

**TECHNICAL SPECIFICATIONS FOR TOURISM PROMOTIONS BOARD
SERVICE PROVIDER FOR THE SECURITY SERVICES REQUIREMENT OF THE TOURISM PROMOTIONS BOARD
(TPB) FOR MAY TO DECEMBER 2024**

I. 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 6th Floor, 5 E-Commerce Building Harbor Drive, Mall of Asia Complex, Pasay City and with an extension office in 4th Floor Legaspi Towers 300, Roxas Boulevard Cor. Pablo Ocampo St., Malate, Manila.

The TPB is inviting interested and qualified parties to submit bid for the provision of security services from reputable security agencies, to render security services on a 24-hour daily basis, including Sundays and holidays, to secure the office, parking area, and vehicles at the following areas:

1. 6th Floor, 5 E-Commerce Building Harbor Drive, Mall of Asia Complex, Pasay City including all the properties within the said premises and general public transacting business thereat.
2. 4th Floor Legaspi Towers 300, Inc. Roxas Boulevard Cor. Pablo Ocampo St., Pasay City, including parking area and vehicles

II. OBJECTIVE

The objective of hiring security personnel is to protect the TPB personnel and guests, assets, and facilities of the Tourism Promotions Board.

As a public office, the TPB office premises are frequented by the general public as well as government officials, corporate executives, and foreign visitors, transacting official business on matters pertaining to travel and tourism, conventions, meetings, exhibitions, etc., therefore, imperative that its building premises are safe and secure at all times.

III. SCOPE OF SERVICES/REQUIREMENTS

Security Service Provider

1. The Security Service Provider must be duly licensed, 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) years.
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 ten (10) 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 ensure that the Security Guards to be assigned has attended a Safety Training protocols.
6. 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 checks 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.
7. 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.
8. 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.
9. The Security Service Provider assigned shall be provided with proper agency uniforms/barong and visible identification badges. They must also be duly licensed.
10. 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. For 5-ECOM, with option to provide one (1) pistol as the need arises.
11. Security Service Provider shall provide metal detectors, handcuffs, flashlight, medical kit, pro-baton night stick and a raincoat for the security personnel to be deployed at the parking area.
12. The Security Service Provider shall provide TPB with nine (9) Security cameras and cellular phones for the security personnel.

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.

Proposed Posting of Security Personnel

Post	No. of Personnel	TIME OF DUTY	NO. OF HOURS	
			Weekdays	Weekends & Holidays
5 E-Commerce Building Harbor Drive, Mall of Asia Complex, Pasay City				
Detachment	1 – Female	0700H-1900H	12	12
Commander (Main Entrance)	1 – Male	0700H-1900H	12	12
	1 – Male	1900H-0700H	12	12
Roving Guard	1 - Male	1900H-0700H	12	12
Parking Area	1 - Male	0700H-1900H	12	12
4th Floor Legaspi Towers 300, Inc. Roxas Boulevard Cor. Pablo Ocampo St., Pasay City				
Main Entrance	1 – Male	0700H-1900H	12	12
	1 – Male	1900H-0700H	12	12
Roving Guard	1 – Male	0700H-1900H	12	12
	1 – Male	1900H-0700H	12	12
Parking Area	1 – Male	1900H-0700H	12	12
TOTAL	10 personnel		120	120

Firearms/Ammunition Requirement

Location	F/A Type	Qty.	Ammunitions
5 E-Commerce Building Harbor Drive, Mall of Asia Complex, Pasay City			
4th Floor Legaspi Towers 300, Inc. Roxas Boulevard Cor. Pablo Ocampo St., Pasay City			
Main Entrance	9mm pistol	1	With loaded 2 magazines
Parking	9mm pistol	1	With loaded 2 magazines
TOTAL		2	

Note: All Firearms to be issued to security must be original, branded, and duly licensed by PNP, with a complete load of ammunition. Should there be any need in the future within the duration of the contract, the Service Provider to provide one (1) pistol in 5-ECOM.

Location of Security Cameras to be Supplied by the Security Agency

Location	Quantity	Type of Camera
5 E-Commerce Building Harbor Drive, Mall of Asia Complex, Pasay City		
1. Main Entrance facing the hallway/CR/Pantry	1 unit	dome
2. Main Entrance inside the area	1 unit	dome
4th Floor Legaspi Towers 300, Inc. Roxas Boulevard Cor. Pablo Ocampo St., Pasay City		
1. Hallway near MICE Department and Exit area	1 unit	dome
2. Hallway near Main Guard	1 unit	dome
3. TPB Parking area	1 unit	dome

Note: The Security Services Provider shall provide the needed 5 units of 360 dome-type CCTV cameras to be installed at the above-mentioned locations. The cabling works, installation commissioning, repair, and maintenance shall be for the Security Services Providers. The CCTV must be capable of recording.

The Security Services Provider shall also provide cellular phones to the Department Commander and Security Personnel that will serve as backup in case problems arise in a communication system to ensure immediate reaction to any eventuality.

The Security Service provider shall visit the new office address to check the areas to be secured.

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. With Organizational Set – up

2. Resources
 - a. No. of Licensed Firearms
 - ✓ Four (4) licensed firearms
 - b. No. and Kind of Communication Devices
 - ✓ Four (4) cellular phones
 - c. No. and Kind of Motor-Powered Vehicles
 - ✓ None
 - d. No. of Licensed Guards
 - ✓ Ten (10) licensed guards

3. Security Plan
 - a. 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.
 - b. For bomb threat, fire, robbery, hostage situation & natural calamities
 - c. 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 2nd year college
 - ✓ Safety protocols training for Security guards to be deployed.
 - b. Completeness of Uniforms and Other Paraphernalia
 - ✓ cap, long white sleeves collar with necktie, blue pants, black shoes, handcuffs, metal detector, flashlight, medical kit, pro-baton night stick

IV. ADDITIONAL TECHNICAL REQUIREMENTS

1. Submission of Security Plan based on Set of Minimum Requirements under Item No. 3
 - a. 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.
 - b. For bomb threat, fire, robbery, hostage situation & natural calamities
 - c. VIP Protocol

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) based on the computation for eight (8) months contract based on existing Labor Wage Rate for 12 hours is **THREE MILLION EIGHT HUNDRED EIGHTY-SIX THOUSAND SIX HUNDRED THIRTY PESOS AND 49/100 ONLY (PHP3,886,630.49)**, inclusive of all applicable taxes and fees.

VI. TERMS OF PAYMENT

Payment shall be made within ten (10) working days upon complete submission of the Contractor of the following documents:

1. DTRs of all Security Guard duly signed by the Service Provider's representative and duly noted by the PGSD or duly authorized representative;
2. Proof of previous month's remittance to SSS, PhilHealth, PAG-IBIG, and other documents as may be required; and
3. Monthly payments shall be made only upon the presentation of the monthly billing invoice.

Thereafter, payment shall be made upon certification by the PGSD or duly authorized representative that the services were rendered by the Contractor in accordance with the Terms and Conditions of the Contract.

VII. CONTRACT DURATION

The duration of the contract will be from 01 May to 31 December 2024, renewable every year but not to exceed three (3) years subject to performance evaluation of the winning bidder.

VIII. PROJECT OFFICER'S CONTACT INFORMATION

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