telecommunication equipment, etc.
- e) Shall aid in the safe-keep of these equipment by observing their preventive maintenance schedule by reporting thru the UPM-CPDMO/IMS.
- f) Shall maintain orderliness and cleanliness in their office.

- g) Shall maintain confidentiality of whatever information which may be processed in their office except to rightful authorities. Shall submit the agency's employees' Confidentiality Agreement aside from the MOA with the CCTV Manning Agency.
- h) Shall submit daily report of their tour of duty citing all unusual activities observed to the office of the Chief of UP Manila Police.
- i) Shall submit monthly report of their tour of duty citing all activities observed, physical presence and condition of equipment being used. All unusual activities i.e. untoward incidents, disabling or malfunctioning of cameras shall also be reported. The report shall be submitted to the Office of the Vice Chancellor for Administration, copy furnished the Office of the Chief of UP Manila Police.

IV. QUALIFICATIONS OF PERSONNEL

1. Physical and mentally fit by submitting medical certificate and result of neurologic exam;
2. No derogatory record as certified thru submission of a valid NBI clearance
3. Completion of at least two (2) years of college studies or its equivalent technical or vocational course;
4. Computer literate as certified by the Contractor's HRDO;
5. Basic knowledge on operation and troubleshooting of the CCTV, thru submission of Certificate of Training, within 40 hours of training (minimum), issued by TESDA;
6. Basic knowledge of security and safety principles;
7. Knowledgeable of Basic First Aid.
8. Pleasing personality.
9. Seminar on UP Manila Security Policies
10. Seminar on basic gender sensitivity and anti-sexual harassment policies

V. COMPENSATION OF PERSONNEL

The contract shall comply with the minimum requirements of the government pertinent to the wage/compensation and benefits of personnel.

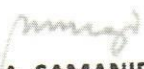
VI. PERIOD OF CONTRACT

One (1) year reckoned from the date of acceptance of the Notice to Proceed.


Prepared by:


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Chief of Police

Recommending approval:


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