

01 October 2017

MR. KARL B. GABAEN
Proprietor / Security Director
Baguio's Finest Security Agency
DOTC-TELOF Bldg., Post Office Loop
Session Road, Baguio City

**Subject : NOTICE TO PROCEED - Contract for Security Services for
AOR III – Bataan Technology Park**

Dear **Mr. Gabaen**:

1. In reference to the Notice of Award dated 29 September 2017, this Notice to Proceed (NTP) is hereby issued to your Agency to assume the security operations of AOR III – Bataan Technology Park, Brgy. Sabang, Morong, Bataan effective 6:00 AM of 01 October 2017 by deploying the following number of personnel and equipment in accordance with the Terms of Reference of the Contract:

- a. Twenty (20) Security Guards – Annex A. Details of Deployment of Security Guards.
 - b.. Firearms, communication, transportation and other equipment as specified under the Standard Equipment Requirements – Annex B: List of Standard Equipment Requirements.
 - c. Special Equipment and Services – Annex C: List of items/services to be provided under the Special Equipment and Services Requirements.
2. You are further directed to submit to Security Services Unit your Security Operations Plan within seven (7) working days upon receipt of this NTP.
3. Rank Inspection of security guards and Showdown Inspection of equipment shall be scheduled later.
4. Please acknowledge receipt and acceptance of this Notice to Proceed by signing the two (2) copies in the space provided below and return to us one (1) copy within three (3) days upon receipt hereof.

Please be guided accordingly.

Very truly yours,


VIVENCIO B. DIZON
President & Chief Executive Officer

CONFORME

MR. KARL B. GABAEN

Annex A

GUARDS REQUIREMENT

AOR III - Bataan Technology Park 12-Hour Duty

| SECURITY POST/DET HQS | GUARD SHIFT | | NR OF SG | NR OF HR | Hand Held Radio | Firearms | |
|--|-------------|-----------|----------------|----------------|-----------------------|---------------|-------------|
| | 1st | 2nd | | | | 9mm Pistol | Shot Gun |
| Detachment Commander/SIC-1 | 1 | | 1 | 12 | 1 | 1 | |
| Asst. Detachment Comdr/SIC-2 | | 1 | 1 | 12 | | | |
| Radio Operator | 1 | 1 | 2 | 24 | | | |
| Post 1 - Main Gate | 1 | 1 | 2 | 24 | 1 | 1 | |
| Post 2 - Gate 2 | 1 | 1 | 2 | 24 | 1 | 1 | |
| Post 3 - Main Office | 1 | 1 | 2 | 24 | 1 | 1 | |
| Roving Patrol 1 | 1 | 1 | 2 | 24 | 1 | | 1 |
| Roving Patrol 2 - Central Warehouse & Motor Pool and WRC Compound | 1 | 1 | 2 | 24 | 1 | | 1 |
| Roving Patrol 3 - Staff House, Admin Bldg, Apartell & Club House | 1 | 1 | 2 | 24 | 1 | | 1 |
| Roving Patrol 4 - South and North Perimeter Area | 2 | 2 | 4 | 48 | 1 | | 2 |
| TOTAL | 10 | 10 | 20 | 240 | 8 | 4 | 5 |

Relievers: 2-3 SG

STANDARD EQUIPMENT REQUIREMENTS

AOR III - Bataan Technology Park

| ITEMS | QUANTITY | REMARKS |
|---|----------|--|
| COMMUNICATION EQUIPMENT: | | |
| Base Radio with complete accessories & antenna | 1 | Ready for inspection upon assumption of AOR |
| Hand held radio sets (including battery): | | |
| - For issue to the guards on duty | 8 | Ready for inspection upon assumption of AOR |
| - Reserve | 2 | Ready for inspection upon assumption of AOR |
| Battery charger for hand held radios | 10 | Ready for inspection upon assumption of AOR |
| Extra rechargeable batteries for hand held radios | 10 | Ready for inspection upon assumption of AOR |
| VEHICLES: | | |
| 4-wheeled vehicle with adequate fuel support | 1 | Ready for inspection upon assumption of AOR |
| Motorcycle with adequate fuel support (at least 125 cc) | 1 | Ready for inspection upon assumption of AOR |
| FIREARMS: | | |
| 9mm Pistol for issue to guards on duty | 4 | Ready for inspection upon assumption of AOR |
| 9mm Pistol as reserve | 1 | Ready for inspection upon assumption of AOR |
| Shot Gun for issue to guards on duty | 5 | Ready for inspection upon assumption of AOR |
| Shot Gun as reserve | 1 | Ready for inspection upon assumption of AOR |
| OTHER STANDARD EQUIPMENT: | | |
| Computer with printer and internet connection with at least 2-4 MBPS speed | 1 | 1. Monthly billing for internet chargeable against the security agency and must be operational 1 month upon assumption of AOR. 2. Ready for inspection upon assumption of AOR |
| Digital camera (at least 5 mega pixel) | 1 | Ready for inspection upon assumption of AOR |
| Portable Metal Detector | 1 | Ready for inspection upon assumption of AOR |
| BASIC EQUIPMENT FOR DISASTER & EMERGENCY RESPONSE | | |
| Rescue Hydraulic Jack (10 tonner) | 1 set | Ready for inspection upon assumption of AOR |
| Chain Block with at least 5 tons capacity | 1 set | Ready for inspection upon assumption of AOR |
| Rechargeable Emergency Flashlight | 5 sets | Ready for inspection upon assumption of AOR |
| Megaphone | 2 sets | Ready for inspection upon assumption of AOR |
| Squad Tent good for at least 10 persons | 1 set | Ready for inspection upon assumption of AOR |
| Rescue Multi-purpose Rope with at least 1/2 inch diameter and at least 20 meters length per roll. | 5 rolls | Ready for inspection upon assumption of AOR |
| Stretcher | 2 ea | Ready for inspection upon assumption of AOR |
| Detachment First Aid Kit | 1 set | 1. Ready for inspection upon assumption of AOR 2. See attached for the list of requirements. |
| INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS: | | |
| Class A Uniform | 1 | To be inspected during Rank Inspection |
| Rain Coats and Boots | 1 | To be inspected during Rank Inspection |
| Medicine Kit (with Bethadine solution, gauze, Alcohol, Band aid) | 1 | To be inspected during Rank Inspection |
| Hand Cuff | 1 | To be inspected during Rank Inspection |
| Flash Light | 1 | To be inspected during Rank Inspection |
| Baton | 1 | To be inspected during Rank Inspection |

