



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

**Philippine Atmospheric, Geophysical and Astronomical Services
Administration (PAGASA)**

**TERMS OF REFERENCE
FOR THE
PROVISION OF NINETY-EIGHT (98) QUALIFIED
PRIVATE SECURITY PERSONNEL
COMPLETE WITH SERVICE FIREARMS, EQUIPMENT,
UNIFORMS AND OTHER RELATED SECURITY SERVICES
FOR CY 2020 & 2021**



TERMS OF REFERENCE

for the

**Provision of Ninety-Eight (98) Qualified Private Security Personnel
Complete with Service Firearms, Equipment, Uniforms and
Other Related Security Services for CY 2020 & 2021**

I. INTRODUCTION

Section 5(h) of R.A. 9184, as reiterated in Section 5(r) of its Implementing Rules and Regulations (IRR), procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods. Thus, for purposes of bidding in the procurement of Security Services by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), the winning bid shall be determined by their Lowest Calculated and Responsive Bid.

The minimum requirements prescribed under **Section 23 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184 and this Terms of Reference (TOR)** shall be used as basis in evaluating the Eligibility and Technical proposal of the prospective bidder. Compliance by the prospective bidder to the said requirements shall be determined using the "**Pass/Fail**" criterion; provided, however, that the PAGASA-BAC may require additional documents or materials as part of the bidder's technical proposal to substantiate the bidder's compliance to the set of parameters in **Section II**, hereof.

To achieve proper and efficient procurement of PAGASA's requirements for Security Services, the Bids and Awards Committee (PAGASA-BAC) shall also take into consideration, aside from the cost, other essential factors in determining the winning bid. Particularly, PAGASA-BAC's evaluation shall consider the prospective bidder's (1) satisfactory performance of contracts with other clients (both government and private), (2) standards of internal governance, (3) adequacy and readily availability of resources, (4) levels of training, (5) adherence to labor and other social legislations; and, (6) compliance with the DOLE Department Order No. 18-A, series of 2011 and Government Procurement Policy Board (GPPB) Circular No. 02-2006 dated April 10, 2006 re: Revised Rules on Cut-throat Competition Amendments to the Implementing Rules and Regulations of Republic Act No. 5487.

II. SPECIFIC CRITERIA FOR ELIGIBILITY

In determining the Eligibility of the prospective bidder to participate in the bidding of this Project, the prospective bidder must comply and meet the specific requirements set forth hereunder.

A. STABILITY OF BUSINESS OF THE SECURITY AGENCY

In determining the stability of business of the Security Agency, the following parameters shall be considered:

- (1) The Security Agency or prospective bidder must have a valid and legitimate existence in accordance with the pertinent laws of the Philippines;
- (2) It must have a valid license to operate a Security Agency;
- (3) It must have a valid and current membership with the **Philippine Association of Detective and Protective Agency Operators (PADPAO)** with proper operating permits and other statutory requirements;
- (4) It must have been in the business for **at least five (5) years** and must have an effective Organizational Set-up (with good office set-up, personnel and office tools and equipment);

- (5) It must have a deployment of security personnel within Luzon, Visayas and Mindanao;
- (6) It must have satisfactorily completed a Security Contract, government or private, **within the last three (3) years**; and
- (7) It must meet the required minimum capitalization of at least **Ten Million Pesos (Php10,000,000.00)** fully paid-up capital stocks/shares, if it is a corporation, partnership or cooperative, or a net worth of at least **Five Million Pesos (Php5,000,000.00)**, if the Security Agency is a sole proprietorship, and must be able to show its liquidity in terms of its assets.

Note: *Documentary proof/s of the foregoing requirements must be submitted by the prospective bidder as part of the eligibility requirements.*

B. SUFFICIENCY OF RESOURCES

The Security Agency must have a sufficient number of security personnel as required in this Project. The Security Agency should likewise have readily available and duly licensed firearms/equipment and units, indicated in the Schedule of Requirements (**Annex "B"**), upon inspection by the PAGASA-BAC or its duly authorized representative. ***Absence or lack thereof during a site inspection to be conducted by the PAGASA-BAC or its duly authorized representatives shall be a ground for outright disqualification.***

III. TECHNICAL EVALUATION PARAMETERS

A. SPECIFIC DOCUMENTARY REQUIREMENTS

The following documentary requirements shall be submitted and complied with by the prospective bidder as part of its technical proposal:

