



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
8575 Camerino Street, Barangay Lapidario, Trece Martires City, Cavite
Tel. No. & Fax No. (046) 419-0210
Email: rtc_calabarzon@ati.da.gov.ph
URL: <https://ati2.da.gov.ph/ati-4a>

TERMS OF REFERENCE FOR SECURITY SERVICES

I. BIDDING ON THE PROCUREMENT OF SECURITY SERVICES

Pursuant to Section 5 (h) of RA 9184, as reiterated in section 5 (r) of its Implementing Rules and Regulations (IRR), procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods. Thus, for purposes of bidding in the procurement of security services of the Department of Agriculture - Agricultural Training Institute Region IV-A (DA-ATI CALABARZON), the winning bid shall be determined by the lowest calculated and responsive bid.

In order to achieve proper and efficient procurement of DA-ATI CALABARZON's requirement of security services, the Bids and Awards Committee (BAC) shall also take into consideration, aside from cost, other factors in determining the winning bid, such as, but not limited to, stability of the contractor, contracts with other clients, standards of internal governance, adequacy of resources, levels of training, recruitment and selection criteria and adherence to labor and other social legislation.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

FIVE HUNDRED SEVENTY-SIX THOUSAND PESOS ONLY (Php 576,000.00)

III. TERMS OF PAYMENT

Upon receipt of the Statement of Account, DA-ATI CALABARZON shall pay directly to the Security Service Provider.

No. of Guard/Shift	Total Monthly Service Fee (Inclusive of VAT)
2 guards at 8 hours shift (w/o Night Differential) and shall be charged to FY 2024 Regular Fund and Revolving Fund	P 800.00 / 8 hours
MINIMUM TOTAL COST FOR ONE MONTH	P 48,000.00
TOTAL COST PER YEAR	P 576,000.00



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IV. NUMBER OF GUARDS TO BE CONTRACTED

Two (2) SECURITY GUARDS at 8 hours shift, without Night Differential.

The number of security guards may be increased or decreased of the DA-ATI CALABARZON during the term of the Contract and shall be communicated to the Security Service Provided before the start of the succeeding month or before the end of the billing period.

V. CONTRACT DURATION:

February 1 to December 31, 2024

TERMS OF CONTRACT: One Year Only, renewable every year for three (3) years, subject to results of performance evaluation of the Procuring Entity as per GPPB Resolution No. 19-2018 (Guidelines on the Procurement of Security and Janitorial Services).

VI. QUALIFICATIONS OF SERVICE PROVIDER

1. Must be a duly licensed and registered service contractor;
2. Must be duly registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);
3. Must be based in or around CALABARZON;
4. Must be at least five (5) years of experience in security services.

VII. SCOPE OF WORK

1. Provide twenty-four (24) hours security services comprising of two (2) shifts of eight (8) hours duty per day, including Saturdays, Sundays and Holidays, for the officials, employees and guests of the ATI buildings, parking areas within the perimeter of ATI compound, equipment and facilities;
2. Provide two (2) qualified personnel consist of two (2) male guards to be assigned in DA-ATI CALABARZON;
3. Provide immediate reliever prior to the scheduled leave of absence of security personnel supposedly on duty and in cases of emergency leave incurred by security personnel;
4. Secure and protect the office building from theft, pilferage, robbery, arson and all other acts such as assault, harassment and threat against its employee's life and property;



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5. Assume responsibility for the losses/damages of property which are due solely to the negligence of security guard-on-duty after due process;
6. Assume responsibility for claims for personal injury or damage caused by or to the security personnel where such injury or damage arose out of and in the performance of security functions and duties after due process;
7. Ensure updated payment of premiums/contributions of security personnel to Social Security Services (SSS), Pag-ibig fund, Philhealth, Income tax etc. Including their wages/salaries in accordance with the minimum wage law copy furnished the DA-ATI CALABARZON;
9. Provide service equipment immediately or replacement of defective equipment before pulling it out for repair;
10. Implement the ATI Security Protocols and Safety Plan.

