

Republic of the Philippines
COMMISSION ON HUMAN RIGHTS
Quezon City

Terms of Reference for the Procurement of Security Services to Provide Safety and Security Officers for the Commission on Human Rights

INTRODUCTION AND BACKGROUND	<p>The Commission on Human Rights (CHR) is an independent office created under the 1987 Constitution of the Philippines with the primary function of investigating all forms of human rights violations involving civil and political rights. In line with this mandate, it is imperative to engage the services of a Security Agency which can provide safety and security officers who will secure the safety of CHR employees and occupants of the premises, its space including all properties within the building premises.</p> <p>Thus, the CHR is inviting interested, qualified and reputable security agencies to join and submit bids in accordance with this Terms of Reference (TOR) for the provision of 24-hour security services on a daily basis, including Saturdays, Sundays and Holidays to secure the CHR employees, properties, as well the occupants of the premises located in Metro Manila and some identified regions.</p>
PROCUREMENT OF SECURITY SERVICES	<p>Under Section 5(h) of Republic Act (RA)9184, as reiterated in Section 5(r) of its 2016 Revised Implementing Rules and Regulations (IRR), the procurement of general support services, including non-personal or contractual services, such as security services, falls under the definition of goods.</p> <p><u>The CHR-Bids and Awards Committee for Public Bidding (BAC-PB) shall recommend the award of contract to the Head of the Procuring Entity (HoPE) of a bidder which will be determined to be the lowest calculated responsive bid pursuant to Section 37.1.1 of the Revised IRR of RA9184.</u> In addition to this and in order to achieve proper and efficient procurement, the BAC-PB shall, aside from the cost being offered by the prospective bidders, consider other factors in determining the winning bid such as, but not limited to:</p> <ul style="list-style-type: none">a) Contracts with other clientsb) Standards of internal governancec) Adequacy of resourcesd) Level of traininge) Adherence to labor and social legislation

	<p>Compliance by the bidder to the minimum requirements set forth in “Annex D” of this Terms of Reference shall be determined using a “non-discretionary pass-fail criteria” and shall be used as basis in evaluating the technical proposal of the bidder. The BAC-PB however, may require the submission of additional documents or materials which shall form part of the bidder’s technical proposal to substantiate its compliance to the minimum requirements which may be included in the “instruction to Bidders” of the bidding documents.</p> <p>The procurement of security services shall be for January to December 2022 subject to satisfactory evaluation of the CHR-Security Protection & Assistance Division, Investigation Office (SPAD-IO).</p> <p>Said satisfactory level shall be assessed by CHR before the end of December 2022.</p> <p>The CHR may pre-terminate the contract of the security service contractor if and when, after assessment, there is a failure to perform its obligations, subject to “Annex I” – Guidelines on Termination of Contracts of the Revised IRR of RA 9184.</p>
<p>REQUIREMENTS</p>	<ol style="list-style-type: none"> 1.The Security Agency must be duly licensed, registered, and a member of the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) with proper operating permits licensed by PNP-SOSIA) and other statutory requirements. It must have been engaged in the business for at least five (5) years. 2. The Security Agency must be PhilGEPS registered with Platinum Membership. 3. The Security Agency must provide a Certification of paid remittances/contributions with the master list/record of payments of agency security guards within the last two (2) years from date of submission of bid from the following government agencies namely: SSS, Philhealth and PAG-IBIG. 4. The Security Agency must provide an original Certification from the DOLE & NLRC of NO PENDING Case within the last two (2) years from the date of the bidding. In like manner, assigned security shall present clearance of no pending case at the time of deployment.

	<p>5. The Security Agency must provide at least three (3) Certification of Very Satisfactory Performance Rating within the last twelve (12) months of services from different agencies outside CHR, either from public and/or private agencies.</p> <p>6. The Security Agency must be duly licensed or authorized by an appropriate government entity or detail safety and security officers outside the premises of the CHR.</p>
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SCOPE OF SERVICES