1. **Certificate of Satisfactory Performance** issued by at least three (3) of its current clients, whether government or private;
2. **Latest Clearance/Certificates** issued by the:
 - a. **Social Security System (SSS)**, at least for the 2nd Quarter of FY2019
 - b. **PhilHealth** at least for the 2nd Quarter of FY2019
 - c. **Pag-IBIG** at least for the 2nd Quarter of FY2019
3. **Certificate of No Pending Case issued by the NLRC**
4. **Certificate of No Pending Case issued by the DOLE**
5. **Certificate of Site Inspection** issued by the PAGASA authorized representative in every Site or Area of Responsibility (AOR) – (Optional)

B. SECURITY SERVICES SPECIFICATIONS AND SECURITY PLAN

Prospective bidders shall also submit as part of their technical proposal, a **SECURITY PLAN "TAILORED FIT"** for PAGASA stating or enumerating therein among others, the specific methodologies, protocols and recommendations on how to execute and make effective such Security Plan in accordance with PAGASA's specific requirements.

The specific security services required by the PAGASA from the Private Security Agency include, but not limited to, the following:

1. Protect the general interest of the PAGASA and strictly implement existing rules and regulations, guidelines and internal security policies laid down by the PAGASA management.
2. Provide Security of Human Resources in the following:
 - a) **DOST-PAGASA Officials**
 - i. Provide a close-in security to PAGASA Officials, as may be required;
 - ii. Exercise courtesy at all times;
 - iii. Provide security assistance as may be required/instructed.
 - b) **PAGASA Employees**
 - i. Strictly implement PAGASA's Internal Security Policies;
 - ii. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials and upon reasonable grounds for suspicion, cause arrest of the perpetrator;
 - iii. Strictly implement the checking of big bags/plastic bags for security purposes;
 - iv. Prevent/detect any form of breach of PAGASA rules and regulations and immediately report or cause the arrest of the perpetrator/s;
 - v. Implement strictly the "**No ID, No Entry Policy**";
 - vi. Exercise tact and courtesy at all times;
 - vii. Provide security assistance to employees as may be required/requested;
 - viii. Maintain logbook for personnel and property/equipment movements;
 - ix. Exercise full concentration on security work.
 - c) **PAGASA Guests/Visitors**
 - i. Strictly implement PAGASA's Security Policies;
 - ii. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials and upon reasonable grounds for suspicion, cause the arrest of such visitor;
 - iii. Prevent/detect any form of breach of PAGASA rules and regulations and if possible report or cause the arrest of the perpetrator/s;
 - iv. Prevent entry to security/restricted areas without proper authorization/clearance;
 - v. Exercise tact and courtesy at all times;
 - vi. Provide assistance as may be validly requested;
 - vii. Maintain logbook for Guests/Visitors;
 - viii. Prevent entry after office hours, including Saturdays, Sundays and Legal Holidays unless authorized;
 - ix. Prohibit loitering in the premises after visitor's business is done;
 - x. Issue visitor's slip/ID to all non-PAGASA personnel and properly coordinate with the officials/employees concerned the entry of visitors.
3. To guard and secure at all times the Physical Resources of PAGASA within its Area of Responsibility (AOR).
 - a) **VEHICLE CONTROL**
 - i. Conduct routine inspection on all vehicles entering and leaving the PAGASA premises;
 - ii. Maintain a logbook on the arrival and departure of both PAGASA and non-PAGASA vehicles;
 - iii. Safeguard and protect vehicle from any pilferage of accessories and other attachments;
 - iv. Require trip ticket for outgoing PAGASA vehicles duly signed by the approving authorities;

- v. Recommend parking/proper traffic signs.

b) FACILITIES AND BUILDINGS

- i. Post Notice prohibiting entry or carrying deadly weapons at entrance building;
- ii. Deny access to restricted areas;
- iii. Identify and record in log book authorized persons entering restricted area/s;
- iv. Check that all doors and windows are closed and locked after office hours;
- v. Deny entry to peddlers and vendors without proper authority from the PAGASA management;
- vi. Identify need for lighting and recommend measures;
- vii. Identify fire hazard and recommend measures;
- viii. Regularly check location and condition of fire extinguishers and recommend measures;
- ix. Regularly check conditions of fire hydrants, hoses, and alarm systems;
- x. Recommend formation of fire brigades and fire drills;
- xi. Observe that all lights are switched off and all electrically operated office equipment are unplugged when occupants of the office are all out;
- xii. Regular inspection of storage areas and recommend measures, if necessary;
- xiii. Switch on and off of PAGASA's road lamp lightings.

c) SUPPLIES AND EQUIPMENT

- i. All outgoing PAGASA properties must be covered with the appropriate documents duly signed by the authorized signatories indicating among others, the serial number/property number, person moving the equipment, times and date, etc.;
- ii. Personal properties shall be covered by personal property slip issued by the security detachment;
- iii. Protect PAGASA's property from theft, pilferage or damage.