VIII. DUTIES OF THE SECURITY GUARDS

1. Responsible in monitoring all persons entering the ATI premises such as ATI officials and employees, visitors, suppliers and contractors, laborers of contractors, canteen operator and staff, etc. The “No ID No Entry” policy should be strictly imposed;
2. Enforce, implement and abide to ATI rules, policies and regulations relative to security and safety of the ATI employees, guests, clients, properties and its tenants-agencies;
3. Maintain cleanliness in their respective station/post especially during weekends and holidays;
4. Switch off all unnecessary lighting and report damages of the same within twenty-four (24) hours;
5. Check and closes all windows, doors, exits and gates after office hours or during weekends and see to it that office equipment and other ATI properties are secured;
6. Record all incoming and outgoing vehicles to the ATI premises, and conduct thorough inspection of all vehicles entering the premises;
7. Guide drivers of vehicles entering the premises so that parking is done in an orderly manner;
8. Monitor at all times, the condition of all vehicles parked at the ATI parking area. The Security Guard must check and see to it that all lighting system at the parking area is operational, and to report immediately any busted lighting fixtures for replacement;



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9. Maintain records of events or observations during tour of duty and report the same to Shift-In-Charge for its appropriate dispositions;
10. Perform other task that may be assigned by the Head, General Services or his/her authorized representative, from time to time within the assigned area of responsibility and those relevant to the security and safety of the ATI employees, guest, clients and properties.

IX. AREAS TO BE COVERED BY THE PRIVATE SECURITY SERVICE PROVIDER

1. All buildings, structures, project sites, exhibit site, and motor vehicles within the ATI compound premises and perimeter;
2. Lives and other properties in the ATI offices and premises;
3. All entrances and exit gates; and
4. Screening of incoming and outgoing vehicles and visitors/guests.

The respective area(s) of assignments of the guards shall be determined by ATI in consultation with the Security Provider. Likewise, the schedule of working shifts and distribution of the guards may be changed or modified by the Client. This shall be accompanied by the required Unified Security Plan prepared by the Security Service Provider for approval of the Client and consonance with the ATI Security Protocols and Safety Plan.

X. TERMS AND CONDITIONS

A. ATI IV-A (Client)

- 1) DA-ATI CALABARZON shall have the right to give special instruction(s) to the Security Guards which the Client desires to be carried out and implemented pertaining to security measures and to require the Agency guards to observe certain rules and regulations within the premises covered by the Contract;
- 2) DA-ATI CALABARZON shall provide a common office space for the ATI organic guards and the Agency guards to be determined by the Client's authorized representative;
- 3) DA-ATI CALABARZON shall effect payment for services rendered every 15th and 30th day of the month; and
- 4) DA-ATI CALABARZON shall have the right to require the Agency to submit copies or proofs of payments of contributions/premiums due to the SSS, BIR, PhilHealth and Pag-IBIG as mandated by law.



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B. THE SECURITY SERVICE PROVIDER (Agency)

- 1) The Agency shall:
 - a. Supply the security guards with proper uniform;
 - b. Assign guards who are duly licensed to act as a security guard and bear the necessary firearms;
 - c. Provide adequate firearms and ammunitions to each guard, as well as provide with equipment, supplies and other paraphernalia, as may be necessary in the discharge of their duties;
 - d. See to it that all guards assigned to the Client are at all times vigilant, honest, dependable, and aware of their duty to protect lives and limbs of personnel, visitors, guests, accord them with utmost courtesy, as well as protect the proper image of the Client and finally protect the properties of the Client;
 - e. Conduct frequent inspection of the premises (day and night) to ensure that the guards are properly discharging the duties/responsibilities and are not committing any act prejudicial to the interests of the Client;
 - f. Make available at all times, duly licensed, trained and qualified reliever guards, in case of the absence of any assigned guards to ensure continuous and uninterrupted security services in the Client's premises;
 - g. Submit and surrender all record books used for monitoring and recording activities in the ATI compound;
 - h. Comply with all existing laws, rules and regulations relative to the operation of the security agency and furnish proofs of payments and premiums due to the government agencies, i.e., SSS, BIR, PhilHealth, Pag-IBIG, and
 - i. Conduct periodic fire and earthquake drills, in coordination with the ATI and other tenant agencies occupying office space at the ATI premises.
- 2) The Agency shall hold the ATI free and harmless from any action or liability whatsoever arising from any claim by any of or all the personnel supplied by the Agency performing services under the Workmen's Compensation Law and all other Philippine Labor Laws, if being agreed upon that due and faithful compliance with the said Laws shall devolve entirely to the ATI; and



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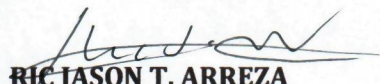
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- 3) The Agency or its authorized representative shall convene with the client as necessary or preferably once a week to unearth and discuss problems that may crop up during the period of work for the duration of the Contract.

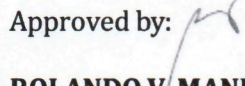
XI. MONITORING & EVALUATION

The Agency, in coordination with DA-ATI CALABARZON's General Services Office, shall monitor the implementation of the provisions of the Contract using the ISO standard form devised for the purpose.

Prepared by:


RIC JASON T. ARREZA
DMO I/Designated HR
Date: 1/18/24

Approved by:


ROLANDO V. MANINGAS, PhD
TCS II/Center Director
Date: 1/18/24