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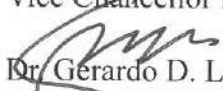
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
8F PGH Central Block Bldg., Taft Avenue, Manila

*Ad Hoc Committee to Review the Terms of Reference
for UP Manila Contract for Security Services*

16 July 2019

DR. CARMENCITA D. PADILLA
Chancellor
University of the Philippines Manila

*January 2020
mues 4159*

Through: Dr. Arlene A. Samaniego
Vice Chancellor for Administration

Dr. Gerardo D. Legaspi
Director, Philippine General Hospital

Dear Chancellor Padilla:

We are hereby submitting the attached Terms of Reference for 2019-2020 UP Manila Contract for the Security Services, for your approval.

Various revisions of the existing provisions were made in the current TOR to better understand and clarify our intentions with the assistance of our Legal representative. Specific requirements are also included and these are enumerated below:

1. Increase in the percentage in the number of names of security guards to be submitted as one of the technical bid documents, from at least 25% to 60%.
2. Change in the number of security equipment as stated in Section 6
 - a. From at least one hundred (100) units of 9mm pistol to twenty-one (21) units
 - b. From at least ten (10) units to twelve (12) units of the metal detectors, Guard Tour (Watchman Clock) System and visitors' processing system
3. Inclusion of the Schedule of the K-9 dogs in the Security Plan
4. Inclusion of Certificate of Good Standing from the last client prior to the bidding in the technical documents to be submitted
5. Age and height requirements from 21-40 years old, 5'6" for male and 5'2" for female to 21-50 years old and 5'4" for male and female respectively. Waiver on age and height requirement if the SGs have certified skills like in self-defense, etc. e.g. taekwondo, rescue, first aid)

Attached also are :

1. Annex A – Deployment of Guards
2. Cost breakdown with the corresponding budget clearance, both from UP Manila and PGH, for the contract.

Thank you.

Very truly yours,



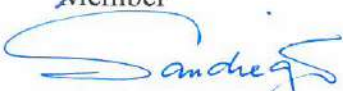
MARIA TERESA JULIETA U. BENEDICTO, MD
Chair, Ad Hoc Committee and
Deputy Director for Administration, PGH



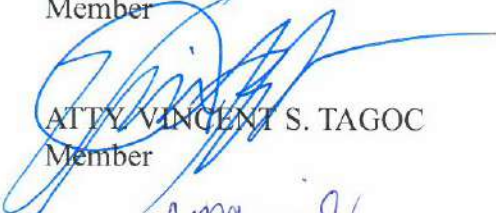
ARNOLD V. HALLARE, DR. rer nat
Vice Chair



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Member



LENETTE LORENA P. CRUCIDO
Secretary

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES
MANILA

TERMS OF REFERENCE

**FOR THE PROCUREMENT AND IMPLEMENTATION OF THE UP MANILA
CONTRACT FOR SECURITY SERVICES**

1. General Description

The U.P. Manila (UPM) Campus is a 14-hectare space which includes the Philippine General Hospital, different colleges, institutes and units.

The over-all provision of security and order is the primary responsibility of the UPM Security Office (UPMSO) which is augmented by Security Service Providers (SSPs).

The SSPs for the different Areas of Responsibility (AOR) is chosen through public and competitive bidding in accordance with the provisions of Republic Act No. 9184. The UPM Health and Safety Committee (UPM-HSC) is responsible for laying down the policies of UPM relating to health, safety and security concerns including the monitoring and evaluation of the implementation of security plans.

The SSP shall discharge its responsibilities in accordance with the policies, plans and standards laid down by the University which emphasize integrated, quick-response, cost-effective and efficient approach in security management. The security guards of the SSP shall perform specific functions in accordance with the Security Plan.

As may be necessary, the SSP shall augment and coordinate with security forces that may be formed on special occasions where the assistance of other government agencies such as the Philippine National Police (PNP), Department of National Defense (DND), the Manila Government and Metro Manila Development Authority (MMDA) is sought by the University.

2. Area of Responsibility (AOR)

2.1 All areas within the following boundaries

South:	Pedro Gil Street
East:	Taft Avenue
West:	Perimeter boundary with Robinson's Manila
North:	Padre Faura Street including the following buildings/units across Padre Faura from Maria Orosa Street in the west to Taft Avenue in the east (Office of the University Registrar to UP College of Arts & Sciences) excluding the Department of Justice and the Supreme Court.