Attachment to Annex B

FIRST AID KIT FOR THE DETACHMENT HEADQUARTERS

A. Basic supplies:

1. Adhesive tape
2. Antibiotic ointment
3. Antiseptic solution or towelettes
4. Bandages, including a roll of elastic wrap (Ace, Coban, others) and bandage strips (Band-Aid, Curad, others) in assorted sizes
5. Instant cold packs
6. Cotton balls and cotton-tipped swabs
7. Disposable latex or synthetic gloves, at least two pair
8. Duct tape
9. Gauze pads and roller gauze in assorted sizes
10. First-aid manual
11. Petroleum jelly or other lubricant
12. Plastic bags for the disposal of contaminated materials
13. Safety pins in assorted sizes
14. Scissors and tweezers
15. Soap or instant hand sanitizer
16. Sterile eyewash, such as a saline solution
17. Thermometer
18. Triangular bandage
19. Turkey baster or other bulb suction device for flushing out wounds

B. Medications:

1. Aloe vera gel
2. Anti-diarrhea medication
3. Over-the-counter oral antihistamine, such as diphenhydramine (Benadryl, others)
4. Aspirin and nonaspirin pain relievers.
5. Calamine lotion
6. Over-the-counter hydrocortisone cream
7. Personal medications that don't need refrigeration
8. Syringe, medicine cup or spoon

C. Emergency items:

1. Emergency phone numbers (Nearest PNP Station, Fire Station, Hospital and other government institutions)
2. Small, waterproof flashlight and extra batteries
3. Candles and matches
4. First-aid instruction manual

**SPECIFICATIONS OF
SPECIAL EQUIPMENT AND SERVICES REQUIREMENTS**

AOR III: Bataan Technology Park

1. CCTV SYSTEM (6 Channels)

a. The 6 channels CCTV with 6 cameras may be split up into two set. The possible location of CCTV cameras shall be determined by the BTP Management upon assumption of the winning bidder.

c. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity (if there is any) throughout the duration of the contract.

d. Specifications for other CCTV Cameras to be installed.

(Note: The 6 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed)

(1) With high-end H-264 16 channels DVR, 16 night vision outdoor CCTV Cameras.

(2) 6 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space.

(3) DVR recorder - Record all 6 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the user the ability to pick the time and day for the DVR to record. Can store video recording for all 6 channels up to at least 30 days.

(4) HDMI – HDMI output use with HDMI compatible monitor.

(5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility.

(8) Built in DDNS domain address

(9) Existing files can be compressed by up to 80% without compromising video quality.

(10) The entire system can be linked to an external drive as back up.

(11) Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 20 meters.

(12) Water Proof (for outdoor camera)

(13) Size of TV Monitor as applicable.

2. K-9 SERVICE:

a. Must be able to provide at least two (2) K-9 with handlers upon notice for a limited period of deployment.

b. The deployed K9 must have the following capabilities and characteristics

- Sniffing ability for explosives including bomb making materials
- Tracking capability
- Training of Dog and its handler is in accordance with the SOSIA, PNP Standard.
- Friendly

3. BACKGROUND INVESTIGATION (BI)

1. Background investigation (BI) of persons on request.

2. Requirements:

a. validation of submitted documents to include the following:

- Diploma and other school records submitted.
- Birth Certificates
- Employment Records
- Clearances:
 - NBI
 - PNP (Local and National)
 - Court Clearance
 - Barangay
 - Result of Drug Test

b. Interview of at least two (2) character references given by the person.

c. Interview of at least two (2) persons, either neighbors or former co-worker (not given by the person).