

**TERMS OF REFERENCE FOR TOURISM PROMOTIONS BOARD  
SECURITY SERVICES REQUIREMENT**

**INTRODUCTION AND BACKGROUND**

The **Tourism Promotions Board (TPB)** is the marketing arm of the Department of Tourism, and is tasked to market and promote the Philippines domestically and internationally as a world class tourism and MICE destination.

The TPB is located at the 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Boulevard, Manila.

As a public office, the TPB building premises are frequented by the general public as well as government officials, corporate executives, foreign visitors, transacting official business on matters pertaining to travel and tourism, conventions, meeting, exhibitions, etc.

It is therefore imperative that its building premises are safe and secure at all times.

The TPB now invites interested and qualified security services provider agencies to submit bids for the TPB's security services requirements at the abovementioned address in accordance with this Terms of Reference (TOR).

**TOURISM PROMOTIONS BOARD  
SECURITY SERVICES TERMS OF REFERENCE**

**I. INTRODUCTION**

The TPB is inviting interested parties to bid for the procurement of security services for 12 months with the Approved Budget for the Contract (ABC) amounting to FIVE MILLION NINE HUNDRED FORTY-SIX THOUSAND EIGHTY HUNDRED THIRTY-SEVEN PESOS AND 84/100 **(5,946,837.84)** for one (1) year contract and renewable every year but not more than three (3) years from reputable security agencies, to render security services on a 24-hour daily basis, including Sundays and holidays, to secure the parking area, and vehicles, TPB building at the 3<sup>rd</sup> and 4<sup>th</sup> Floor Legaspi Towers 300 Roxas Boulevard, Manila including all the properties within the building premises and the occupants and general public transacting business thereat.

**II. SCOPE OF SERVICES/REQUIREMENTS**

**Security Service Provider**

- 1) The Security Service Provider must be duly licensed, DOLE registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least ten (10) year.
- 2) The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies supported by Official Receipt.

- 3) The Security Service Provider will provide a minimum of **twelve (12) security personnel** to be rotated on a 12-hour working schedule daily at two (2) working shifts.
- 4) The Security Service Provider will provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed security guards, and one (1) Detachment Commander, who shall guard and protect the properties and premises of the TPB, twenty-four (24) hours daily including Saturdays, Sundays and Holidays. Security personnel shall be posted and distributed in accordance with the TPB schedule of posting of security personnel.
- 5) The Security Service Provider shall secure ingress and egress within the premises of all persons or 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.
- 6) The Security Service Provider shall station appropriate number of security personnel at designated strategic points within the TPB premises as well as roving security personnel especially at nighttime and on weekends to ensure that no trespassing or other illegal activities are conducted within the premises of the TPB.
- 7) The Security Service Provider shall immediately make the necessary reports of any incident to TPB management and/or to other concerned authorities for purposes of police and other official investigations.
- 8) The Security Service Provider shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
- 9) The Security Service Provider shall be equipped with original, branded and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of the TPB and its immediate vicinity (**Annex "A"**).
- 10) Security Service Provider shall provide metal detectors, handcuffs, flashlight, medical kit, pro-batonnight stick, PPE (masks, gloves and disinfectant spray), and raincoat for the security personnel to be deployed at the parking area.
- 11) Security Service Provider shall provide TPB with Fifteen (15) units Security cameras, two (2) units Monitors and cellular phones for the security personnel (**Annex B**).
- 12) Security Service Provider must submit the medical certificate of a prospective Security personnel to be deployed at TPB has undergone a RT-PCR TEST (Reverse Transcription Polymerase Chain Reaction) test re COVID-19.

**Security Personnel**

- 1) The assigned security personnel must have previous experience of at least 3-years and with adequate knowledge in communicating in English. Security on duty/Personnel must be alert, reliable, honest, and courteous.
- 2) The Security Personnel 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.
- 3) The Security Personnel must be ready to perform other tasks as may be required by TPB management, related to security, safety and protection such as registering visitors, inspection of bags or cargo (in & out), inspection of vehicles, escorting VIPs and other administrative functions.
- 4) The Security Personnel are required to attend daily formation at 7:30 a.m. to be conducted by the Head Security and PGSD Personnel.
- 5) The Security Personnel must prepare and submit a Daily Activity and Situation Report to cover all activities related to the implementation of security operations for the area of responsibility to include summary of any untoward incidents that transpired during the day.

