

TERMS OF REFERENCE
SECURITY SERVICES FOR CY 2025

Task	Specifications	
I.	<p>Objective</p> <p>To provide quality security services for the Embassy of the Republic of the Philippines in Pakistan for the year 2025.</p>	
II.	<p>Contract Duration</p> <p>The Contract shall commence on 01 January 2025 and shall be effective until 31 December 2025.</p>	
III.	<p>Area of Operation</p> <p>Philippine Embassy Building Complex, Plots 3,4, and 5, Diplomatic Enclave, G-5, Islamabad, Pakistan</p>	
IV.	<p>Duty Timing:</p> <p>Two teams rotating 24/7 based on an agreed upon schedule. The four personnel who have working knowledge of English shall be distributed evenly between the two rotating shifts.</p>	
V.	<p>General Scope of Services:</p> <ol style="list-style-type: none"> 1. Ensure 24-hour man guarding service at the Philippine Embassy Premises. 2. Coordinate with and maintain active contacts with the Diplomatic Police as needed. 3. Provide eight (8) trained, equipped and qualified security staff composed of six (6) males and two (2) females, divided evenly per shift. Trainings include but are not limited to the following: <ol style="list-style-type: none"> a. Basic Security Course b. Firearms Use and Safety c. Occupational Safety and Health d. Radio Equipment Operation Procedures e. Crisis Management and Emergency Response Training (bomb threats, evacuation, fire, medical, demonstrations, unruly behavior, etc). Care of Sick and Injured Persons (First Aid and CPR) 	<p>Statement of Compliance</p>

- f. Crime Scene Preservation
- g. Traffic Control
- h. Appropriate Use of Force
- i. Records, Forms and Report Writing Procedures

Such training/s of personnel to be assigned shall have documentary proof and shall be presented before commencement of the contract.

4. Adhere to all national and local legislation regarding the legalization of the company, taxes, labour practice, compensation, benefits, and any other regulation relevant to the security industry.
5. Conduct ad hoc inspection at least every month to ensure that all services are guaranteed by the security guards of the company.
6. Ensure timely payment of salaries of the guards posted at the Embassy premises. The Philippine Embassy reserves the right to impose a penalty on the Contractor should the delay in payment of salaries to the guards result in poor service quality.
7. Ensure that the guards posted at the Embassy premises are properly dressed in uniforms and personal protective equipment as necessary.
8. Advise the Embassy on possible security measures to improve security service delivery in the Embassy premises.
 - a. Ensure that security guards are equipped with the following:-
 - i. At least one (1) First-aid Kit to be used either for the guards themselves, the Embassy personnel or visitors during emergency situations. Contents shall include, but will not be limited to the following:
 - plasters in a variety of different sizes and shapes
 - small, medium and large sterile gauze dressings
 - at least 2 sterile eye dressings
 - triangular bandages
 - crêpe rolled bandages
 - safety pins
 - disposable sterile gloves
 - tweezers

	<ul style="list-style-type: none"> • scissors • alcohol-free cleansing wipes • sticky tape • thermometer (preferably digital) • skin rash cream, such as hydrocortisone or calendula • cream or spray to relieve insect bites and stings • antiseptic cream • painkillers such as paracetamol (or infant paracetamol for children), aspirin (not to be given to children under 16), or ibuprofen • antihistamine cream or tablets • distilled water for cleaning wounds • Other essential supplies as needed <p>b. One (1) working whistle, baton, flashlight, short-wave radio per guard, per shift. Two (2) handguns are also to be deployed each shift, with one (1) assigned to the main gate and one (1) at the Consular Section of the Premises.</p> <p>c. Two (2) touchless forehead thermometers and batteries.</p> <p>d. The Contractor shall be responsible for ensuring that all of the equipment and supplies of its personnel are in working condition and/or are within the best before or expiry date wherever applicable. The Primary Party reserves the right to conduct periodic inspection of all equipment issued to the personnel without notice</p> <ol style="list-style-type: none"> 1. Provide warning signs and barriers to prevent accidents in work areas. 2. Cleaning of carpets 	
VI.	<p>1. Roles and Responsibilities of Janitors/Cleaners</p> <p>Daily Operations:</p> <p>The security company's Security Guard shall perform access control functions on 24/7 basis listed but not limited to below:</p> <ol style="list-style-type: none"> 2. Ensure the security of all Embassy personnel, visitors and property within the Embassy premises 3. Monitor access and movement within the Embassy premises, including restricted areas and report any violation thereof. 	