2.2 SHS Extension Campus in Baler, Aurora

3. Scope of Work — The SSP shall

- 3.1. Maintain peace and order within its AOR as defined above.
- 3.2. Preserve the integrity of UPM premises and secure all the properties including buildings, offices, equipment, vehicles, electric lines and cables, streets, parking spaces, trees, vacant lots within AOR;
- 3.3. Protect the employees, faculty and students, patients, guests and other constituents of UPM;
- 3.4. Assist in the orderly and safe passage of vehicles and pedestrians in and out of the AOR;
- 3.5. Implement the campus Security Plan under the supervision of the UP Manila Police Office (UPMPO) and the UPM-HSC.

4. Security Personnel - the SSP shall

- 4.1 Provide an initial force of **187** security personnel for UP Manila-PGH compound and **5** security personnel for the School of Health Sciences Baler, Aurora Campus; and

Names of at least 60% of the security guards should be submitted as one of the technical bid documents.

- 4.2 Provide, free of charge, the following additional security personnel:

4.2.1 Detachment Commander

4.2.2 Assistant Detachment Commanders (1:00 a.m. and 1:00 p.m. shift)

5. Additional security services —the SSP shall provide, upon written request by UPM, the following additional services:

- 5.1. VIP Escort when required within the premises of UPM
- 5.2. Specific security plans for events conducted within UPM
- 5.3. Surveillance, investigation and referral to the Western Police of incidents within UPM, at the expense of the SSP; and,
- 5.4. Training and seminars for the detachment officers and guards.

6. Security and office equipment -the SSP must show, after receipt of the Notice of Award and before signing the Contract for Security Services, the following:

- 6.1. Security equipment with valid licenses — the SSP shall provide at all times, at its own expense, the following equipment with valid licenses as may be required by laws, rules and regulations:

- 6.1.1. Appropriate firearms per post/station —at least twenty-one (21) 9mm pistol and four (4) 12-Ga. Shotguns;
- 6.1.2. Basic guard equipment (i.e., firearms, nightstick or club, whistle, flashlights, raincoats, rain boots, etc.);
- 6.1.3. Log book and pens, per post including roving;
- 6.1.4. Ninety-six (96) units of handheld radio transceiver (walkie-talkie) of good reputable brand of radio in the market, functional with sufficient reserves of battery packs, ear pieces and chargers for handheld, and one (1) radio base; which can clearly communicate or relay messages in at least ten (10) kilometer radius
- 6.1.5. Complete set of clean and well-ironed uniforms for the security guards on actual duty;
- 6.1.6. At least one (1) All Utility Vehicle (AUV) preferably pick up type to be stationed at the UPMPO, subject to the same rules on the use of vehicles of the UPM
- 6.1.7. At least one (1) gas-fed motorcycle and one (1) electric-powered motorcycle in good running condition to be stationed at the UPMPO, subject to the same rules on the use of vehicles of the UPM
- 6.1.8. At least twelve (12) units of handheld metal detectors on all entry posts;
- 6.1.9. At least twelve (12) sets of Guard Tour (Watchman Clock) System (eight (8) units for PGH and four (4) units for UP Manila. They must be of good reputable brand in the market, with provision for preventive maintenance (PM), with memory storage that is adaptable to the computer system for purposes of printing the time punching. Moreover, they must be in good working condition throughout the duration of the contract and if there are non-functional unit or part thereof, the same must be repaired within twenty-four (24) hours and such fact should be included in the regular reporting;
- 6.1.10. At least six (6) under chassis mirrors
- 6.1.11. At least two (2) sets of traffic vests and gloves per post (only those areas involving traffic management). The vest must be reflectorized and must bear the name of the security agency.
- 6.1.12. At least twenty-five (25) CCTV system (17 units for PGH and 8 units for UP Manila) with HD cameras (latest software) that can print images capable of facial recognition, with DVR (one month memory storage) and monitors in addition to the pre-existing camera system in UPM. SSP must include the installation cost for the account of UPM.
- 6.1.13. At least twelve (12) visitors' processing system (computer with camera) with storage of at least sixteen (16) terabytes. All recordings

must be copied, preserved, turned over to the UPMPO and will be the property of the University;

6.1.14. At least twelve (12) units crowd dispersal control equipment (to include shield, helmet and truncheon);

6.1.15. At least five (5) tire clamps

6.1.16. Two (2) units of K-9 sniffing dogs. One (1) trained for bomb and another one (1) for drugs, which can be used in UP Manila colleges and hospital activities as per schedule. They must be provided with license certificates.

