

TECHNICAL SPECIFICATIONS COMPLIANCE FORM

Bidders must indicate whether the merchandise offered is "Compliant" or "Non-Compliant" to the corresponding specifications prescribed by BCDA using this form.

AOR III - Bataan Technology Park, Morong, Bataan

Personnel Requirements

SECURITY POST/DET HQS	GUARD SHIFT		NR OF SG	NR OF HR	Hand Held Radio	Firearms		STATEMENT OF COMPLIANCE (Check Appropriate Box)	
	1st	2nd				9mm Pistol	Shot Gun	compliant	Non-Compliant
	Detachment Commander/SIC-1	1					1	12	1
Asst. Detachment Comdr/SIC-2		1	1	12					
Radio Operator	1	1	2	24					
Post 1 – North Gate	1	1	2	24	1	1			
Post 2 – South Gate	1	1	2	24	1	1			
Post 3 – Central Warehouse, WRC, Motorpool, & Other BTP Facilities	1	1	2	24	1	1			
Post 4 – Power House, YASPII, Station 9, Shrines, Deep Well No. 4	1	1	2	24	1	1			
Post 5 – Staff House	1		2	24	1	1			
Post 6 – Museum, Indoor Gym, Gazebos, Papal Shrines, & other BTP Facilities.	1	1	2	24	1	1			
Roving South & North, (D/S) – Fence, BTP Facilities & Reservation Lots	2		2	24	1	1	1		
Roving (N/S) – BTP Facilities and Periphery		2	2	24	1	1	1		
TOTAL	10	10	20	240	9	9	2		

Relievers: 3 SG

AOR III - Bataan Technology Park, Morong, Bataan Standard Equipment Requirement

ITEMS	QTY	REMARKS	STATEMENT OF COMPLIANCE (Check Appropriate Box)	
			Compliant	Non-Compliant
COMMUNICATION EQUIPMENT:				
Base Radio with complete Accessories & Antenna	1	Ready for inspection during Post-Qual.*		
Hand Held Radio Sets (including battery):				
- For issue to the guards on duty	9	Ready for inspection during Post-Qual.*		
- Reserve	2	Ready for inspection during Post-Qual.*		
Battery Charger for Hand Held Radios	11	Ready for inspection during Post-Qual.*		

Extra Rechargeable Batteries for Hand Held Radios	11	Ready for inspection during Post-Qual.*		
VEHICLES:				
4-wheeled vehicle with adequate fuel support. At least 2013 Model.	1	(1) Ready for inspection during Post-Qual.*		
Motorcycle with Adequate Fuel Support (at least 125 cc and 2015 Model)	1	Ready for inspection during Post-Qual.*		
FIREARMS:				
9mm Pistol for issue to Duty Guards	9	Ready for inspection during Post-Qual.*		
9mm Pistol as Reserve	1	Ready for inspection during Post-Qual.*		
Shot Gun for issue to Guards on Duty	2	Ready for inspection during Post-Qual.*		
Shot Gun as Reserve	1	Ready for inspection during Post-Qual.*		
OTHER STANDARD EQUIPMENT:				
Computer with Printer (Internet Capable)	1	Ready for inspection during Post-Qual.		
Digital Camera (at least 5 mega pixel)	1	Ready for inspection during Post-Qual.		
Portable Metal Detector	1	Ready for inspection during Post-Qual.		
BASIC EQUIPMENT FOR DISASTER & EMERGENCY RESPONSE				
Rescue Hydraulic Jack (10 tonner)	1 set	Ready for inspection during Post-Qual.*		
Chain Block with at least 5 tons capacity	1 set	Ready for inspection during Post-Qual.*		
Rechargeable Emergency Flashlight	5 sets	Ready for inspection during Post-Qual.		
Megaphone	2 sets	Ready for inspection during Post-Qual.		
Squad Tent good for at least 10 persons	1 set	Ready for inspection during Post-Qual.*		
Rescue Multi-purpose Rope with at least 1/2 inch diameter and at least 20 meters length per roll.	5 rolls	Ready for inspection during Post-Qual.*		
Stretcher	2 ea	Ready for inspection during Post-Qual.*		
Detachment First Aid Kit	1 set	(1) Ready for inspection during Post-Qual.* (2) See List of requirement in the TOR		

* If not available during the Post Qualification Inspection, the Agency must execute an Affidavit of Undertaking that such items shall be made available upon assumption of AOR and its failure to comply can be a ground for the nullification of its contract. The items shall be inspected by elements of SSU and/or TWG, BAC-G who shall render a report to Head, SSU on the result of said inspection.

