

TERMS OF REFERENCE CONDITIONS FOR PGH CONTRACT FOR MANING OF CCTV MONITORING STATION

I. General Qualification for Bidder

1. Submit Certificate of Good Track record from five (5) government and/or private agencies Contracted with for the last five (5) years with a rating at least of a satisfactory performance.
 2. Sworn Statement that the bidder has been in the Business of Security and Manning CCTV Monitoring Station for the last five (5) years.
- 2.2 The bidder is a legal entity separate and distinct from the existing Security Agency Manning UPM-PGH
- 2.3 That it, its board members, officers or their relatives either by affinity or consanguinity to the fourth civil degree have no interest, whatsoever whether financial or otherwise in the Security Agency aforementioned.
- 2.4 Has the capability to provide additional trained and qualified personnel to man the CCTV in the event of any emergency as may be identified by PGH.

II. Standard Operation

1. Operate and perform pro-active monitoring of the CCTV surveillance equipment on a 24/7, three (3) eight (8) hour shifts per 24 hour a day.
2. Do programming and checking of the CCTV surveillance equipment.
3. Shall inform the UPM Chief of Security Police Services at "real time" on the unusual activities through the designated handheld two-way radio communication equipment and record these in the log book. Official report of these unusual activities shall be submitted to the Deputy Director for Administration within twenty-four (24) hours from the time it was seen at the CCTV monitoring system.
4. Shall record, store or preserve the day-to-day data (images) provided by the CCTV System for the period of one (1) month unless a longer period is requested of specific data.
5. Shall be responsible for the Security of all needed/stored/preserved, as well as all other data and documents related thereto.
6. Shall be responsible for the Security of all machines and equipment within the "CCTV Monitoring Center" e.g. monitors, computer, data storage equipment/recorder, telecommunication equipment, etc.

7. Shall aid in the safe-keep of these equipment by observing their preventive maintenance schedule by reporting thru channels, e.g. the Office of the Engineering and Technical Services (OETS) and the Public Assistance and Auxiliary Services (PAAS).
8. Shall maintain orderliness and cleanliness in their office.
9. Shall maintain confidentiality of whatever information may be processed in their office except to rightful authorities. Shall prepare and submit the agency's employees' Confidentiality Agreement.
10. Shall when required, produce DVD's, still photograph from digital footage from evidentiary purpose.
11. Shall ensure upon the start of each shift that all equipment are operational.
12. Plays an active role and fully cooperate in the Police (both National and UP Police) operations when required and carries out monitoring of areas as requested to gather information and evidence.
13. Shall attend court as requested to give evidence.
14. Coordinates actively and promptly with appropriate PGH personnel with regard to any concerns with the equipment.
15. 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 Deputy Director for Administration, copy furnished the Office of the Chief of UP Manila Police.

III. Qualifications for Personnel

1. Shall submit appropriate medical certification on physical and mental fitness for the job, including results of a drug test and a neurologic exam.
2. Shall submit an NBI clearance.
3. Academic records evidencing completion of two (2) years of college studies or its equivalent technical or vocational course.
4. Computer literate as certified by the Contractor's HRDO.
5. Submit Certificate of Training from TESDA (40 hrs. minimum) on basic knowledge and operation and trouble shooting of CCTV.