4. Provide contingency plan during occurrences of various risks such as:

a) FIRE

- i. Responsible for informing the Fire Department in case of fire;
- ii. Know status and location of fire fighting equipment;
- iii. Be familiar with fire exit and electrical control switches;
- iv. Issue fire alarm;
- v. Report fire and any fire hazard to PAGASA management;
- vi. Recommend and assist in the formation of fire brigade;
- vii. Assist in the evacuation of employees, records and equipment;
- viii. In case of fire, clear driveways and empty spaces, records and equipment.

b) EARTHQUAKE AND OTHER NATURAL CALAMITIES

- i. Prevent panic and maintain calm;
- ii. Assist in the evacuation of personnel, supplies, materials and equipment.

c) THEFT, PILFERAGE AND VANDALISM

- i. Secure all entry and exit points;
- ii. Conduct investigation and submit written report within 48 hours to PAGASA Management;
- iii. Identify witnesses, if possible;
- iv. Apprehend culprit within the premises, secure incident area to protect evidence;
- v. Coordinate with the local barangay and appropriate PNP unit;
- vi. Assist in controlling violence;
- vii. Maintain contact with PNP.

d) **TRESPASSING**

- i. Deny entry of and apprehend trespassers;
 - ii. Report to PAGASA management immediately; and
 - iii. Turn-over apprehended trespassers to proper authority.
5. Prevent the commission of any unlawful or illegal acts within its Area of Responsibility (AOR); and, cooperate and assist PAGASA in its investigations on the matter.
 6. Report and provide assistance in the event of any sign of disorder or any serious violation of the law.
 7. Perform their tasks in accordance with the Eleven General Orders, Code of Ethics and Code of Conduct of Security Guards as stated in RA 5487 (Act Governing the Organization and Management of Private Security Agencies).

IV. FINANCIAL PROPOSAL

The Financial Proposal shall contain a breakdown of all costs, to include, the amount directly to the security personnel; the amount due to the government; the administrative overhead; and, applicable taxes, **using the prescribed bidding form to be provided by the PAGASA-BAC.**

Specific/Detailed Computation of Bid shall be in accordance with the latest PADPAO Cost Distribution Per Month.

Non-compliance thereto shall be a ground for outright rejection of the bidder's proposal.

V. CONTRACT DURATION AND APPROVED BUDGET FOR CONTRACT

The Contract term for this instant procurement of Security Services shall be for a period of **TWO (2) YEARS** to commence **within 15 calendar days** following the issuance and receipt by the winning Security Services Provider of the **Notice to Proceed (NTP)**.

For purposes of this bidding, however, the budget that will be allotted shall be the amount corresponding to the contract for the first year or twelve (12) months only.

The total contract cost shall be fixed and shall not be adjusted during the contract implementation except for the following justifiable circumstances:

- i. increase in the minimum daily wage pursuant to law or new wage order issued after date of bidding;
- ii. increase in taxes; and
- iii. when there is a need for an increase or decrease in the number of security guards as determined by PAGASA.

VI. PERFORMANCE CRITERIA

The prospective bidder, when awarded the Contract, is expected to maintain a satisfactory level of performance throughout the term of the contract based on but not limited to the following performance criteria:

- i. quality of the security services delivered;
- ii. effective time management;

- iii. effective recruitment, management and suitability of security personnel;
- iv. effective contract administration and management;
- v. provision of regular progress reports on the status of PAGASA's premises in terms of security in accordance with the security plan submitted.
- vi. attentiveness, good manners and presence of mind of guards on duty; and
- vii. compliance with PAGASA's instructions and security policies.

The foregoing satisfactory level of performance shall be assessed by PAGASA, through the Administrative Division, on a quarterly and/or semi-annual basis and shall serve as basis for the extension/renewal of its contract. Prospective bidders acknowledge that PAGASA management reserves the right to pre-terminate the contract of the security service provider for failure to perform its obligations thereto.

VII. OBLIGATIONS AND RESPONSIBILITIES OF THE SECURITY AGENCY

In addition to the above-mentioned requirements, the Security Agency shall comply with the following obligations and responsibilities:

- a) Provide continuous security services, on a 24-hour daily basis, including Saturdays, Sundays, Non-working Holidays and Official Holidays to all PAGASA's installations; safeguard and secure its premises; and protect the equipment from any act of pilferage, damage or loss;
- b) Provide the total number of security personnel required in its assigned area every shift and must provide relievers to a security guard who may be absent on duty for his specific Sector or area;
- c) Assume full responsibility for all losses within their Areas of Responsibility due to theft/pilferages and negligence of their security guards.