- All items presented for inspection must be functional, in good working condition and meet the specifications stated in the TOR.

- Vehicles, firearms, and communications equipment to be committed are either owned or leased/rented. In case of lease, a certified true copy of the Affidavit of Lease shall be provided to the Inspection Team.

			STATEMENT OF COMPLIANCE (Check Appropriate Box)	
ITEMS	QTY	REMARKS	Compliant	Non-compliant
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		

			STATEMENT OF COMPLIANCE (Check Appropriate Box)	
ITEMS	QTY	REMARKS	Compliant	Non-compliant
SPECIAL EQUIPMENT AND SERVICES REQUIREMENTS				
CCTV Camera	1 Set	<ol style="list-style-type: none"> To be installed 1 month after assumption of Post. For specifications, refer to Special Equipment and Services Requirements of the TOR. Once installed, a committee will inspect the CCTV system prior to acceptance by BCDA. Once Accepted, the Agency will bill BCDA based on the Bid Price. 		
K-9 Services		<ol style="list-style-type: none"> Deployment is on the need basis with written directive from BCDA. Once Deployed, the Agency will bill BCDA based on the bid price and number of hours rendered. For specifications, refer to Special Equipment and Services Requirements of the TOR. 		

Bidder's Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

***Section VIII. Checklist of Requirements for
Bidders***

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CHECKLIST OF REQUIREMENTS FOR BIDDERS

“EACH AND EVERY PAGE OF THE BID FORM, INCLUDING THE SCHEDULE OF PRICES, UNDER SECTION IX HEREOF, SHALL BE SIGNED BY THE DULY AUTHORIZED REPRESENTATIVE/S OF THE BIDDER. FAILURE TO DO SO SHALL BE A GROUND FOR THE REJECTION OF THE BID AND PROPERLY TABBED AS FOLLOWS:”

ELIGIBILITY DOCUMENTS' ENVELOPE

- Tab A** PhilGEPS Certificate of Registration under Platinum Membership
- Tab B** Notarized Omnibus Sworn Statement/Affidavit of the prospective bidder (of its background, affiliations, responsibilities as Bidder, authorizations, etc.) (*Section IX, Bidding Forms*)
- Tab C** Statement / List of all on-going, and completed government and private contracts, similar in nature to the contract/project subject of the bidding at hand, within at least the past **three (3) years** (September 2015 to September 2018) using the following forms and support documents:
- (FORM SF-GOOD-13a) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
 - (FORM SF-GOOD-13b) Statement / List of at least one (1) **COMPLETED** government and/or private contracts (*Section IX, Bidding Forms*) similar in nature as the contract subject of bidding with a value of at least fifty percent (50%) of the Approved Budget for the Contract (ABC) supported with the following documents (in accordance to BDS Clause 5.4 of the BDS):
 1. Contract; **AND**
 2. Certificate of Completion or Official Receipt of last payment received
- Tab D** Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (*Section IX, Bidding Forms*) or a Committed Line of Credit (CLC) from a universal or commercial bank which must be at least equal to 10% of the ABC
- Tab E** Bid Security (use *Section IX, Bidding Forms* in case of Bid Securing Declaration)
- Tab F** Technical Specifications Compliance Form (Use the supplied Technical Specifications Compliance Form found in the Bid Documents as Section VII)
- Tab G** Schedule of Requirements (*use Section VI*) duly signed in every page by the principal bidder or the bidder's authorized representative
- Tab H** If applicable, valid Joint Venture Agreement (JVA) in case the joint venture is already in existence; in the absence of a JVA, duly notarized statements from all the potential

joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful, in accordance with Section 23.1(b) of the IRR.

Each partner of the JV shall likewise submit their respective PhilGEPS Certificates of Registration under Platinum Membership.

The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

TAB I Certification from SOSIA that the Agency is not and has never been blacklisted by any government or private entity.

