

# TECHNICAL SPECIFICATIONS

## SUPPLY AND DELIVERY OF SECURITY SERVICES

### FOR THE CALENDAR YEAR 2021

#### GENERAL

To provide security guard services to safeguard and protect the life of officers, personnel and properties of Calamba Water District Premises.

1. Calamba Water District Main Offices Building
2. Canlubang Extension Office, Office and its Facilities
3. Bucal Pump Station, Intake Box and Spring, Upper Reservoir, Storage Room and its Facilities
4. Calamba Water District Warehouse
5. Calamba Water District Dispatching Area
6. Calamba Water District- Calamba Shopping Mall Collection Office (CSM)

#### SPECIFIC

##### Security Guard:

1. Guards must be 23 to 40 years old, at least 2<sup>nd</sup> year college with one to two (1-2) years' experience, trustworthy, physically, mentally and emotionally fit, well-trained of good moral character with no criminal record and have their commissions and/or licenses to carry firearms in their possession at all times while on duty. The Calamba Water District (CWD) may request at anytime to inspect commissions/ licenses to make sure the posted guards are properly commissioned. Guards not conforming to this requirement may not be allowed on premises until they have secured proper licenses. The Security Agency shall be responsible for this condition at all times.

#### Area for Posting

	No. of Personnel	Detail
<b>Main Office</b>		
Lobby	2	2 shifts
Parking	1	8 am-5 pm
ATS	1	8 am-5 pm
<b>Warehouse</b>	2	2 shifts
<b>BPS</b>		
Upper	2	2 shifts
Lower	2	2 shifts
<b>CSM</b>	2	2 shifts
<b>CWD Extension Office</b>	2	2 shifts
<b>Dispatching area</b>	2	2 shifts
<b>Reliever</b>	2	
<b>Security Officer and Security Coordinator</b>	1	

2. No security personnel shall be absorbed from the existing security agency by the incoming security company. Likewise, should the existing agency get the new contract, absorbing existing guards are also prohibited. All old security guards should be replaced under the new contract.
3. Make sure, that security guards will be pre-trained at least two (2) weeks before the execution (start) of contract and before actual posting. Furthermore, they should be familiar with the locations of all fire extinguishers alarms, exits, and the like. During this transition period, the security company shall be responsible on the training and information on security services of all the security guards including the duties and responsibilities as contained in these specifications before the actual start date. Penalties and/or assessed fees may result from improper pre-training on these procedures and shall be deducted from the Security Agency monthly statements at the discretion of the Calamba Water District. The Security Agency may contact the Calamba Water District Security Officer for further information on when and how to begin the procedure for pre-training. In case replacement of a guard, the latter must also undergo pre-training for two weeks prior to issuance of a clearance before manning any CWD post.
4. Make sure that all security guards are commissioned and armed at all times while on duty at their respective place of assignments (Firearms required by RA 5487). Likewise, security guards must wear proper and complete guard company uniform as prescribed under RA 5487.
5. Make sure that security guards are on duty round the clock at their respective areas of assignments from Monday to Sunday including holiday. The following are the prescribed schedule for the locking and unlocking the door / gate within the CWD Premises.

AREA	TIME	
	LOCK	UNLOCK
1. Calamba Water District Main Office Buildings	6:00 pm	6:00 am
2. Canlubang Extension Office and its Facilities	6:00 pm	6:00 am
3. Bucal Pump Station, Intake box and Spring, Upper Reservoir, Storage Room and Its Facilities	5:00 pm	6:00 am
4. Calamba Water District Warehouse	5:00 pm	6: 00 am
5. Calamba Water District - Calamba Shopping Mall Collection Office (CSM)	5:00 pm	6: 00 am
6. Calamba Water District Dispatching Area	OPEN TIME	

6. The guard on duty must at all times secure all doors and gates within the premises of CWD. In case of an open or unsecured door or gate, the guard shall secure the same and record the aforesaid incident in the security report.
7. Make sure that only authorized personnel, CWD employees and visitors with proper identification are allowed to enter CWD Premises. Employees, on the other hand, are not allowed to enter CWD premises on non-regular working hours unless authorized by their respective supervisors and/or Department

heads. All CWD employees entering and leaving CWD Premises with prior approval from their superior are required to accomplish the log in and out CWD Form which must be properly monitored by the guard on duty. Moreover, visitors must obtain a visitor's pass and accomplish a visitor's slip before entering the CWD building.