4. Log the entry and exit of all visitors and visitor vehicles.
5. Verify that all Embassy office doors and windows are properly locked after office hours, and report to the Administrative Officer those left open. Ensure that lights, office machines and air conditioners in common areas are closed after regular office hours, and report to the Administrative Officer those left running.
6. Maintain oversight of Embassy official and staff vehicles parked within the Embassy Compound and within the sight horizon of the boundaries of the compound including across the street.
7. Control all vehicle and personnel entry/exit points and ensure adequate security of the organization's premises as per issued policies and procedures.
8. Ensure that routine patrols are conducted within the Embassy premises.
9. Patrol assigned areas, maintain continual surveillance against fire, water leakage and any other action which could damage the Embassy premises or injure its personnel.
10. Properly screen all items carried into the premises to prevent and deter entrance of dangerous, illegal or suspicious looking materials or items.
11. Investigate and report all incidents inside the Embassy premises that involve a breach of safety, security procedures, injuries and theft.
12. Intervene personally to resolve problems or refer them immediately to the Supervisor.
13. Provide emergency assistance and assist staff and visitors during contingencies.
14. Assist staff, visitors and guests inside the Embassy premises as a courtesy and service.
15. Report for duty as and when necessary (on call).

	16. Perform other related security duties outlined in the contract as required.	
VII.	<p>Qualifications</p> <ul style="list-style-type: none"> • The security company shall ensure that all its personnel employed and assigned to perform under the Contract meet or exceed the following minimum criteria: • Must be at least 20 years of age; • Be in good general health and physically able to perform all general patrol duties, functions and activities, and without any physical defects or abnormalities which would interfere with the performance of their duties; • Be free from all communicable diseases; • Be well proportioned as to height and weight; • Have binocular vision correctable to 20/30 and adequate color acuity; • Be capable of hearing normal conversation at three (3) meters with both ears, without the benefit of a hearing aid; • The security company shall conduct pre-hire physical examinations at its own cost and expense, to ensure compliance with the above-mentioned requirements. Any request for waivers must be approved in advance by the RO in writing. • At least four (4) personnel should be able to understand and communicate in English, assigned in two (2) separate shifts divided evenly per shift, to the extent of reading and understanding printed regulations, detailed written orders, training instructions and materials • No personnel deployed by the Contractor shall have been convicted of a felony or misdemeanor, or have been terminated from any previous employment other than honourable circumstances. • All employees must possess the capacity to acquire a good working knowledge in all aspects of the position requirements of the contracted security force, i.e. post orders. 	
VIII.	<p>Manpower Management</p> <p>a. In the event of the absence of one personnel, the Contractor shall provide a reliever immediately so as not to cause any disruption in the operations of the Embassy. Any reliever shall be cleared first with the Administrative Officer, Building Manager, and Security Officer of the Embassy.</p>	

- b. Preferably, the Contractor shall provide the Embassy a list of relievers with the appropriate security clearances before or upon the effectivity of the contract.
- c. For justified reasons such as absenteeism, underperformance, contract violations or any misdemeanor by any personnel, the Embassy reserves the right to request the Contractor in writing to replace the said personnel. Should such situations necessitate the immediate removal of the staff concerned, the Contractor shall immediately provide the replacement from the list of relievers as previously mentioned either as a temporary or regular arrangement. Otherwise, the Contractor may replace the said personnel within ten (10) calendar days. The Contractor shall submit the usual security clearance for any new regular replacement.
- d. During emergency/extraordinary situations, personnel may be asked to report to work outside the regular Duty Timings. In such cases, the Embassy shall request the Contractor to request its personnel to report to work as needed. The Embassy shall recommend to the Contractor to provide compensatory time off for those personnel after such requests are made and granted.
- e. The Administrative Officer, Security Officer, and Building Manager of the Embassy or their designated Point Person shall have operational control of the personnel assigned by the Contractor. Such powers include, but are not limited to, assigning of tasks and prescribing the manner and standard in the performance of the tasks as stated in the Contract and Terms of Reference.
- f. The Personnel of the Contractor are to strictly refrain from going to or near the Embassy's Community Center when there is an occupant, unless otherwise ordered to.
- g. The Administrative Officer, Security Officer, and Building Manager reserves the right to conduct occasional inspections of the security guards and their equipment, and document any non-conformity for corrective action of the Contractor, as needed.
- h. The Embassy reserves the right to terminate the contract, with or without reason provided to the Contractor, by serving a written one (1) month Notice.

IX.	<p>CONFIDENTIALITY</p> <p>The Contractor shall ensure that each of its personnel assigned to the Embassy shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Embassy prior to the commencement of the service.</p>	
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Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.

Approved On Behalf of the Philippine Embassy:



JUAN PAOLO G. ALIX
Charge d' Affaires a.i.

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]

[Name of
the Bidder/ Bidder's Authorized Representative
/s]

[Position]

[Date]