FINANCIAL PROPOSAL ENVELOPE

The Financial Component shall contain the following:

Tab J Financial Bid Form (*use Section IX Bidding Forms*)

Financial Bid Forms shall be duly signed on each and every page by the principal bidder or the bidder's authorized representative.

- Financial Bid Form
- Derivation of Bid Price

Section IX. Bidding Forms

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Bid Form

Date: _____
Invitation to Bid N°: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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BID PRICE AND DERIVATION OF PRICE

- I. COMPONENT 1: SG WITH STANDARD PACKAGE REQUIREMENT**
 - AOR III: Bataan Technology Park
 - Reference: PADPAO Wage Order No. RB III-21
 - Twelve (12) Hours Work

COST DISTRIBUTION

Amount Directly to Guard:

New Daily Wage	₱	_____
Ave. Pay per month		_____
Night Differential Pay		_____
13 th Month Pay		_____
5-day Incentive Leave		_____
Uniform Allowance (RA 5487)		_____
COLA		_____
Overtime		_____
Sub-Total	₱	_____

Amount to Government in Favor of Guard:

Retirement Benefit (RA 7641)	₱	_____
SSS Premium		_____
Philhealth Contribution		_____
State Insurance Fund		_____
Pag-Ibig Fund (RA 7742)		_____
Sub-Total	₱	_____

- A. TOTAL AMOUNT TO GUARD AND GOVERNMENT** ₱ _____
- B. AGENCY FEE (Administrative Overhead & Margin)** ₱ _____
- C. Plus VAT (12% of Admin Overhead & Margin ONLY)** ₱ _____
- D. BID PROPOSAL: Contract Rate per Guard** ₱ _____

II. COMPONENT 2: SPECIAL EQUIPMENT AND SERVICES REQUIREMENTS

- A. CCTV System (6 Channels/Cameras)** ₱ _____
- B. Background Investigation Services** _____
 (Rate/Person x 5 Individuals)
- C. K-9 Services (Rate/Hr x 56 hrs)** _____
- D. BID PROPOSAL** ₱ _____

- III. TOTAL BID PROPOSAL FOR COMPONENTS 1 and 2** ₱ _____

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Standard Form Number: SF-GOOD-13b
 Revised on: July 28, 2004

Statement / List of all Government & Private Contracts completed which are similar in nature to the contract subject of bidding, including Single Largest Completed Contract (SLCC)

Business Name : _____
 Business Address : _____

Name of Contract	Owner's Name Address Telephone Nos.	Nature of Work	Bidder's Role		Amount at Award Amount at Completion Duration	Date Awarded Contract Effectivity Date Completed
			Description	%		
Government						
Private						

Note: This statement shall be supported with:

- 1 Contract or Purchase Order; AND
- 2 Certificate of Acceptance or Official Receipt(s) of Last Payment

Submitted by : _____
 Designation : _____ (Printed Name & Signature)
 Date : _____

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Contract Agreement Form

CONTRACT FOR SECURITY SERVICES

THE PUBLIC IS INFORMED:

This CONTRACT is executed between:

The **BASES CONVERSION AND DEVELOPMENT AUTHORITY**, a government instrumentality vested with corporate powers created by virtue of Republic Act No. 7227, as amended, with office and postal address at BCDA Corporate Center, 2nd Floor Bonifacio Technology Center (BTC) Building, 31st St., Crescent Park West, Bonifacio Global City Taguig City, represented herein by its President and CEO, **VIVENCIO B. DIZON** who is duly authorized for this purpose, as evidenced by Secretary's Certificate dated _____, a certified true copy of which is hereto attached as Annex "A" and made an integral part hereof, hereinafter referred to as "**BCDA**";

and

The _____ Name of the Agency _____, organized and existing under and by virtue of the laws of the Republic of the Philippines, with office and postal address at _____, represented herein by its, General Manager, _____, who is duly authorized for this purpose as evidenced by Secretary Certificate dated _____, a certified true copy of which is hereto attached as Annex "B" and made an integral part hereof, hereinafter referred to as the "**AGENCY**";

ANTECEDENTS:

Pursuant to Republic Act No. 7227, BCDA was created to accelerate the sound and balanced conversion into alternative productive civilian uses of the former US Baselands and their extensions;

