

**TERMS OF REFERENCE
PROCUREMENT OF 2020 SECURITY SERVICES FOR THE MARINA
CENTRAL OFFICE**

1. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Maritime Industry Authority (MARINA) shall offer public bidding to all prospective bidders for the procurement of Security Services with an Approved Budget for the Contract (ABC) amounting to **SEVEN MILLION PESOS (P7,000,000.00)** from February 2020 to December 2020 chargeable against 2020 National Expenditure Program (NEP).

2. SCOPE OF WORK

The prospective bidders shall bid and provide security services for the **MARITIME INDUSTRY AUTHORITY** Central Office with details as follows:

- 2.1 To provide a minimum of eighteen (18) security guards and one (1) security supervisor with a total of nineteen (19) who shall inspect, monitor, secure and guard the areas occupied by MARINA by rotation 24 hours a day from Monday to Sunday. Below is the breakdown of the distribution and deployment of the security guards.

| No. of Security Guards | LOCATION |
|------------------------|---|
| 18 | MARINA Office at A. Bonifacio Drive corner 20th Street, Port Area, Manila (SIRB) |
| | MARINA MDS-SCDD at SM City Manila, Concepcion corner Arroceros St., San Marcelino, Ermita, Manila |
| | MARINA MDS-SCDD at SM Mall of Asia, Pasay City |
| 1 | Supervisor |
| 19 | TOTAL |

- 2.2 To perform the following:

- a. To guard and protect MARINA properties from theft, arson, pilferage, trespassers, robbery, destruction and other unlawful acts committed by any person as well as maintain peace and order within the central office of MARINA and its premises.
- b. Protect MARINA officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other criminal acts and to enforce

and implement security and safety rules and regulations within MARINA premises.

- c. Conduct inspection of all bags and baggage carried by people coming in and out of the MARINA central office and its premises.
 - d. Conduct actual physical inspection of people coming in and out of the premises, as warranted/required to ensure safety.
- 2.3. Sixteen (16) security guards will be hired at day shift and three (3) guards at night shift.
- 2.4. The winning bidder shall provide MARINA with specified number of qualified, competent, uniformed and armed guards who possess the following qualifications:
- a. Must be Filipino citizen;
 - b. The Security Supervisor should be a graduate of Criminology or any related courses. The rest of the guards must be at least 2nd year college or should have earned 72 units in college. The security guards should also have 3 years relevant experience as guards;
 - c. Must be physically and mentally fit and not less than 21 or more than 45 years of age;
 - d. Must have passed and undergone regular security service training within the last 6 months, psychological evaluation test, neuro-psychiatric examination, polygraph integrity profile and drug test;
 - e. Must be of good moral character, courteous, alert and without any pending criminal case filed in court or any police record involving criminal acts;
 - f. Must be duly licensed and properly screened and cleared by PNP, NBI, and other government offices issuing clearances for employment;

3. PERIOD OF THE CONTRACT

The Contract for security services shall cover the duration of eleven (11) months effective upon receipt of the Notice to Proceed by the winning bidder.

4. CONDITIONS OF THE CONTRACT

- 4.1 The contract shall have provisions for general conditions specified in Section IV of the Bid Documents, and special conditions specified in Section V of the Bid Documents.
- 4.2 That if the exigency of the service so requires, MARINA shall have the right to require additional security guards compensable in accordance with the provisions of the Labor Code.
- 4.3 The winning bidder shall comply with the provisions of the Labor Code particularly Chapter III Article 103 which states that wages shall be paid at least once every two (2) weeks or twice a month at intervals not exceeding

sixteen (16) days and within five (5) working days from the scheduled date of payment shall submit proof of payment of wages, overtime, and 13th month pay of their deployed employees in MARINA.

4.4 Place of Work: Compliance with Labor Standards and Occupational Health and Safety and Administrative Fee

The place of work and terms and conditions governing the contracting arrangement, to include the agreed amount of the services to be rendered, the standard administrative fee of not less than ten percent (10%) of the total contract cost shall be provided.

Compliance with all rights and benefits of the employees under the Labor Code and Department Order No. 18-A, Series of 2011, on: safe and healthful working conditions; labor standards such as, service incentive leave, rest days, overtime pay, 13th month pay and separation pay retirement benefits; contributions and remittances of SSS, PhilHealth and Pag-IBIG.

4.5 The service provider/contractor must submit, in addition to the bidding documents and in a separate envelope, at least three (3) client satisfaction rating from a government agency or a private corporation with whom the bidder has a past or on-going contract.

4.6 MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service it has rendered is substandard and/or unsatisfactory, and shall have the option to hire additional security guards once the MARINA Budget for FY 2020 will be approved.

4.7 The service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria, which shall include, among others: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.

4.8 Before end of each year, MARINA shall conduct an assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria prescribed by the MARINA.