8. Make sure that the security guard on duty is equipped with hand held detector to check paraphernalia's and conduct body search to persons entering CWD premises.
9. The security guard must patrol the area once every hour and log all data entries in a record book during each period. The guard on duty will be provided with a logbook at the beginning of each shift. The patrol will be conducted 24 hours from Monday to Sunday including holidays.

*Note: the proper use and safekeeping of logbook is the responsibility of the security guard and the security agency.*

10. Make sure that the security guard maintains daily journal describing all activities that occurred during the shift. The daily shift report shall be collected everyday at 8:30 am by Administrative Department.
11. The security guard on duty shall check all materials and equipments delivered and released from Calamba Water District premises and records them in form to be provided by CWD.
12. Make sure that the security guard on duty logs all vehicles entering and leaving the CWD premises including the time of arrival and departure, the assigned driver and the vehicle plate number. Likewise, the security guard must inspect all vehicles entering and exiting its premises including vehicles to be used in emergency or overtime work. Approved gate pass for equipment and Trip Ticket for service vehicles must be inspected and recorded (in and out) respectively by the guard on duty before allowing the employee to leave the premises of Calamba Water District.
13. That the security guard on duty shall check and record the condition of the service vehicles and motorcycles upon parking at the designated area. The checklist containing the inspection report should be submitted to the Administrative Department the following day, on or before 8:00 in the morning. Furthermore, security guards are not allowed to operate nor use any CWD equipments, tools, vehicles and/or facilities for any purpose without authorization from the Administrative Department.

*Note: Expenses incurred for the repair of unreported damage of service vehicles shall be automatically charge to the security agency.*

14. Make sure that the security guard do not work more than twelve (12) hours. The normal shift schedule should be 6:00 am – 6:00 pm , 6:00 pm – 6:00 am. Strict compliance on overtime as provided in the labor code shall be responsibility of the Security Agency. All security guards are required to punch their individual

timecards in the CWD Bundy Clock from the time they report for duty until leaving their post for the next shift. Likewise, the guard on duty will not be allowed to vacate his post for the subsequent shift unless the next security guard arrives. Make sure that all posts must have a finger/ biometric scanner for proper monitoring of guard schedule.

15. The security guard is mandated to perform any and all other duties as required by the circumstances to assure safety and security of all personnel, concessionaires and visitors within the CWD Premises.
16. To record and forward service and/or emergency services calls, as directed and received between 5:00 pm to 8:00 am, from Monday to Friday and on Saturday and Sunday including holidays for 24 hours to the assigned Engineering Supervisor on call, or other person directed/ assigned to do the same.
17. The security guard on duty shall not keep nor possess any type of alcohol beverage or prohibited drugs within the Calamba Water District premises at any given time and must not be under the influence of alcohol nor prohibited drugs while on duty.
18. To ensure that security guard treat personnel, visitors, especially the concessionaires with outmost courtesy.
19. The security guard must have communication equipment that will be used for the continuous and uninterrupted communication of one another including their security officer in charge and/ or service dispatcher.
20. Make sure that the security guards do not bring visitors and/or animals with them within the Calamba Water District premises for any reason or at any given time.
21. For each violation of the provisions of the contract, a corresponding penalty may be assessed and deducted from the security services charges. Non-performance will include, but not be limited to absenteeism, tardiness, not making the required rounds and/or not being able to fingerprint scan on the biometric scanner and non- compliance to the specification contained herein.
22. In case of abandoning the premises at any given time or for any reason, a penalty will be based on the damages incurred therein by the incident per shift and may be assessed and deducted from the security service charge.
23. All security guard shall submit the following documents at Calamba Water district through the security agency
  - (a) Original Copy of Security license together with One (1) Certified True Copy of the License
  - (b) Pre-licensing Training Certificate
  - (c) Re-Training Certificate
  - (d) NBI Clearance
  - (e) Police Clearance

- (f) Medical Certificate
- (g) Physiological Examination (Neuro Exam)
- (h) Drug Test Certificate
- (i) Rapid Test Result/ Certificate (COVID-19 Virus)
- (j) Personal Data Sheet

