



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



TERMS OF REFERENCE

**PROCUREMENT OF 2023 SECURITY SERVICES FOR THE MARINA
CENTRAL OFFICE AND ITS SATELLITE OFFICES
THROUGH EARLY PROCUREMENT**

I. BACKGROUND

The **Maritime Industry Authority (MARINA)** shall engage the services of a private security service provider for the purpose of preventing unauthorized persons from entering the premises, safeguarding and protecting the building, facilities and other properties against theft, robbery, pilferage, sabotage and other unlawful acts. Its scope also includes protection of all personnel and its clients within the guarded premises of the MARINA Central Office and its satellite offices.

MARINA's intent is to invite interested and qualified **SECURITY AGENCY** to submit bids for the MARINA security services requirements for **CY 2023**.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

Total ABC amounting to **THIRTEEN MILLION PESOS (P13,000,000.00)** inclusive of all government taxes, other fees and charges based on the Approved Indicative Annual Procurement Plan (APP) and National Expenditures Program (NEP) for fiscal year 2023.

III. PERIOD OF THE CONTRACT

The security services shall be for a period of one (1) year from 01 January 2023 until December 2023.

Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of RA 9184; the parties shall extend the contract on a week-to week or month to month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event no new contract is awarded after the expiration of the present contract. The extended term shall in accordance with the Department Order No. 18A, automatically terminate upon effectivity of the contract.

MARINA Building
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila

Tel. Nos: (632) 523-9078 / 526-0971
Fax No: (632) 524-2895
Website: www.marina.gov.ph

IV. SCOPE OF SERVICE

SECURITY AGENCY

1. The Security Agency shall provide MARINA **twenty-seven (27) Security Personnel** trained by the security agency itself, one of which will be designated as Supervisor and shall be posted at following MARINA offices:

| | | |
|--------------------------|----|---|
| MARINA Central Office | 19 | ➤ MARINA Building A. Bonifacio Drive Corner 20 th Street, Port Area Manila |
| MARINA Satellite Offices | 4 | ➤ Paranaque Integrated Terminal Exchange (PITX) Kenedy Road, Tambo Paranaque City; |
| | 3 | ➤ SM Manila Concepcion corner Arroceros St., San Marcelino, Ermita, Manila |
| | 1 | ➤ POEA, Ortigas, Pasig |
| total | 27 | |

2. The Security Agency shall also provide the security personnel who shall inspect, monitor, manage all security-related functions of areas occupied by MARINA. This will be done through a security personnel rotation 24 hours per day from Monday to Sundays including Holidays. To elaborate, the rotation arrangement will be as follows:

MARINA Central Office – 24 hours

Duty Rotation, 12 hours (6 am – 6 pm, 6 pm – 6 am)

Satellites Offices

Duty Rotation, 12 hours (6 am – 6 pm)

| No. of Security personnel | No. of Days | Shift Schedule |
|---------------------------|-------------|----------------|
| 11 | 5 days | Day Shift |
| 8 | 7 days | Day Shift |
| 8 | 7 days | Night Shift |

3. The Security Agency will provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed security personnel who shall guard and protect the properties and premises of the MARINA and satellite offices, twenty-four (24) hours daily including Saturdays, Sundays and Holidays.

4. The assigned security personnel should ideally possess the following qualifications:

- a. With at least two (2) years of experience in Security Services;
- b. Valid license issued by the Philippine National Police (PNP) /Supervisory Office on Security and Investigation Agencies (SOSIA) and PADPAO;
- c. For security personnel, must have completed at least Senior High School Graduate
- d. For Head Security Officer, must completed at least two (2) years in college or if an ex-military (Armed Forces of the Philippines or PNP), with rank of sergeant;
- e. Must be capable of operating CCTV monitoring system;
- f. At least 21 years of age
- g. Physically and mentally fit
- h. Fully vaccinated against Covid 19
- i. Must have passed the neuropsychiatric examination and drug tests conducted by any Philippine National Police (PNP) / National Bureau of Investigation (NBI). Expenses for said tests are chargeable to the Service Provider;
- j. Duly licensed and properly screened and cleared by PNP, NBI, and other government offices issuing clearances for employment
- k. Must have no derogatory record;

V. QUALIFICATIONS OF THE BIDDER

- 1) Should have at least five (5) years of experience in providing security services to a government agency;
- 2) Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing;
- 3) Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment;
- 4) Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority
- 5) Must be duly registered with the Social Security System (SSS), Home Development; Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH);
- 6) Must be duly registered with the Bureau of Internal Revenue; Net Financial Contracting Capacity at least.
- 7) Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS).

VI. OTHER REQUIREMENTS

1. The Security Agency, in general, should be duly licensed in accordance with Republic Act 5487 "An act to regulate the organization and operation of private detective, watchmen of security agencies". Their organization also must be established for at least five (5) years, as well as have verifiable Very Satisfactory performance records (specifically in safeguarding and protecting properties against theft, pilferage, robbery and other similar unlawful and destructive acts) garnered from reputable government agencies or private corporations. Lastly, they must have no pending case(s) against the government.
2. The Security Agency must present to MARINA a Security Operations Manual to give an idea on the policies and best security operations practices of its agency.
3. MARINA may require the Security Agency to submit employment records, (i.e. receipts of payment of SSS, PhilHealth and other pertinent documents) as evidence of their compliance to the New Labor Code.
4. In the occurrence of any loss or damage of MARINA properties, MARINA and the Security Agency (and vice versa) shall report to the Executive Director/Detachment Commander, within twenty-four (24) hours after its occurrence or discovery.