Serious violation of PAGASA's Security policies, rules and regulations shall be sufficient ground to terminate the contract immediately and initiate legal action as warranted;

- d) Assume full responsibility for the acts of its Security Personnel including their safety during the performance of their duties;
- e) Responsible for the safety of their Security personnel in the performance of their duties;
- f) Provide each security personnel on duty at PAGASA's outposts with one set of handcuff, truncheon/baton, flashlight, including raincoats;
- g) Provide each security guard on posts with a licensed service firearm and hand-held radios;
- h) Provide each Security Personnel, including those who are deployed in the PAGASA Field Stations, with at least one (1) complete set of Security Guard's uniform **free of charge** per year and which must be distributed within **fifteen (15) days** upon the effectivity of the Contract;

Note: The costs for the security personnel's uniform are included in the amount directly due to the Guard. Once distributed, a complete distribution list must be submitted to PAGASA, thru the Office of the Administrative Chief and/or the Head of the PAGASA Internal Security Group, for information and verification purposes.

- i) Provide all equipment indicated in the Duty Rosters in every shift and shall immediately replace any equipment found to be defective or inoperative;
- j) All Security Guard's equipment, tools and paraphernalia should conform to the applicable standards set forth by law and must be covered with appropriate and valid licenses & documents particularly for the issued service firearms, hand-held radios,

motor vehicles, etc., **copies of which shall form part of the bid proposal of the Security Agency;**

- k) Provide at least two (2) qualified & licensed Security Officers/Detachment Commanders in NCR who will supervise and oversee the security personnel in their assigned posts;
- l) Deploy at least three (3) Lady Guards posted at the entrance/lobby of the PAGASA-CO, CAD and NDRB buildings during office hours and/or during daytime;
- m) Ensure that all security personnel to be posted to PAGASA are:
 - (1) properly screened and passed the neuro-psychiatric and drug tests;
 - (2) have undergone and passed the Physical & Medical Examination conducted by a duly licensed and government-accredited physician;
 - (3) trustworthy, efficient & reliable security personnel; and
 - (4) have valid clearances from the National Bureau of Investigation (NBI), Phil. National Police (PNP), Regional or Municipal Trial Courts where they reside, Barangay and Police Clearance;

Copies of said clearances and the results of required tests shall be submitted to the Office of the Administrative Chief of PAGASA or her duly authorized representative not later than 30 days upon the execution of the security contract which shall be included in the security personnel's individual Personnel Folder.

- n) A Summary Inspection & Inventory Report of all Firearms, Equipment and Motor Vehicle of the Security Agency shall be submitted every shift daily to PAGASA representative for monitoring.
- o) The Supervisor/Detachment Commander shall oversee that the performance of the security contract is being complied with accordingly.

The Supervisor/Detachment Commander shall be the Security Agency's contact person at the PAGASA until the duration of the contract. He shall likewise establish a routine communication with the PAGASA coordinator and provide prompt and timely response to any concerns or problems that may arise during the contract period.

Time and frequency of direct meetings may vary as determined by the PAGASA representative. The Supervisor/Detachment Commander shall contact the PAGASA representative to review overall performance, receive special instructions regarding security services, or discuss other pertinent items regarding the contract and the Agency's performance.

IMPORTANT: Please refer to schedule of requirements hereto attached as annex "B" for the list of materials and equipment to be supplied by the security agency.

VIII. MANPOWER QUALIFICATION AND OTHER CONDITIONS

- 1. The **ninety-eight (98) security personnel**, including the two (2) Detachment Commanders/Supervisors, shall be deployed at the PAGASA Central Office and various PAGASA stations or offices as determined by PAGASA. (See **Annex "A"**, hereof). The security personnel must have the following qualifications and requirements:
 - a) Physically and mentally fit;
 - b) At least 18 years of age;
 - c) With at least six (6) months of experience being Security Guard;
 - d) At least a High School graduate;
 - e) Of good moral character and reputation and without any criminal record or any pending criminal case certified by the Agency Manager;

- f) Must have undergone Basic Security Training from reputable institutions authorized or accredited by the PNP Security Agency and Guard Supervision Division (SAGSD) supported by a Certificate of Training;
- g) Must have a valid and existing Security Guard License issued by PNP SAGSD at the time of his/her deployment;
- h) Must have undergone and passed the neuro-psychiatric examination and drug test as supported by Certification/Result issued by a reputable government-accredited testing agency.