**III. PROPOSED POSTING OF SECURITY PERSONNEL**

Post	No. of Personnel	TIME OF DUTY	NO. OF HOURS	
			Weekdays	Weekends & Holidays
Detachment Commander (Main Entrance)	1 – Female	0700H-1900H	12	12
	1 – Male	1900H-0700H	12	12
Cashier/ Clinic	1 – Male	0700H-1900H	12	12
Department Entrance	1 – Male	1900H-0700H	12	12
PEZA(Hallway)	1 – Male	0700H-1900H	12	12
	1 – Male	1900H-0700H	12	12
Parking Area (Legaspi Towers 300)	2 – Male	0700H-1900H	12	12
	2 – Male	1900H-0700H	12	12
Units at 3 <sup>rd</sup> floor	1 – Male	0700H-1900H	12	12
	1 – Male	1900H-0700H	12	12
<b>TOTAL</b>	<b>12 personnel</b>		<b>120</b>	<b>120</b>

**IV. FIREARMS REQUIREMENT: Six (6) (Annex A)**

**V. LOCATION OF SECURITY CAMERAS: (Annex B)**

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC) IS FOR ONE (1) YEAR**

**Computation for One (1) Year Contract or until December 31, 2021 is based on existing labor wage rate (for 12 hours) Php5,946,837.84**

**LIST OF EQUIPMENTS TO BE SUPPLIED BY THE SECURITY AGENCY – SERVICES  
Firearms/Ammunition**

<b>Location</b>	<b>F/A Type</b>	<b>Qty.</b>	<b>Ammunitions</b>
Detachment Commander (Main Entrance)	9mm pistol	1 unit	With loaded 2 magazines
Cashier / Clinic Department Entrance	9mm pistol	1 unit	With loaded 2 magazines
PEZA (hallway)	9mm pistol	1 unit	With loaded 2 magazines
Parking (Legaspi Towers 300)	9mm pistol	1	With loaded 2 magazines
	Mossberg 500	1	With 6 bullets and another extra 6 bullets
Units at 3 <sup>rd</sup> floor	9mm pistol	1	With loaded 2 magazines
<b>TOTAL</b>		<b>6</b>	

**Note:** All Firearms to be issued to security must be original, branded and duly licensed by PNP, with complete load of ammunition.

**LOCATION OF SECURITY CAMERAS TO BE SUPPLIED BY THE SECURITY AGENCY – SERVICES**

<b>Location</b>	<b>Quantity</b>	<b>Type of Camera</b>
1. Main Entrance	1 unit	dome
2. Cashier's Entrance	2 units	dome
3. Hallway near MICE Department and ODCOO Marketing	2 units	dome
4. MISD	1 unit	dome
5. Activity Room - Exit	1 unit	dome
6. Hallway near Admin, Bundy Clock and PGSD	3 units	dome
7. Exit Going to Terrace	1 unit	dome
8. Legal Department	1 unit	dome
8. Finance Department	1 unit	dome
9. Pantry – Exit	1 unit	dome
10. TPB Parking area	1 unit	dome
11. Main Entrance	1 unit	19" Monitor
12. CCTV room	1 unit	27" Monitor

**SET OF MINIMUM REQUIREMENTS**

***Security Services***

**1. Stability**

- (a) Years of Experience
  - ✓ at least ten (10) years
- (b) Liquidity of the Contractor
  - ✓ Net Financial Contracting Capacity (NFCC) at least equal to ABC
- (c) Organizational Set – up

**2. Resources**

- (a) No. of Licensed Firearms
  - ✓ Six (6) licensed firearms
- (b) No. and Kind of Communication Devices
  - ✓ Six (6) cellular phones
- (c) No. and Kind of Motor Powered Vehicles - none
- (d) No. of Licensed Guards
  - ✓ Twelve (12) licensed guards

**3. Security Plan**

- ✓ 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
- ✓ For bomb threat, fire, robbery, hostage situation, natural calamities, and orientation on measures concerning the COVID 19 pandemic
- ✓ VIP protocol

**4. Other Factors**

- (a) Recruitment and Selection Criteria
  - ✓ neuro/psychiatric and drug tests with proof of certificate from government accredited granting office
  - ✓ at least 2<sup>nd</sup> year college
- (b) Completeness of Uniforms and Other Paraphernalia
  - ✓ cap, white long sleeves collar with neck tie, blue pants, black shoes,
  - ✓ hand-cuffs, metal detector, flash light, medical kit, pro-baton night stick, PPE (mask and gloves)