



## TERMS OF REFERENCE

- PROJECT :** PROVISION OF SECURITY SERVICES FOR A PERIOD OF ONE YEAR IN THE DOLE CENTRAL OFFICE
- OWNER :** DEPARTMENT OF LABOR AND EMPLOYMENT
- LOCATION :** DOLE MAIN, ANNEX AND EXECUTIVE BUILDINGS  
Muralla and General Luna Streets  
Intramuros, Manila
- 6<sup>th</sup> FLOOR BF CONDOMINIUM**  
Solana Street, corner Andres Soriano Avenue  
Intramuros, Manila

**APPROVED BUDGET FOR THE CONTRACT: P18,514,336.35**

### I. PURPOSE

The Department of Labor and Employment (DOLE) desires to engage the services of a security agency for the Provision of Security Services in the DOLE Central Office for a Period of One Year.

### II. GENERAL CONDITIONS

- A. The responsibilities of the AGENCY shall be as follows:
1. The AGENCY shall provide DOLE with security services and for this purpose shall assign guards who will secure and protect its properties from theft, arson, pilferage, trespass, robbery, destruction or damage and other unlawful acts by strangers or third persons, maintain peace and order in and around the DOLE's premises, protect its officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other criminal acts, and enforce/implement rules, policies and regulations of the DOLE aimed at maintaining security and safety at its premises located at the DOLE Main, Annex and Executive Buildings and surrounding premises, as well as the offices of its Bureaus housed in BF Condominium.
  2. The AGENCY shall implement health protocols and standards on workplace prevention and control of COVID-19 virus as stipulated in the Workplace Handbook on COVID-19 Management and Prevention prepared by the Department of Health and DOLE issuances related thereto.

3. The AGENCY shall implement standard operating procedure during, before and after calamities and other emergencies like earthquake, fire, flood and others as stipulated in DOLE Service Continuity Plan.
4. Documents or logbooks maintained by the AGENCY containing matters involving security concerns, such as but not limited to entries regarding the date and time of arrival and departure of DOLE officials in the DOLE premises shall not be disclosed to any person, government official or entity, unless previously authorized by the Secretary of Labor and Employment or his/her duly authorized representative. Any violation of this rule shall automatically result in the cancellation of the service contract.
5. The AGENCY will assign at the DOLE **forty (40)** qualified, competent, uniformed, armed and bonded security guards licensed as private security guards in accordance with RA 5487 as amended as well as other related laws and regulations with the following qualifications, among others to wit:
  - a. Filipino citizen;
  - b. For security guards:
    - At least high school graduate and
    - At least one (1) year of security job experience.
  - c. For Detachment Commander and his two (2) assistants:
    - Graduate of Criminology or related courses or at least 2nd year college;
    - Certified Security Professionals; and
    - Two (2) years of relevant supervisory experience.
  - d. Physically and mentally fit, at least 5'6" tall for male and 5'2" tall for female and at least 23 years old but not more than 50 years old, slim or medium built both for male and female guards;
  - e. Must have passed and undergone regular security service training, a neuro-psychiatric examination and drug test;
  - f. Must be of good moral character, duly licensed and trained by PNP and properly screened and cleared by the N.B.I., Police and government offices issuing clearances for employment and without previous record of any conviction of a criminal offense involving moral turpitude;
  - g. Must be in proper uniform and armed with short firearm, with sufficient ammunition at all times during his tour of duty.
  - h. The number of security guards may be increased or decreased depending upon the exigencies of the service or the need of the security situation at the post as may be determined by the DOLE based on the rates per shift as shown in the attached Approved Budget for the Contract.
6. The AGENCY shall provide the necessary valid licensed firearms and ammunitions to the guards assigned to the DOLE as well as communication equipment, service vehicle and other security equipment and shall see to it that when on duty, they are in prescribed uniform with complete accoutrements.

- a. Duly licensed Firearms, Ammunitions & Other Security Equipment (minimum requirements):
    - One (1) Short firearm per uniformed guard on duty
    - One (1) short firearm at security office
    - Fifteen (15) pcs. of ammunition per short firearm
    - Four (4) pcs. Mirror Detectors
    - Eight (8) pcs. Metal Detectors
    - Ten (10) pcs. Truncheons
    - Ten (10) pcs. Shields
  - b. Stand-by Vehicle (AUV) within DOLE premises - 1 unit
  - c. Stand-by wheelchairs for person with disabilities (PWD) - 3 pcs.
  - d. Communication Equipment (minimum needed)
    - Mobile Cellular Phones - 2 units
    - Telefax Machine - 1 unit
    - One (1) unit Handheld Radio per post, roving and security office  
(4 entrances, Security Office, Roving Guard)
    - Computer and Printer
    - Biometric Machine/Bundy Clock
    - Handheld "STOP" sign for guards assigned to man traffic at entrances/exits
  - e. Every security guard on duty shall be provided with the following:
    - whistle
    - flashlight
    - night stick
    - medicine kit (plaster strips/band-aid, cotton balls, betadine/alcohol)
    - tear gas, etc.
    - while observing protocols on COVID-19 virus:
      - \* face mask
      - \* face shield
      - \* alcohol sanitizer
      - \* other PPEs as may require from time to time
  - f. At least two sets of complete uniforms, with all the necessary patches to all security guards.
  - g. Security guards are expected to be trained on First Aid Basic Course and Disaster Preparedness. Certificate to this effect shall be submitted to DOLE prior the issuance of Notice to Proceed.
7. The AGENCY shall establish a security force consisting of **forty (40)** personnel inclusive of one Detachment Commander who shall render twelve (12) hours work per day including Sundays and holidays and two (2) Assistant Detachment Commanders:
- a. Detachment Commander shall be entitled to a monthly allowance of three thousand pesos (P3,000.00) per month in the performance of his/her duties as Detachment Commander;