Security personnel with any history of drugs, alcoholism/habitual drunkenness, violence of any type including deadly weapons violation, theft of any types, fraud and/or forgery shall not be acceptable to the Agency. *Violation of this requirement shall be a cause for contract termination.*

- i) Understands oral and written instructions, policies, rules and regulations and implement them in a tactful and non-confrontational manner.
- j) Have the necessary public relations & effective communication skills to deal with PAGASA employees and visitors in a professional & courteous manner. They must maintain poise, self-control, discipline, tact, diplomacy and mature judgment under stressful situations.
- k) The Supervisor/Detachment Commander who shall be paid the same rate shall mainly coordinate, assist PAGASA officials and execute other duties and responsibilities to be assigned from time to time.

IX. UNIFORM AND APPEARANCE STANDARDS

Security Guards must be neat and clean in appearance and shall wear the prescribed uniforms with the appropriate Security Agency-issued identification cards (ID), and required paraphernalia prior to posting. All Guards must wear the PNP SAGSD prescribed uniform while working in the PAGASA premises. No security guard shall be allowed to work within PAGASA without the appropriate uniform, identification card, and required firearm / equipment.

X. ASSIGNMENT AND REPLACEMENT OF PERSONNEL

1. The specific Post Location or Assignment of the Guards to be posted within the area of responsibility of PAGASA shall be determined by the PAGASA management (See **Annex "A"**, hereof).
2. The Post Location or assignment maybe changed whenever the exigency so requires, upon approval of the Administrative Chief or his/her duly authorized representative.
3. No changes, replacement or substitution of Guards shall be made without prior approval of the Chief of Administrative Division or her duly authorized representative. The Security Agency is required to submit first a written request or notice if it wishes to replace or pull-out any Guard from their posts.
4. The PAGASA management, thru the Chief of Administrative Division or the duly authorized representative, on the other hand, may request for the immediate replacement of any Guard posted at PAGASA area at anytime and this does not need any further justification.
5. Any officer of PAGASA, *i.e.*, from Administrator to Division Chief, shall have the right to inspect at any time the Guards assigned on their posts.

XI. DUTY SHIFT SCHEDULE

1. The winning Security Agency shall deploy the **Ninety-eight (98) security personnel** within the Posts or Area of Responsibilities (AOR) identified by PAGASA.

2. The duty shift schedules of the Security personnel deployed at the PAGASA Central Office shall be eight **(8) hours** per shift, 24 hours a day, seven (7) days/week including weekends and Holidays; except for the Supervisor/Detachment Commanders, who shall render a **12-hour** duty shift. The Duty Hours shall be from 0700H – 1500H (Dayshift), 1500H – 2300H (Swing shift) and 2300H - 0700H (Midnight Shift).

For those Security personnel who are deployed at the PAGASA field offices, their respective schedules of duty shall vary in accordance with the need of the station and shall be determined in coordination with the CMO of the respective PAGASA Field Stations.

3. The Security personnel is expected to be at the PAGASA premises at least thirty (30) minutes before the scheduled duty hours for regular Guard mount formation, inspection and briefing.
4. The number of Security Personnel maybe increased or decreased whenever the exigency of the service so requires upon written notice to the Security Agency, duly signed by the
5. head of PAGASA or his authorized representative.

XII. PERFORMANCE EVALUATION AND INSPECTION

1. The Performance of the Security Agency will be evaluated quarterly or semi-annually based on the quality of work and its compliance with the terms and conditions of the contract.
2. Quarterly or Semi-annual Security Contract Performance Review will be conducted to assess the performance of the Security Agency in terms of Contract Compliance, Manpower Requirements, Supplies Inspection, Personnel/Work Performance and other related requirement which will form part of the Performance Review of the Security Agency.
3. The Security Agency shall maintain a satisfactory level of performance throughout the term of the contract. The performance criteria are provided in **item IV., i-vii** of this Terms of Reference.
4. Based on its assessment, PAGASA management may pre-terminate the contract of the Security Agency for failure of the latter to perform its obligations stipulated in the contract.

XIII. ACTION ON OFFENSES

1. Effective Contractor-Client relation should consider the prevention of situation that will result in disciplinary action or termination of contract. Given such condition, it is the responsibility of PAGASA to impose penalty on offenses committed by the winning Security Agency.
2. The action of penalty shall be that which is expected to improve the effectiveness of the Security Agency's personnel in rendering security services.

XIV. METHOD OF PAYMENT

1. Payment shall be made on a **Monthly Basis** and shall be based on the actual number of personnel deployed as verified and certified by PAGASA.
2. Payroll of personnel shall be based on the following cut-off: 1st -15th of the month; and, 16th -30th of the month.
3. To ensure continuous compliance of its legal obligations, the winning Security Agency shall be required to attach as part of its submission of monthly billing statement to PAGASA the following documents:

- i. Duly signed Daily Time Records (DTRs) of the security personnel covering the specific billing period;
- ii. Certified True Copy of Official Receipts of monthly remittances paid by the security agency with the SSS, PAG-IBIG and PhilHealth covering said billing period;
- iii. Duplicate copy of its payroll covering said billing period; and
- iv. Other supporting documents as may be required by PAGASA.