<p>A. Security Agency</p>	<p>1. The Security Agency shall provide consistent and quality service through qualified, licensed, bonded, highly trained who shall guard and protect the properties and premises of the CHR including its personnel and the accounts staying therein.</p> <p>2. The Security Agency shall provide flashlight/searched light for every night use, raincoats, rain boots, medical kit and umbrellas.</p> <p>3. The Security Agency shall secure the CHR premises whether it is leased or owned. Secure all persons, vehicles and things/materials brought in and out of said premises including the conduct of reasonable check on persons and properties as normally done in public or private establishments and places for purposes of ensuring safety and security against unauthorized persons, vehicles, and/or things or materials.</p> <p>5. The Security Agency shall station appropriate number of safety and security officers at designated strategic points within the CHR premises whether leased or owned to ensure that no trespassing or other illegal activities are conducted within the premises of the CHR.</p> <p>6. The safety and security officers must have the capacity to respond to eventualities by reason of force majeure and the like and shall have the capacity to write and submit reports of any incident to CHR management and/or to other concerned authorities for purposes of official investigations.</p> <p>7. The safety and security officers shall be equipped with none lethal weapons such as: Pepper Baton, Pepper Spray and Stun Gun. (Annex "B").</p>
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	<p>8. The Security Agency shall provide fourteen (14) units handled radios as communication equipment of deployed safety and security officers and one (1) mobile phone that will serve as back-up should there be problems in existing radio communication to ensure continuity of communication. (Annex “B”).</p> <p>9. The Security Agency shall provide 14 safety and security officers for a scheduled rotation on two (2) working shifts, Monday to Sunday including holidays on a 24-hour basis who has the technical know-how on appropriate use of security devices. However, the Commission may request additional safety & security officers to the agency to augment the existing SSO’s.</p> <p>10. The Security Agency shall ensure the availability of a replacement/ reliever in case of an unscheduled absence of its SSO provided, however, said replacement/ reliever shall be submitted to the selection procedure by the end user.</p> <p>11. The Security Agency shall have the capacity to provide secured communication facility covering Metro Manila area and identified regions. (Annex “B”)</p>
<p>B. Safety and Security Officers</p>	<p>1. The assigned safety and security officers must be at least high school graduate Pass adequate knowledge in communicating in English. He/she must be reliable, honest, and courteous. An updated BIO-DATA of security guards must likewise be submitted.</p> <p>2. The safety and security officers must undergo and pass the required psycho-neuro examination and drug test conducted by a reputable Philippine National Police (PNP)/National Bureau of Investigation (NBI) accredited testing agency as evidenced by a Certification issued by the concerned authority.</p> <p>3. The safety and security officers must be ready to perform other tasks as may be required by CHR management, related to security, safety and protection and other administrative functions.</p> <p>4. The employer’s recommendation based on trust and confidence shall be given preferential consideration on the retention of the safety and security officers.</p> <p>The employer shall recommend whether to retain or absorb the security services provided by the security guard/s of the existing or former security agency to the successful bidder.</p>

PROPOSED POSTING OF SAFETY AND SECURITY GUARDS	Security guards shall be posted and distributed in accordance with CHR schedule of posting of safety and security officers. (Annex "C")
APPROVED BUDGET FOR THE CONTRACT (ABC) FOR JANUARY TO DECEMBER 2022	The ABC is SEVEN MILLION THREE HUNDRED NINETY-TWO THOUSAND PESOS (₱7,392,000), inclusive of all appropriate government taxes And charges.

"Annex A"

LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY

Location	None Lethal Weapons	Quantity
Metro Manila and some Identified Regions	Pepper Batons Pepper Sprays, and Stun Guns	14 Units

"Annex B"

COMMUNICATION EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY

Location	Quantity	Make/Model	Brand
Metro Manila and some Identified Regions	14	Communication	Facility Covering Identified areas

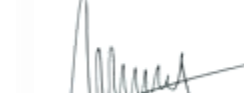
"Annex C"

Post	Time Shift	No. of Safety and Security Officers
Male and Female Guards	0700-1900H 1900-0700H	14
Total		14

SET OF MINIMUM REQUIREMENTS FOR SECURITY SERVICES

STABILITY	RESOURCES	SECURITY PLAN	OTHER FACTORS
1. Years of Experience At least 5 years in the name of the bidder (agency/company)	1. No. of None Lethal Weapon 14	Detailed measures and Innovations to be undertaken to ensure that entry and exits of personnel are monitored, loss of equipment and valuables are minimized, and threat to property and personnel are secured. Measure for bomb threat, fire, robbery, hostage situation & natural disaster	1. Recruitment and Selection Criteria: neuro/psychiatric and drug tests with proof of certificate from government accredited granting office. at least high school graduate
2. Liquidity of the Contractor Net Financial Contracting Capacity (NFCC) at Least equal to ABC	2. No. of Communication Devices Will be Discussed During the pre-bid conference		2. Complete Uniform (as needed) and Other Paraphernalia cap, while long sleeves collar, blue pants, black shoes night stick, metal detector, hand-cuffs, flashlight/searched light, medical kit, stun gun or pepper baton or pepper spray
3. Organizational Set-up	3. No. of Licensed Safety and Security Officers 14		

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