**Security Officer and/or Security Coordinator:**

1. Security Agency shall provide security officer and/or security coordinator from 23 to 40 years old, college graduate, with one to (1-2) years of experience, trustworthy, physically, mentally and emotionally fit, with relevant training, of good moral character with no criminal record and have their posted guards license properly commissioned. Guards not conforming to this requirement are not allowed on premises until they have secured proper licenses. The Security agency shall be responsible for this condition at all times.
2. Make sure that security officer and/or security coordinator will be pre-trained at least two (2) weeks before the execution (start) of contract and before actual posting. Furthermore, they should be familiar with the locations of all fire extinguishers alarms and exits. During this transition period, the security company shall be responsible for informing and training the security officer of the security service procedures, duties and responsibilities as contained in these specifications before the actual start date. Penalties and/or assessed fees may result from improper pre-training these procedures and shall be deducted from the Security Agency may contact the Calamba Water District representative for further information on when and how to begin the procedure for pre-training.
3. The security officer and/or security coordinator of the Agency must possess good supervision and excellent interpersonal communication skills, good command and shall be responsible for all the matters concerning the Security Guard assigned to Calamba Water District premises including instruction coordination and dissemination between the Security Agency and CWD. In relation to the enforcement of rules and regulation, and policies both the latter and the former shall implement the same.
4. Security officer and/or Security Coordinator must hold office during the day from 6:00am to 6:00pm and 6:00pm to 6:00am and likewise, shall perform duties of security guard in Calamba Water District main building, warehouse and/or dispatching area. Moreover, he shall oversee the day and night shift inspections and shall be held accountable with respect to the daily attendance of all security guards assigned with their respective areas of assignment.
5. All security officer and/or security coordinator shall submit the following documents to Calamba Water District through the security agency.
  - (a) Original Copy of Security License together with One (1) Certified True Copy of the License

- (b) Pre-licensing training certificate
- (c) Re-training certificate
- (d) NBI Clearance
- (e) Police Clearance
- (f) Medical Certificate
- (g) Physiological Examination (Neuro Exam)
- (h) Drug Test Certificate
- (i) Rapid Test Result/ Certificate (COVID-19 Virus)
- (j) Personal Data Sheet

**Security Agency:**

1. To submit a statement of account to Calamba Water District on or before the 1<sup>st</sup> and 3<sup>rd</sup> week of the month or services provided during the existence of the contract.
2. All the supplies / equipment for the carrying out of the duties and responsibilities of a security guard shall be provided by the security agency.
3. It shall maintain a local contact person that would promptly address CWD needs not only during emergency situations but on other circumstances.
4. It shall be held liable for all damages and/ or losses sustained by CWD in terms of its facilities, vehicles, equipment and personnel due to the negligence and/or non-conformance of its personnel.
5. It shall hold the CWD 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 Philippine Labor Law. In case of any accountability on the part of CWD, it is therefore understood that the latter acted in good faith with respect to compliance with aforesaid law.
6. It shall install a recordable surveillance camera within the premise of Calamba Water District prior to the actual takeover of security services of CWD. Likewise, it shall provide at least **Twenty-Six (26)** recordable surveillance camera within the vicinity to properly monitor doubtful transaction, suspiciously looking persons and "burglars". ***The recordable surveillance camera storage / hard drive shall cover a period of one (1) month surveillance record. Likewise, it must be capable of Web and Smartphone remote viewing. Camera must be at least 2.1MP CMOS Sensor 1080/960H with infrared.*** Furthermore, it shall submit a daily record of the same to CWD converted to a "CD" copy which must be secured and properly labeled. The schedule of its submission shall be done on a monthly basis as a pre-requisite or requirement for the processing of the agency's monthly service billings.
7. Security Agency shall provide the following data of their organization:
  - (a) Years of Experience
  - (b) Liquidity of the Agency

- (c) No. of Licensed Firearms
- (d) No. and Kind of Communication Devices
- (e) No. and Kind of Motor Powered Vehicles
- (f) No. of Licensed Guards

8. Security Plan

- (a) Mission, Vision and Organizational Structure
- (b) Physical Security Survey and Analysis
- (c) Security Management Plan
- (d) Equipment Services Offered
- (e) Guarding System
- (f) Policies and Practicing
- (g) Key Control- Protection of Assets
- (h) Identification and Control
- (i) Training and Education
- (j) Contingency Plan / Emergency Proceeding

9. It shall provide for the recruitment and selection criteria on matter related to Security services.

10. It shall maintain a satisfactory level of performance throughout the duration of the contract based on a prescribed set of performance criteria below.

- (a) Quality of Services Delivered
- (b) Time Management
- (c) Management and Suitability of Personnel
- (d) Contract Administration and Management
- (e) Provision of Regular Progress Report

11. In the event that a security personnel has been infected with coronavirus and/ or other illness, the contractor will be accountable for them and will give the needed support to the concerned personnel.

Prepared by:

Approved by:

**EMMANUEL T. SALVADOR**  
OIC – General Services Division

**EDWIN L. CARTAGO**  
Department Manager C