6.1.17. One (1) unit walk-through metal detector (*from the contract*)

6.2 Office equipment - the SSP must provide within the first month after the effectivity of the contract the following office equipment to be installed and for use of the UPMPO:

6.1.18. One (1) Personal Computer for use of UPMPO

6.1.19. One (1) scanner

6.1.20. One (1) printer or a combination of scanner and printer,

6.1.21. Two (2) digital cameras for documentation;

6.1.22. One (1) bundy clock to record guards' attendance

7. Security Plan - the SSP shall submit a comprehensive Security Plan to secure its AOR and detailing its over-all strategy to safeguard persons and property and likewise to maintain the orderly safe passage of vehicles and pedestrian in and out of the AOR.

7.1 The Security Plan shall be submitted by the prospective SSP as part of its Technical Proposal.

7.2 The Security Plan shall contain, among others, the following:

7.2.1 Emergency procedures;

7.2.2 Pre-deployment action plan;

7.2.3 Access Control procedures for vehicles, personnel and packages/baggage;

7.2.4 Car park procedures;

7.2.5 Individual post-assignment job descriptions;

7.2.6 Number and location of watchman's chips around the campus.

7.2.7 Fixed deployment at posts; and,

7.2.8 Schedule of the K-9 dogs

8. Movement of the mobile patrol system specifying route and schedule.

- 8.1.** The Security Plan's principal strategies (especially the mobile patrol system and its designated routes) shall cover its entire AOR, projecting utmost visibility and regularity of security services at all times.

9. Company profile and command responsibility

- 9.1.** The bidder must submit with the technical documents that must be duly certified by the head of the SSP:

9.1.1 Company Profile

9.1.2 Company Organizational Chart

9.1.3 Certificate of Good Standing from the last client prior to the bidding

9.2 Command Responsibility Flow

- 9.2.1** The SSP shall submit a clear command responsibility flow (organizational structure) from the highest officer of the agency to the lowest security officer;

- 9.2.2** The chart should include a list with brief description of all the units needed to manage the security operations, such as:

9.2.2.1 Physical office (Head Office)

9.2.2.2 Accounting office

9.2.2.3 Training Center

9.2.2.4 Clear Supervision and Management Process

9.2.2.5 Administrative staff and officers who will be assigned in U.P.

9.2.2.6 UP Satellite Office

10 List of Clients

- 10.1.** The SSP shall submit a List of Clients for the last five years (July 1, 2015 to June 30, 2019) with contact numbers, starting date of service, and number of guards presently assigned thereat.

- 10.2.** The SSP acknowledges and shall allow UPM to contact the clients in their list for verification purposes.

11. Legal Documents (original or certified true copies) — the SSP must submit the original or certified true copies of the following documents in their Eligibility Envelope:

11.1 Valid Business License or Mayor's Permit

- 11.2 License to Operate (LTO) from PNP – SOSIA
 - 11.3 Certificate of Registration from Department of Trade and Industry (DTI) or the Securities and Exchange Commission (SEC), whichever is applicable.
 - 11.4 If corporation, certified copy of the latest General Information Sheet (GIS) submitted to and received by the SEC;
 - 11.5 Articles of Partnership or Incorporation and By-Laws, if applicable.
 - 11.6 Audited Comparative Financial Statements for the last two (2) years (BIR stamped/received)
 - 11.7 Latest Annual Income Tax Return (ITR) (BIR Form 1702)
 - 11.8 Tax Clearance (BIR Form 17.14B)
 - 11.9 BIR Certificates of Registration for Business Registration
 - 11.10 VAT (BIR Form 2303)
 - 11.11 Blank copy of Original Sales Invoice and Official Receipt (with BIR Permit No. and TIN No.)
 - 11.12 Notarized Affidavit of Authenticity and Completeness of Documents and Information presented.
 - 11.13 Notarized Affidavit of No Derogatory Record with any UP institution or facility.
12. **Financial capability** — to determine if the SSP is in good financial standing and is capable of financing the requirements of the contract. The SSP must be able to comply with the following:
- 12.1 Capitalization paid up of at least Five (5) Million
 - 12.2 Liquidity greater than or equal to 2:1.
 - 12.3 Average gross administrative fee of at least 10 million pesos for the past two (2) years
13. **Service capability** — whether the SSP has the organizational capability to deliver the services and to provide assistance and support. The SSP must be able to qualify accordingly to the following:
- 13.1 Proof that the SSP had in the past shown security service capability:
 - 13.1.1 At least five (5) years in operation;
 - 13.1.2 Deployment of a complement of at least 500 guards for all clients;