Consistent with the same law, the President of the Philippines issued Executive Order No. 40, Series of 1992, transferring major portions of Fort Bonifacio and Villamor Air Base, among other Metro Manila Camps, to **BCDA** for disposition and/or development in order to raise funds for the conversion program as well as for the relocation and modernization of the Armed Forces of the Philippines;

In view of aforesaid transfer of subject lands to **BCDA**, there is compelling necessity to protect certain areas or portions thereof from intrusion of squatters, illegal construction of structures and acts of vandalism, as well as protect **BCDA** officers and staff therein;

Section 518 under Service Contracts of the Government Accounting and Auditing Manual (GAAM) provides that "departments, bureau, offices, or agencies of the national government are authorized to enter into contracts with private firms and non-governmental organizations for services related or incidental to their respective functions and operations, through public bidding or negotiated contracts, whenever it is impractical or more expensive for the government to directly undertake such functions and operations, subject to accounting and auditing rules and regulations";

As a result of the public bidding conducted for the purpose on _____, the Bids and Awards Committee for Goods recommended the award of the Contract for Security Services to the

AGENCY for Bataan Technology Park, hereinafter referred to as the **AOR III**, since its offer is the most advantageous to **BCDA**;

The **BCDA** Board passed a resolution during its meeting on _____, approving the award of the Contract for Security Services for **AOR III** to the **AGENCY** at the monthly rate as enumerated below:

1. Component 1: Security Guards with Standard Package Requirements:

Particulars	Amount
Amount to Guard and the Government	
Agency Fee	
12% VAT (Applicable to Agency Fee only)	
Rate per guard per month	
Total Contract price for 20 guards for the 1st year only	

2. Component 2: Special Equipment and Services Requirements:

Particulars	Amount	Remarks
CCTV System		Refer to TOR
Background Investigation		Refer to TOR
K-9 Services		Refer to TOR
TOTAL		

3. The total contract price for Components 1 and 2: _____

NOW, THEREFORE, the Parties hereto agree and do hereby mutually bind themselves as follows:

ARTICLE I AREA OF RESPONSIBILITY

1.1. The **AGENCY** shall provide Security Services at the Bataan Technology Park (BTP), Brgy Sabang, Morong, Bataan including certain improvements therein, hereinafter referred to as the **AOR III**.

1.2. The Security Services to be provided in **AOR III** shall composed of two (2) major components as follows:

1.2.1. Security Guards with Standard Package Requirements

1.2.2. Special Equipment and Services Requirements:

1.3. The above components include the hiring of security guards and the standard package that goes with it, special tools and equipment, and other services as described below. The budget allocated for the procurement of CCTV equipment and installation will be a one-time procurement and that these equipment become the property of **BCDA**.

Components	Description	Remarks
Component 1: Security Guards with Standard Package Requirements		
20 Security Guards	12-Hr Duty	Refer to TOR
Component 2: Special Equipment and Services Requirements		

CCTV system		a) Refer to TOR b) Increment procurement and installation depending on the location of the number of channels which will be determine after assumption of AOR. c) To be owned by BCDA
Background Investigation (BI)	As required	Refer to TOR
K-9 Services	Deployment as required	Refer to TOR

1.4. Special requirements of the AOR III, aside from those stipulated in the Terms of Reference (TOR), must first be mutually agreed upon by the Parties in writing.

ARTICLE II CONTRACT DOCUMENTS

2.1. The following documents shall form integral parts of this Contract as fully as if the contents of the said documents are reproduced, incorporated and set forth herein, and shall govern and control in full force and effect the rights and obligations of the Parties, except as otherwise modified by the terms and conditions of the Contract, or by mutual agreement of both Parties in writing, and by provisions of relevant laws, codes, ordinances, rules and regulations of the government:

