

TERMS AND REFERENCES FOR SECURITY BIDDING

1. Post to be Manned by the Security Guards as follows:

Location: NCMH Main (Mandaluyong City)

AM SHIFT: (7:00 AM-7:00PM)	PM SHIFT: (7:00PM – 7:00 AM)
1. Shift in Charge	1. Shift in Charge
2. Administration Building	2. Administration Building
3. Main gate- Entrance	3. Main gate- Entrance
4. Main gate- Vehicle Inspection	4. Main gate- Vehicle Inspection
5. Main gate – Pedestrian Inspection	5. Main gate – Pedestrian Inspection
6. Roving Guard/Crisostomo/Sector 1	6. Roving Guard/Crisostomo/Sector 1
7. TRIAGE/RFID Entrance	7. TRIAGE/RFID Entrance
8. Pavilion 1/Parking/Tower Guard	8. Pavilion 1/Parking/Tower Guard
9. Pavilion 2 /OPS Medical Records	9. Pavilion 2 Parking
10. Pavilion 2 /ER/OPS	10. Pavilion 6
11. Pavilion 2 Parking	11. Pavilion 7
12. Pavilion 2 Malasakit Center	12. HCW-NCMH Modular Facility
13. Pavilion 6	13. Pavilion 15/ Vaccination Center
14. HCW-NCMH Modular Facility	14. Pavilion 10
15. Pavilion 15/Vaccination Center	15. Roving MCCII
16. Pavilion 7	16. Roving EDMRV
17. Roving MCCII Cottage	
18. Roving EDMRV	

Location: NCMH Camarin Extension (Caloocan City)

AM SHIFT: (7:00 AM – 7:00 PM)	PM SHIFT: (7:00PM – 7:00 AM)
1. Main gate - Entrance	1. Main gate - Entrance

Roving Guards for Sector 1 shall cover the following areas: Administration Building, Personnel Section, Dietary Section, MTO Library, Chapel, Men’s Dormitory, Women’s Dormitory, Zonta, Shangrila, Pavilion 2, Pavilion 3, and perimeter wall of NCMH.

Roving Guards for Sector 2 shall cover the following areas: EDMRV Oval, Cottages 1 to 3, Pavilion 11, Laundry area, Morgue, Staff Cottages, Pavilion 7, Laboratory, Pump House, Pavilion 30, Dump site, and Perimeter wall of NCMH.

Security Personnel assigned/posted by the Security Agency shall have no relative within the 4th civil degree of consanguinity or affinity to an NCMH employee to avoid any conflict of interest.

Security Personnel may apply as an NCMH employee, provided that he/she will be assigned or posted by the security agency to another post outside of NCMH to avoid any conflict of interest.

Upon Deployment, the Security Agency shall provide the following documents to the NCMH Security Office:

1. Personal Data Sheet
2. Current Valid Medical, Neuro-Psychiatric, and Drug Test
3. Certified True Copy (CTC) of Transcript of Records and / or Diploma
4. Philippine Statistic Authority (PSA) – authenticated Birth Certificate
5. One (1) piece 2x2 Colored Picture
6. SSS Membership
7. Basic Security Training Course Certificate
8. Covid-19 Vaccination Card (at least 2 doses)

The Security Guards shall be provided by the Security Agency with the prescribed uniform, nametag, and other required paraphernalia.

The Security Guards shall render satisfactory services from Mondays through Sundays and shall maintain a Bundy Card. NCMH Security Section shall validate the monthly attendance of all Security Guards on duty.

The Security Agency shall provide five (5) relievers / replacement in case of absences of any assigned Security Guard to ensure a continuous and uninterrupted service like rendering twenty four hours(24hrs) or straight duty.

The Security Guard shall render the supervision of the Medical Center Chief II in coordination with the NCMH Chief of Security Section. Prior to their assumption of duty, an orientation of the scope of responsibilities, rules, regulations, and policies in NCMH shall be conducted by the NCMH Chief of Security Section. **NO SECURITY GUARD SHALL ASSUME HIS POST WITHOUT PROPER ORIENTATION**

The assigned Security Guards shall coordinate with the Chief of Pavilion (COPs) and Chief of Section for any instructions or changes in the discharge of their duties.