- 13.1.3 At least one hundred (100) guards contracted by a single government agency, hospital or school; prior experience in large hospitals preferred
- 13.1.4 Supervisors should have undergone investigation and surveillance services training as shown by certificates of training;
- 14. The SSP must be able to undertake the following capabilities and services:
 - 14.1 Security and safety survey — at least once a year, preferably mid-year of the Security Services Contract implementation in terms of guard strength or positioning and if there is a change in the physical set up of the campus;
 - 14.2 On-call 24/7 —members of the operation staff must be on call for 24 hours, 7 days of the week for assistance or any other requirements by UPM;
 - 14.3 Liaison services —Liaison services to all pertinent government agencies or local government units (LGUs) as needed by UPM;
 - 14.4 Monthly meetings - Monthly meetings with SSP's head of operations or his representative.
 - 14.5 Other services as may be deemed necessary for the enhancement of the security services.
- 15. Qualifications and requirements for security guards —The SSP shall provide licensed and bonded armed security guards with the following qualifications:
 - 15.1 Filipino citizen
 - 15.2 High School diploma and proof of having completed at least two (2) years of college education
 - 15.3 At least twenty-one (21) years old but no more than 50 years old (Waiver on age requirement if the SGs have certified skills like in self-defense, etc. e.g. taekwondo, rescue, first aid)
 - 15.4 Physically and mentally fit as shown by medical certification from a government physician
 - 15.5 At least 5'4" for male uniformed guards and for female and safety guards (Waiver on height requirement if the SGs have certified skills like in self-defense, etc. e.g. taekwondo, rescue, first aid)
 - 15.6 Weight should be proportional to height
 - 15.7 Good moral character without derogatory record (Barangay, PNP and NBI Clearances)

- 15.8 Security Officer/Guard License
- 15.9 Must have passed the neuropsychiatric examination and drug test conducted by any Philippine government accredited center;
- 15.10 Must have certificate or licenses on the following trainings:
 - 15.10.1 handling firearms
 - 15.10.2 firefighting
 - 15.10.3 search and rescue operations
 - 15.10.4 evacuation and crowd dispersal management (CDM)
 - 15.10.5 first aid
 - 15.10.6 anti-sexual harassment law and gender sensitivity awareness
- 15.11 Must be clean-cut with good personal hygiene and without visible body piercings or tattoos.
- 15.12 Courteous and with good customer service.
- 16. **Submission of documents and evaluation**
 - 16.1 Security guards shall, through the SSP, submit the necessary and pertinent supporting papers and documents to the UPMPO.
 - 16.2 Those who have successfully completed the submission of the required documents, as stated above, must individually present themselves to the office designated by UPM for photographing, fingerprinting and further evaluation to ensure compliance prior to their deployment for actual duty.
- 17. **Supervision and control over security guards —**
 - 17.1 The SSP through its Detachment Commander & Assistant Detachment commanders shall be responsible for the over-all supervision and control of its security guards and other personnel assigned to the AOR.
 - 17.2 UPM Oversight Committee —The UPM-designated Oversight Committee to be constituted by the Office of the Chancellor shall oversee and monitor the actual delivery of security services by the security guards and other personnel assigned to their respective posts, and may demand from the SSP improved operations and management procedures to ensure the quality, efficiency and effectiveness of security services to the University.
 - 17.3 Detailed Schedule and Program for Supervision — The SSP must submit to the Dean/Head of Office (for building posts) and to UPM Police a