XV. SITE INSPECTION

Prior to submission of its bid proposal, the Security Agency is expected to have thoroughly familiarized himself with the site at the PAGASA Central Office where the security personnel are to be deployed and appropriate briefings as to the field stations. The bidder shall submit a letter requesting for a site inspection indicating the date and time for the same. Site visit at the PAGASA's Field Stations shall be **OPTIONAL**. In the conduct of a site inspection, the bidder shall be accompanied by an authorized officer to be designated by the Chief of Administrative Division or her duly authorized representative.

XVI. POST DUTY ASSIGNMENT & LOCATION

All Security personnel posted at the PAGASA Central Office and its Field Stations must strictly follow the Eleven General Orders, Code of Conduct and Code of Ethics as stated in the RA 5487 and must comply with all the specific instructions required in their assigned posts.

Please refer to Table I. Post Duty Assignment and Location attached as **ANNEX "A"**

Recommending Approval:

SYLVIA N. DAVIS

Chief, Administrative Division
Head, PAGASA InterSecT

Approved/Disapproved:

VICENTE B. MALANO, Ph.D.

Administrator

ANNEX "A"

Table I. POST DUTY ASSIGNMENT AND LOCATION

POST LOCATION	TIME OF DUTY		
	0700H-1500H (Dayshift)	1500H-2300H (Swingshift)	2300H-0700H (Midnightshift)
	0600H-1800H (Dayshift)	1800H-0600H (Nightshift)	
	No. of Guards	No. of Guards	No. of Guards
DETACHMENT COMMANDER	1	1	
PAGASA-CO GATE 1 (INBOUND)	2	2	1
PAGASA-CO GATE 1 (OUTBOUND)	1	1	1
PAGASA-CO GATE 1 (INBOUND)	1	1	1
PAGASA-CO GATE 2 (OUTBOUND)	1	1	1
PAGASA-CO MAIN BUILDING	2	2	2
NCR-PRSD AND ITS VICINITY	1	1	1
WFFC MAINGATE (INBOUND)	1	1	1
WFFC MAINGATE (OUTBOUND)	1	1	1
WFFC BUILDING (MAIN ENTRANCE)	2	2	1
WFFC (FORECASTING SECTION, 3 RD FLR)	1	1	1
CAD BUILDING (MAIN ENTRANCE)	1	1	1
UP DILIMAN OBSERVATORY	1	1	1
BAGUIO CITY SYNOPTIC STN.	1		1
MT. STO. TOMAS, RADAR STN.	1 @ 12 man-hours	1 @ 12 man-hours	1 @ 12 man-hours
DAGUPAN CITY SYNOP. STN.	1		1
CARMEN, ROSALES FFWC STN.	1		1
NLPRSD, TUGUEGARAO CITY	1		1
APARRI RADAR STATION, APARRI, CAGAYAN	1		1
CITY OF SAN FERNANDO FFWC. STN.	1		1
BALER RADAR STN.	1		1
TAGAYTAY RADAR STATION, TAGAYTAY CITY	1		1
TANAY STATION COMPLEX, TANAY, RIZAL	1		1
SO PALAWAN RADAR STN., QUEZON, PALAWAN	1		1
NO PALAWAN RADAR STN., BUSUANGA, PALAWAN	1		1
SLPRSD, LEGASPI CITY	1	1	1
CAMALIGAN (PILI), FFW CENTER, CAM. SUR	*1 (for 8 man-hours)		
DAET RADAR STN., DAET, CAMARINES NORTE	1		1
VIRAC RADAR COMPLEX STN., BATO, CATANDUANES	1 @ 12 man-hours	1 @ 12 man-hours	1 @ 12 man-hours
ILOILO WX RADAR STN., JARO, ILOILO	1		1
VPRSD, LAPU-LAPU CITY COMPLEX STN., CEBU	1	1	1
BOHOL RADAR STN, ALBURQUERQUE, BOHOL	1		1
GUIUAN RADAR STATION, GUIUAN, E. SAMAR	1		1
MPRSD, EL SALVADOR CITY	1		1
ZAMBOANGA CITY WX RADAR STN.	1		1
DAVAO CITY SYNOP. STN.	1		1
TAMPAKAN RADAR STN.	1		1
HINATUAN RADAR STN.	1		1
Total:	98		