- Annex "A" - BCDA's Secretary's Certificate;
- Annex "B" - AGENCY's Secretary's Certificate;
- Annex "C" - Terms of Reference (TOR);
- Annex "D" - Items to be provided by the AGENCY;
- Annex "E" - PADPAO Security Services Rate for the Region;
- Annex "F" - Notice of eligibility/Invitation to submit proposal;
- Annex "G" - Instruction to Eligible Bidders / Bid Documents;
- Annex "H" - Bid Security;
- Annex "I" - Affidavit of Site Inspection
- Annex "J" - Bid Letter;
- Annex "K" - Bid price and derivation of price per security guard;
- Annex "L" - Comprehensive security plan for the AOR;
- Annex "M" - Verified and validated structural map of the AOR;
- Annex "N" - Guarantee bond for losses and damages;
- Annex "O" - Guarantee bond for salaries and wages of security personnel;
- Annex "P" - Medical/Insurance Coverage of Guards;
- Annex "Q" - Notice of Award with AGENCY's "Conforme";
- Annex "R" - AGENCY's Certification under oath that it is free and clear of all tax liabilities to the government as required under EO 398, dated 12 January 2005;
- Annex "S" - Copy of latest income and business tax returns duly stamped and received by the Bureau of Internal Revenue (BIR) and duly validated with the tax payments made thereon; and
- Annex "T" - Other pertinent documents as may be required by BCDA and the Commission on Audit (COA).

2.2. All contract documents are and shall remain property of BCDA.

2.3. All documents which have been or may hereinafter be executed by the Parties shall likewise form integral parts of this Contract.

2.4. It is expressly agreed and understood that in case of conflict between this Contract and the provisions of the Contract Documents incorporated as forming integral parts hereof, the former shall prevail.

ARTICLE III FUNCTIONS AND DUTIES OF AGENCY AND THE SECURITY GUARDS

The AGENCY shall perform the following functions, duties and responsibilities within its AOR:

3.1. Provide quality security services on five areas of security, to wit: Personnel Security, Physical Security, Document Security, Communications Security, and Cybersecurity.

3.1.1. Personnel Security - Secure and protect BCDA officers, employees and visitors from harm, harassment, threat and intimidation within the Agency's AOR;

3.1.2. Physical Security - Secure and protect BCDA structures, facilities, equipment and properties from theft, robbery, arson, vandalism, destruction and other criminal acts;

3.1.3. Document Security - Secure and protect documents and vital information from unauthorized use, lost, and unsanctioned destruction; and allow easy but secured access of these documents and information to authorized personnel.

3.1.4. Communications Security - Prevent unauthorized users/interceptors from accessing radio and telecommunications.

3.1.5. Cybersecurity - Implement (in its own ICT system) basic cybersecurity technologies, processes and measures designed to protect computers, networks and data from unauthorized access, vulnerabilities and attacks; and when required, assist the BCDA ICT Department in cybersecurity.

3.2. Implement and enforce all applicable BCDA rules and regulations, standard operating procedures (SOPs) and other issuances relative to the maintenance of safety and security within the scope of work of the contracted Security Agency/ies;

3.3. In times of emergency, all deployed security guards shall be in emergency mode and ready to implement contingency plans. Those who are within the immediate area of the emergency situation shall act as first responders and be prepared to handover the responsibility to designated authority.

3.4. Conduct at least two seminars (2 hours per seminar) to BCDA personnel on emergency preparedness and conduct drills on emergency situation in coordination with the emergency plan/s of the building or area administrator.

3.5. Provide special services such as canine deployment and conduct of background investigation of personnel as may be directed.

3.6. Install and operate the CCTV system in designated AOR to ensure widest monitoring coverage of the area of operations. Ensure the proper maintenance of the system and to timely report any damage to the system so that BCDA can immediately respond to maintenance requirements.

3.7. Prevent dumping of garbage of any form in its AOR. In the event that guards fail to prevent the dumping of garbage, it is the responsibility of the Agency to immediately remove said garbage at



its own expense. Otherwise, BCDA shall remove or dispose of the garbage and the expenses incurred therefrom shall be chargeable to the account of the Agency.

3.8. Prevent intrusion and proliferation of informal settlers and building of illegal/unauthorized structures within its AOR. Stop and demolish on-going illegal construction of structures within seventy-two (72) hours upon discovery.

3.9. Should the Agency fail to enforce item 3.8 above, it shall compensate BCDA for the cost of demolition and eviction, and pay BCDA the amount of P20,000.00 per structure illegally constructed during the effectivity of the Contract;

3.10. In case of damage to or loss of BCDA properties due to the negligence or failure of the guard/s to fulfill his/her obligations, the Security Agency is liable to compensate BCDA for the cost of losses or damages.