The Security Guard on duty shall be responsible for the monitoring and recording of the movements of all supplies and materials, within the area of his assignment. Whenever an equipment is brought out of the building, the Security Guard shall demand a Gate Pass.

The Security Guard on duty has the responsibility to screen all visitors in a very courteous manner and record their names, purpose of visit, time of arrival and departure in the Visitor's Logbook, and to issue a visitor's ID. Firearms and deadly weapons are strictly prohibited and therefore must be deposited with the Security Guard/s on duty. It must be properly logged and issued with acknowledgment receipt.

The Security Guard on duty is authorized within the premises of the NCMH, to inspect bags, packages and vehicles within view, and shall conduct body search on individuals, even employees, for safety and security reasons.

The Security Guard shall position themselves outside the buildings and/ or Office Proper and shall cover all properties in view, except when there is duly authorized Special arrangement with the Chief of Pavilion (COPs) of the building / area.

The Security Agency shall see to it that the Security Guards are screened and declared physically and mentally fit before they are allowed to report to their assigned post. They shall not be under the influence of liquor or any prohibited drugs.

The Security Agency, through the Security Inspector, shall conduct post inspection to all security guard on duty at least two (2) times a month to monitor security activities and to provide commendation for the good of the service.

Security Guards found to be under the influence of alcohol and / or prohibited drugs while on duty shall be immediately relieved and replaced. This shall be a ground for suspension or termination of work of such person and rescission of contract of the Security Agency with the Center.

Any Security Guard found and considered to be defiant and incompetent by the Head of Office/Service concerned shall be replaced by the Security Agency upon receipt of request and after validation of the complaint.

The Security Guard assigned to restricted office areas where highly accountable assets and confidential documents are kept, shall perform their duties under the supervision of official(s) to be designated by the Office / Service concerned.

The roving Security Guard shall ensure that security Guards assigned to their post are doing their beat properly. He shall see to it that the premises of the NCMH are protected. Any abnormal movement and presence of suspicious character should be reported immediately and the Security Guards of the NCMH and of the Security Agency shall be alarmed and/or informed.

The Security Agency shall assume full responsibility for any claims of compensation on injuries, accidents or deaths of their Security Guards in line of

duty and shall hold the National Center for Mental Health (NCMH) free from any legal suit in connection therewith.

The NCMH shall furnish and provide, a room or space to the SECURITY AGENCY with a rental rate as per existing charge of the hospital per square meter for the exclusive occupancy and usage of its security and storage of its tools and equipment. Utilities like water and electricity consumption will be paid by the SECURITY AGENCY TO NCMH.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is: Mr. Marjoe S. Avanzado, RCrim, Chief, Security Section.

2. Notarized Affidavit of undertaking that the Security Guards of the Agency, if awarded the Contract, possess the following qualifications:
 - 2.1 Three (3) Lady Guards and thirty four (34) Male Security Guards shall be posted
 - 2.2 Height of at least 5'4" with weight proportionate to his height;
 - 2.3 Must be between 19-45 years old;
 - 2.4 Must have at least two (2) years college level or 72 units;
 - 2.5 Holder of a Valid Certificate in Basic/Refresher Security Guard Training Course issued by a Government-recognized Security Guard Training School, accompanied by a photocopy of a such Training's Opening and Closing Reports.
 - 2.6 Holder of a Valid and Current Security Guard License with Special Bank Receipt;
 - 2.7 Must have Valid Driver's License;
 - 2.8 Valid and Current NBI Clearance (to be renewed every year);
 - 2.9 Valid and Current Police Clearance (to be renewed every 6 months);
 - 2.10 Valid and Current Barangay Clearance;
 - 2.11 Holder of a Certificate of Good Moral Character from two (2) reputable individuals/institutions;
 - 2.12 Holder of a Certificate of two (2) years' experience in the discharge of Security Guard's functions;
 - 2.13 The winning bidder shall comply with all necessary requirements of trainings before start commence of contract; and
 - 2.14 Before deployment, the Security Guards must possess the following:
 - NP Screening from the National Center For Mental Health, with valid for at least six (6) months
 - Drug Test from the National Center For Mental Health, with valid for at least six (6) months
 - Medical Clearance issued by NCMH Physicians only
 - Within six (6) months from deployment, all Security Guards of the Agency posted at the Center shall undergo or must obtain a certificate on the following: Basic Psychiatric Nursing Training Course / Seminar on Hostage Taking / Crisis and Disaster

Preparedness / Training on Basic Life Support / First Aid; the seminar fee of which shall be charged to the Security Agency.