ANNEX "B"

Table II. SCHEDULE OF REQUIREMENTS

Item	Description	Qty.																																																																																	
1	<p>Provision of Qualified Security Guards in compliance with RA 5487 & other Manpower Qualification Requirements as stated in the Technical Specifications:</p> <p>Breakdown:</p> <table> <tr> <th>Area of Responsibility</th><th>Region</th><th>No. of Guards</th></tr> <tr> <td>NCR (Central Office, WFFC, NDRB, UP)</td><td>NCR</td><td>45 (incl. 2 Detachment Cmdr.)</td></tr> <tr> <td>Baguio City Synoptic Station</td><td>CAR</td><td>2</td></tr> <tr> <td>Mt. Sto. Tomas, Tuba, Benguet Radar Station</td><td>CAR</td><td>3</td></tr> <tr> <td>Dagupan City Synoptic Station</td><td>Region I</td><td>2</td></tr> <tr> <td>Agno River FFWC, Carmen, Rosales, Pang.</td><td>Region I</td><td>2</td></tr> <tr> <td>NLPRSD, Tuguegarao City</td><td>Region II</td><td>2</td></tr> <tr> <td>Aparri Radar Station, Aparri, Cagayan</td><td>Region II</td><td>2</td></tr> <tr> <td>Baler Radar Station, Baler, Aurora</td><td>Region III</td><td>2</td></tr> <tr> <td>Pampanga FFWC, City of San Fernando</td><td>Region III</td><td>2</td></tr> <tr> <td>Tagaytay Radar Station, Tagaytay City</td><td>Region IV-A</td><td>2</td></tr> <tr> <td>Tanay Complex Station, Tanay, Rizal</td><td>Region IV-A</td><td>2</td></tr> <tr> <td>So Palawan Radar Stn., Quezon, Palawan</td><td>Region IV-B</td><td>2</td></tr> <tr> <td>No Palawan Radar Stn., Busuanga, Palawan</td><td>Region IV-B</td><td>2</td></tr> <tr> <td>SLPRSD, Legaspi City</td><td>Region V</td><td>3</td></tr> <tr> <td>BRBFFWC, Camaligan/Pili, Camarines Sur</td><td>Region V</td><td>1</td></tr> <tr> <td>Virac Radar Station, Bato, Catanduanes</td><td>Region V</td><td>3</td></tr> <tr> <td>VPRSD, Lapu-Lapu City</td><td>Region VII</td><td>3</td></tr> <tr> <td>Bohol Radar Station, Alburquerque, Bohol</td><td>Region VII</td><td>2</td></tr> <tr> <td>Guiuan Radar Station, Guiuan E. Samar</td><td>Region VIII</td><td>2</td></tr> <tr> <td>Iloilo Radar Station, Jaro, Iloilo</td><td>Region VI</td><td>2</td></tr> <tr> <td>Palawan Radar Station, Quezon, Palawan</td><td>Region IV-B</td><td>2</td></tr> <tr> <td>Zamboanga Radar Station, Zamboanga City</td><td>Region IX</td><td>2</td></tr> <tr> <td>MPRSD, El Salvador City</td><td>Region X</td><td>2</td></tr> <tr> <td>Davao Synop. Stn, Brgy. Sasa, Davao City</td><td>Region XI</td><td>2</td></tr> <tr> <td>Hinatuan Radat Stn., Hinatuan, Surigao Sur</td><td>Region XIII</td><td>2</td></tr> <tr> <td>Tampakan Radar Stn., Tampakan, S. Cotabato</td><td>Region XII</td><td>2</td></tr> </table>	Area of Responsibility	Region	No. of Guards	NCR (Central Office, WFFC, NDRB, UP)	NCR	45 (incl. 2 Detachment Cmdr.)	Baguio City Synoptic Station	CAR	2	Mt. Sto. Tomas, Tuba, Benguet Radar Station	CAR	3	Dagupan City Synoptic Station	Region I	2	Agno River FFWC, Carmen, Rosales, Pang.	Region I	2	NLPRSD, Tuguegarao City	Region II	2	Aparri Radar Station, Aparri, Cagayan	Region II	2	Baler Radar Station, Baler, Aurora	Region III	2	Pampanga FFWC, City of San Fernando	Region III	2	Tagaytay Radar Station, Tagaytay City	Region IV-A	2	Tanay Complex Station, Tanay, Rizal	Region IV-A	2	So Palawan Radar Stn., Quezon, Palawan	Region IV-B	2	No Palawan Radar Stn., Busuanga, Palawan	Region IV-B	2	SLPRSD, Legaspi City	Region V	3	BRBFFWC, Camaligan/Pili, Camarines Sur	Region V	1	Virac Radar Station, Bato, Catanduanes	Region V	3	VPRSD, Lapu-Lapu City	Region VII	3	Bohol Radar Station, Alburquerque, Bohol	Region VII	2	Guiuan Radar Station, Guiuan E. Samar	Region VIII	2	Iloilo Radar Station, Jaro, Iloilo	Region VI	2	Palawan Radar Station, Quezon, Palawan	Region IV-B	2	Zamboanga Radar Station, Zamboanga City	Region IX	2	MPRSD, El Salvador City	Region X	2	Davao Synop. Stn, Brgy. Sasa, Davao City	Region XI	2	Hinatuan Radat Stn., Hinatuan, Surigao Sur	Region XIII	2	Tampakan Radar Stn., Tampakan, S. Cotabato	Region XII	2	98 security guards
Area of Responsibility	Region	No. of Guards																																																																																	
NCR (Central Office, WFFC, NDRB, UP)	NCR	45 (incl. 2 Detachment Cmdr.)																																																																																	
Baguio City Synoptic Station	CAR	2																																																																																	
Mt. Sto. Tomas, Tuba, Benguet Radar Station	CAR	3																																																																																	
Dagupan City Synoptic Station	Region I	2																																																																																	
Agno River FFWC, Carmen, Rosales, Pang.	Region I	2																																																																																	
NLPRSD, Tuguegarao City	Region II	2																																																																																	
Aparri Radar Station, Aparri, Cagayan	Region II	2																																																																																	
