

Annex “B”

TERMS OF REFERENCE SECURITY SERVICES (Negotiated Procurement)

The contract is for the engagement of a service provider for security services for HGC various acquired assets and projects for a period of two (2) years, subject to annual assessment or evaluation of performance of the winning providers.

A. Manpower Requirement

Twenty (20) security guards for the initial year to service the HGC various real estate assets and projects as indicated in the Invitation for Negotiated Procurement for the Security Services for HGC various assets/projects.

B. Scope of obligations/responsibilities:

1. To protect and secure all the HGC real estate assets and projects from theft, pilferage, vandalism, robbery and any form of bodily harm against HGC staff assigned in these projects;
2. To prevent the entry of informal settlers and construction of squatter shanties in all the HGC real estate assets and projects subject of the bidding;
3. To prevent the unauthorized construction of structures and dumping of materials/garbage within the projects;
4. To provide HGC with such number of security guards who are properly trained, bonded, uniformed, armed and with the following qualifications, in addition to those prescribed by the Government authority/authorities concerned:
 - Of good moral character and without any criminal or police record;
 - A high school graduate or an ex-serviceman;
 - Weighing not less than 130 lbs.; not less than 21 years and not more than 50 years; and not addicted to or dependent on prohibited drugs or intoxicating liquor.
5. To submit bi-monthly periodic situationer reports as well as render incident/spot reports as deemed necessary.

6. To indemnify HGC for any loss, damage and expenses to property that it may suffer due to failure of the assigned security guards to perform the duties required under Item Nos. 1, 2 and 3 above, provided that the loss or damage is due to the negligence of the security guards without the contributory negligence of HGC or its employees.
7. To assume responsibility with regard to compliance with the New Labor Code, the Social Security Act and other laws pertaining to employer-employee relationship. HGC may require the security agency to show proof or produce documents, receipts of payments of SSS, Philhealth, and other relevant documents compliance with the Labor Laws.

C. Equipment/Supplies Requirements

1. Equipment

- a. The following shall comprise the Basic Equipment of a security guard which shall be made mandatory and ready for his/her use while performing his/her duties:
 - Prescribed Basic Uniform
 - Nightstick/baton
 - Whistle
 - Timepiece (synchronized)
 - Writing pen
 - Notebook and duty checklist (electronic or not)
 - Flashlight
 - First Aid Kit
 - Service Firearms (12 ga. Shotgun)
 - Handcuffs
 - Metal detectors
 - Communication Radio (two-way radio)
 - Security Vest
- b. The security agency shall have the responsibility of ensuring the availability and issuance of the basic equipment to its posted guards.
- c. The security agency shall ensure that the security guards shall regularly inspect operability of basic equipment issued to him and shall keep himself acquainted with the use of these.

- b. Electronic and/or communication devices requiring registration under the jurisdiction of other government agencies shall be complied with prior to issuance for use of the security guards.

D. Scope of HGC's Rights

HGC has the right to unilaterally suspend and/or terminate the contract of security services for any misrepresentation or breach of obligations/responsibilities committed by the Agency and/or its security guards.

CORAZON G. CORPUZ
Vice-Chairperson, Bids and Awards Committee