Upon confirmation by both parties that such damage or loss of property has indeed taken place, the Security Agency shall then conduct a thorough investigation. Once the resulting investigation finds that security personnel or officers of the Security Agency are at fault, they shall then be liable for any loss or damage to property sustained by the MARINA.

5. That if the exigency of the service so requires, MARINA shall have the right to require additional security personnel whom will be compensated in accordance with the provisions of the Labor Code.
6. MARINA, whenever necessary, may request an increase or decrease of security personnel, provided that due written notice thereof shall be served upon the Security Agency. There will then be a corresponding adjustment in the compensation which shall then be paid by MARINA. This change may also be done without the need of executing a supplemental agreement.
7. MARINA and the Security Agency must be compliant with the DOLE Department Order No. 150-16, s. 2016.

VII. RESPONSIBILITIES OF THE SECURITY AGENCY AND PERSONNEL

SECURITY AGENCY

- 1) The Security Agency shall secure ingress and egress within the MARINA premises and 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.

- 2) The Security Agency shall immediately make the necessary reports of any incident to MARINA and/or to other concerned authorities for purposes of police and other official investigations.
- 3) The security personnel assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
- 4) The security personnel shall be equipped with licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the MARINA premises and its vicinity.
- 5) The Security Agency shall provide two (2) units Handheld Radio as communications equipment.
- 6) The Security Agency shall submit to MARINA a security plan tailor fit to the security necessities of MARINA Central Office and its Satellite Offices to be executed by their assigned security personnel. The security plan shall be submitted within seven (7) days from the receipt of notice to the bidder with the lowest calculated bid. Said bidder shall be allowed to conduct a site survey within the premises, upon request, for the purpose of preparing its security plan.
- 7) The Security Agency shall equip each security personnel with a uniform, licensed firearm, and other equipment and supplies (i.e. pandemic related- PPE, disinfectants and the like) for the effective execution of their duties during their shifts as prescribed by pertinent laws and regulations.
- 8) The Security Agency shall maintain the availability of the security personnel relievers or replacements when the need arises, such as, in case of absences. Should there be a shortage of relievers, the service provider is obliged to extend the shift of any security personnel on duty provided that his or her overtime will not exceed eight (8) hours.
- 9) The Security Agency's principal/main business must be within Metro Manila or must have a branch office in Metro Manila.
- 10) The Security Agency shall assume responsibility with regards to compliance with requirements of the New Labor Code, specifically those applicable provisions on the night shift differential and overtime work, the Social Security Service Act and other laws pertaining to Employer-Employee relationship.

- 11) The Security Agency shall provide adequate and responsible supervision over its personnel. For this purpose, the security agency shall coordinate and regularly report to the Chief, General Services Division, MARINA for special instructions, directives and guidance or office policies, systems and procedures.

SECURITY PERSONNEL

- 1) The Security personnel shall protect MARINA officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other criminal acts. Additionally, they will enforce and implement security and safety rules and regulations to maintain peace and order within MARINA premises.
- 2) The Security personnel shall guard, secure and protect MARINA properties from theft, arson, pilferage, trespassers, robbery, destruction and other unlawful acts committed by any person within the premises of MARINA Central Office and MARINA Satellite Offices;
- 3) The Security personnel shall thoroughly monitor the X-ray baggage scanning machine for all bags/baggage carried by people coming in the MARINA Central Office, Port Area.
- 4) The Security personnel of MARINA Central Office, Port Area shall only conduct an actual physical inspection of an incoming person when he or she triggers the alarm of the Walk-through Metal Detector.
- 5) Since there are no Walk-through Metal Detectors at MARINA Satellite Offices, their Security personnel, shall then conduct actual physical inspection/frisking on all people coming in and out of the premises as warranted/required to ensure safety.
- 6) The Security personnel shall frequently check the usability of the equipment for security inspection such as the X-ray Baggage Scanner and Walk-through Metal Detector. If ever the equipment is malfunctioning, they must inform of its defects and conduct actual inspection manually.
- 7) The security personnel must be ready to perform other tasks as may be required by MARINA, 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.

VIII. RIGHTS AND RESPONSIBILITIES OF MARINA

- 1) MARINA may pre-terminate the Contract for failure of the Security Agency to perform its obligation following the procedure prescribed

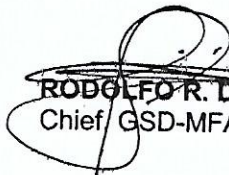
under the guidelines on the termination of contract issued by the Government Procurement Policy Board (GPPB).

- 2) MARINA shall have the sole decision to terminate the contract at any time if there are any violations to the terms and conditions and/or, if in MARINA's judgment, the service it has rendered is deemed unsatisfactory.
- 3) MARINA shall have the right to ask for relief or replacement of any security personnel at any time.
- 4) That if the exigency of the service so requires, MARINA shall have the right to require security personnel to render overtime services, compensable in accordance with the provisions of the Labor Code.

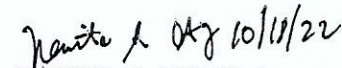
IX. PAYMENT TERMS

Payment to the Security Agency shall be made on a monthly basis upon submission of Billing Statement and other supporting documents.

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