Baler Radar Station, Baler, Aurora	Region III	2																																																																																	
Pampanga FFWC, City of San Fernando	Region III	2																																																																																	
Tagaytay Radar Station, Tagaytay City	Region IV-A	2																																																																																	
Tanay Complex Station, Tanay, Rizal	Region IV-A	2																																																																																	
So Palawan Radar Stn., Quezon, Palawan	Region IV-B	2																																																																																	
No Palawan Radar Stn., Busuanga, Palawan	Region IV-B	2																																																																																	
SLPRSD, Legaspi City	Region V	3																																																																																	
BRBFFWC, Camaligan/Pili, Camarines Sur	Region V	1																																																																																	
Virac Radar Station, Bato, Catanduanes	Region V	3																																																																																	
VPRSD, Lapu-Lapu City	Region VII	3																																																																																	
Bohol Radar Station, Alburquerque, Bohol	Region VII	2																																																																																	
Guiuan Radar Station, Guiuan E. Samar	Region VIII	2																																																																																	
Iloilo Radar Station, Jaro, Iloilo	Region VI	2																																																																																	
Palawan Radar Station, Quezon, Palawan	Region IV-B	2																																																																																	
Zamboanga Radar Station, Zamboanga City	Region IX	2																																																																																	
MPRSD, El Salvador City	Region X	2																																																																																	
Davao Synop. Stn, Brgy. Sasa, Davao City	Region XI	2																																																																																	
Hinatuan Radat Stn., Hinatuan, Surigao Sur	Region XIII	2																																																																																	
Tampakan Radar Stn., Tampakan, S. Cotabato	Region XII	2																																																																																	
2	Duly Licensed 9mm cal. Pistol , with 11 rounds ammunition and legitimate brand	30 units																																																																																	
3	Shotguns (Gauge No. 12) with sling and basic load ammunition	14 units																																																																																	
4	Truncheons	42 pcs.																																																																																	
5	Service Motor Vehicle and/or Motorcycle, in good running condition for use in roving functions.	2 units																																																																																	
6	Raincoats and boots	20 sets																																																																																	
7	Handcuffs	38 units																																																																																	
8	Flashlights with readily available spare batteries	42 pcs.																																																																																	
9	UHF Hand-Held Radio communications with valid licenses	15 units																																																																																	
10	Spare radio batteries (Preferably Brand New)	15 units																																																																																	
11	Radio battery chargers for hand-held radios	5 units																																																																																	
12	Hand-Held Metal Detectors	5 units																																																																																	
13	Under-chassis Mirror with handle, heavy duty & all weather	3 units																																																																																	
14	Watchman's clock	10 units																																																																																	
15	Bullhorn/Megaphone battery operated	2 units																																																																																	
16	Logbooks for all assigned Posts	1 per post																																																																																	
17	Brand New Reflectorized Traffic Vest, all weather, marked with "SECURITY"	10 sets																																																																																	
18	Uniforms (1 set per guard per year, including those assigned in the field stations)	98 sets																																																																																	
19	Other tools and equipment (if any)																																																																																		