- Duty Detail Order or Mission Order

3. The CONTRACTOR Security Agency warrants that in order to efficiently and effectively carry out its functions and obligations under this Contract, it shall equip itself with the following:

a. Patrol Vehicle:

- Two (2) Land Transportation Office (LTO) registered Multi-cab and Tricycle, and;
- Two (2) Land Transportation Office (LTO) registered Motorcycle

b. Twenty Five (25)units of NTC- registered hand-held radio, each with unit charger

- 25kHz/7.4V/5 watts

c. Twenty Five (25)units of hand-held radio battery (back up)

- 7.4V/5 watts

d. One (1) unit Base Radio

- 758 channels/25kHz (wide)/20kHz (middle)/12.5kHz (narrow channel spacing)

e. Firearms and Ammunitions, duly licensed by PNP-FED.

- Fifteen (15) units of Caliber 9mm Pistol with seven (7) ammo each and sixty (60) rounds ammo (reserve)
- Five (5) units of 12-gauge shotgun with twelve (12) ammo each and twenty (24) rounds ammo (reserve)

f. One (1) unit Firearms Vault and Cabinet

- metal

g. Thirty five (35) units Watchman's Clock or Digital Security Guard Patrol Tour / Time Keeping System

- digital

h. Thirty (30)units search light

- Rechargeable 300yard radius/10watts/24leds

i. Six (6) units Binocular

- 50mm diameter/8.2 degree angle/5.0 exit pupil distance/5.3000m/High Definition.

j. Twenty (20)units handheld Metal Detector

- GP300B1/Super Scanner

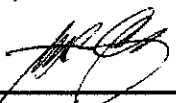
- k. Thirty (30) sets Shield and Helmet
 - l. Two (2) units Ostrich Mirror
 - 1.5 meter's metal handle w/5"x9" mirror
 - m. Two (2) unit Digital Camera
 - 13 mega pixel resolution
 - n. One (1) unit computer set with printer
 - Processor (CPU) Core i5 7th Generation or Higher 3.2Ghz/printer type Eco Tank L3110 All-in-one Ink Tank Printer/Print, Scan, Copy.
 - o. One (1) unit Bundy clock
 - p. Logbooks
 - 300 pages
 - q. Other Supplies
 - r. Five (5) units of Megaphone
 - High power/12V
 - s. Three (3) sets Luminous Traffic Vest with Hand Gloves
 - t. Thirty six (36) unit's Security Vest.
4. Notarized Affidavit of undertaking that the prospective bidder's Security Guards to be posted, if awarded the contract, each Security Guard shall be equipped with the following:
- 4.1 One (1) Flashlight
 - 4.1.1 Rechargeable Led
 - 4.2 One (1) Nightstick
 - 4.2.1 wood
 - 4.3 One (1) Teargas
 - 4.3.1 Smart guard triple action/56g
 - 4.4 One (1) Whistle
 - 4.4.1 metal
 - 4.5 One (1) handcuff
 - 4.5.1 metal
 - 4.6 One (1) watch
 - 4.6.1 Wrist watch/digital
 - 4.7 One (1) Complete First Aid Kit
 - 4.7.1 2 pcs. Band aid/1 pc. Thermometer/15g burn ointment/1 pc. Sterilized gauze pad/7.5 ml betadine/cotton/1 pc. Plaster/Vicks Vapor rub5g.
 - 4.8 One (1) Set Raincoats and Boots

5. Ten (10) units CCTV Camera w/ monitor
5.1 NVR 8 Channel/4TB HDO/IP CAM Bullet 5mp/32 inches monitor

Total: 21,247,091.75

For your information and ready reference.

Respectfully submitted by:



SOIII MARJOE S. AVANZADO, RCrim., CSP
Chief Security Section

Noted by:



JERRY C. RODRIGUEZ, MGM-ESP
Chief Administrative Officer - HOPSS

Approved by:

-- SGD --

NOEL V. REYES, MD, FPPA
Medical Center Chief II