3.11. Submit the following reports:

- 3.11.1. Daily Activity and Situation Report.
- 3.11.2. Incident Report (In case of occurrence of unusual incident)
- 3.11.3. Investigation Report (as necessary)
- 3.11.4. Special Reports (In cases of confluence of events and observations which have bearing on safety and security)
- 3.11.5. Information Reports (as obtained)
- 3.11.6. Accomplishment Reports:
 - a. Monthly – Every 1st Monday of succeeding month
 - b. Quarterly – Every 1st week of succeeding quarter
 - c. Annual – Every 2nd week of January
- 3.11.7. Roster of Guards (every 15th and 30th of the month)
- 3.11.8. Guard Deployment Schedule (every 15th and 30th of the month)
- 3.11.9. Daily Guard Detail

3.12. Employ/deploy guards with the following qualifications:

- 3.12.1. Mandatory Training (in accordance with RA 5487):
 - a. Basic Security Officer/Guard Training Course
 - b. Retraining/Refresher SO/SG Training Course.
 - c. Basic Marksmanship Training Course
- 3.12.2. Optional training/seminars/skills which may contribute to their efficiency, effectiveness and quality of services:

- a. Basic Life Support Training/Seminar
- b. VIP Security Training/Seminar
- c. Marksmanship Refresher Training
- d. Info Gathering and Basic Report Writing Training/Seminar
- e. Disaster and Emergency Response Training
- f. Basic Computer Training for Security Officers

3.13. Coordinate with the Philippine National Police (PNP), Armed Forces of the Philippines (AFP) and other friendly forces on matters related to the security and protection of respective AOR.

3.14. Prevent vandalism in the form of graffiti, paintings, stickers on **BTP** fences and walls of structures, and failing to prevent the same, remove such graffiti, painting, sticker and the like and restore the fence or wall to its original form at its own expense with or without notice from **BCDA**.

**ARTICLE IV
GUARD FORCE**

4.1. The AGENCY shall deploy **Twenty (20)** security guards in AOR III on a twenty four (24) hours, seven (7) days a week security coverage, under a twelve (12) hours duty shifts of security guards as specified in the Guard Requirement for AOR III of the Terms of Reference (Annex C); provided that BCDA reserves the right to amend said Guards Requirement whenever deemed necessary without violating conditions under Section 11.9 of this Contract; provided further that the number of contracted guards may be increased or decreased any time upon the written instruction of BCDA.

4.2. Should the need arises and upon amenability of the AGENCY, the latter should be able to increase the number of security guards deployable to other areas of responsibility like areas covered by BCDA affiliates/subsidiaries within or outside Metro Manila at any given time and upon written notice from BCDA.

4.3. The AGENCY must be able to deploy female security guards equivalent to at least 10% of the security force.

**ARTICLE V
QUALIFICATIONS OF SECURITY GUARDS**

5.1. The Security Officers (Detachment Commander, Assistant Detachment Commander, Shift-In-Charge) must possess the following qualifications:

5.1.1. Must have satisfied the basic qualifications required in Section 4 of Republic Act No. 5487 as amended (an act governing the organization and management of Private Security Agencies, Company Guards Forces and Government Security Forces);

5.1.2. Be at least five (5) feet and four (4) inches in height for male and five (5) feet in height for female , and must not be more than fifty (50) years old at the time of cceptance;

5.1.3. Must not be more than fifty (50) years old at the time of acceptance;

5.1.4. Be computer literate and a licensed driver;

5.1.5. Must possess the necessary clearances from Barangay, Philippine National Police (PNP) National Bureau of Investigation (NBI), Neuro-Psychiatric Test and Drug Test.

5.1.6. In case the security officer is a former AFP/PNP personnel must either be retired or honorably discharged from the Service. A copy of retirement order or honorable discharge order duly authenticated by competent authorities must be submitted.

5.2. The security guards to be deployed must possess the following qualifications:

5.2.1. Have satisfied the basic qualifications provided in Section 2 and 3 of Republic Act No. 5487 as amended (an act governing the organization and management of Private Security Agencies, Company Guards and Government Security Forces);

5.2.2. At least five (5) feet and four (4) inches in height for male and five (5) feet in height for female;