



# BAGUIO WATER DISTRICT

*"Serving Mankind is Serving God"*



## TERMS OF REFERENCE FOR SECURITY SERVICES (YEAR 2022-2023)

### I. BACKGROUND

Baguio Water District (BWD) is mandated to protect and secure the watersheds, forest reserves and all its water sources and facilities within Baguio City and adjoining Municipalities of Tuba and La Trinidad, Benguet. All these properties, including the BWD main office and collection centers and also its employees, need close monitoring and protection from fire, robbery, illegal logging, illegal entry and/or squatting, and other forms of unlawful acts.

There is a recognized need that such security, protection and monitoring should be carried out by an agency with expertise in the field coupled with qualified, dedicated and hardworking personnel thus, this undertaking to an invitation to Apply for Eligibility and to Bid.

### II. TENDERING SCHEDULE

As government instrumentally exercising corporate powers, BWD will bid out these services in accordance with the Tendering Schedule as indicated in **Annex "A"** of this document.

### III. SCOPE OF SERVICES

The Agency shall render and provide security services on a 24-hour basis: divided into 8 hours day shift, 8 hours night shift, 12 hours day shift and 12 hours night shift, unless another work shift is required or stipulated.

The Agency shall at all times ensures the BWD's required number of guards and shifting schedule per post are strictly followed and that the guards shall not abandon their respective shifting schedule and posts within ten (10) days from the signing of the Contract.

Before every shift, the Agency shall undertake to immediately post reliever/s in the event the original guard/s on duty at a particular post and on a particular day is/are absent.

In compliance to the government promulgations / guidelines issued to mitigate and contain the transmission of Coronavirus Disease 2019, the Agency shall provide the Seventy (70) guards on duty as well as relievers stationed in all designated posts sufficient and appropriate personal protective equipment (PPE), such as but not limited to masks, gloves, goggles and face shields.

Generally, the Agency shall render the following Standard Operating Procedures for security guards assigned at various BWD offices and facilities.

#### A. PROTECTION AND SECURITY

1. Protect and secure the compound / area of jurisdiction and responsibly from thieves, robbers, pilferages and all forces of criminality.
2. Maintain peace and order at all times.

3. Conduct routine inspection / roving in all areas of guards' jurisdiction and responsibly and make reports of all security and safety concerns to BWD through the Security Officer every fifteenth (15th) and thirtieth (30th) day of the month.
4. Prevent suspected malefactors like saboteurs, suspicious elements and disallow vendors from entering the compound by conducting identity checks and verifications.
5. Secure persons and properties in the area from destruction resulting from fire and other natural calamities as well as those perpetrated by persons with malicious motives.
6. Upon order of the management, conduct inspections of packages, hand carried bags / luggage of incoming and outgoing persons including motor vehicles to prevent acts of pilferage, sabotage, as well as the transport of prohibited items.
7. Strictly enforce the visitor's pass requirements and prohibit the entry of persons who refuse to comply with the said requirements.
8. Conduct random body frisking especially of suspicious personalities whenever necessary or upon orders of superiors and security management of BWD.
9. Disallow the entry of privately owned vehicles inside the compound unless granted by the BWD management.

#### **B. ENFORCEMENT OF BWD RULES AND POLICIES**

1. Considering the congestion in the BWD compound and the road thereat especially during rush hours, a guard shall be stationed by the road fronting the BWD main building to direct the flow of traffic and enforce parking arrangements therein, and another guard shall be stationed by the Motorpool area and driveway to clear the latter and ensure smooth movement of BWD and employees' vehicles.
2. Ensure that all offices and the gates/entrance are closed at the close of office hours and opened on schedule set by management.
3. Extend courtesy at all times to directors, management and other employees, customers / clients and other visitors.
4. Prohibit gambling, drinking of intoxicating beverages and other forms of illegal activities within or adjoining BWD offices/facilities. Those already drunk and intoxicated shall be refused entry into the compound or other BWD facilities.
5. Verify authority to pull-out or move of equipment, items and materials and refuse pull-out or movement without clearance from management or presentation of appropriate documents such as SRS or TBS duly signed by authorized personnel of BWD.
6. Verify authority to pull-out motor vehicles from the BWD compound and refuse pull-out or movement not covered by duly approved trip tickets. Tickets shall be issued by the divisions concerned indicating therein the vehicles' destination, name of driver, description of vehicle, its purpose of trip and must be duly approved by the concerned division manager and Finance Division.

C. RECORD KEEPING / INFORMATION DISSEMINATION

1. Record and verify all tangible items, materials and equipment left under the guard's care and custody.
2. Inform top management through the Security Office in writing or through the fastest means of communication, all unusual incidents or security concerns that may arise from time to time.
3. Maintain a systematic recording of events and list down the movements of equipment/materials and motor vehicles, purpose, name of driver, plate number, etc.
4. Relay all orders, writing instructions or memoranda, rules and regulations to the relieving guard for proper implementation.
5. Maintain close coordination with BWD Security Office of all discrepancies and security concerns for adoption of appropriate measures and dispositions deemed proper.
6. Perform other security-related duties and orders emanating from superiors, clients and duly recognized public officials.
7. Reports/records as stated in the preceding paragraphs shall be diligently submitted to the Security Officer every fifteenth (15<sup>th</sup>) and thirtieth (30<sup>th</sup>) day of the month.

Specifically, the Agency shall also render the following duties and responsibilities at the following offices and facilities:

A. BWD Main Gate / Entrance and Office Premises:

1. Ensure that all employees wear their respective IDs at all times while within the BWD premises.
2. Ensure that all guests and customers register at the visitor's logbook before entering and leaving and enforce the wearing of visitor's ID while inside the compound/buildings.
3. Enforce routine checks and inspection of bags, luggage and packages of incoming and outgoing employees and visitors.
4. Require visitors and customers to leave bags, luggage and packages for safekeeping with the guards while transacting business.
5. Be familiar with the different offices as well as employees and guide/direct customers and guests to the proper offices and/or employees they want to visit.
6. After office hours, ensure that:
  - a. All offices are locked;
  - b. All unnecessary office lights are put off and unplug electrical devices/appliances not in use;
  - c. BWD main gate/entrance is closed; and
  - d. Only night shift and other authorized employees are allowed to enter and stay in the premises.

**B. BWD MCO Laboratory, Staff House, Warehouse and Stockyard:**

1. Similarity implement items 1-4 of the immediately preceding section.
2. Assist in housekeeping and maintenance of the facilities and their surroundings.
3. Ensure that unauthorized employees and other individuals are not allowed to enter the subject premises.
4. Within the immediate surroundings area of Camp 8 watershed:
  - a. Assist in patrolling, surveillance, and preventing activities in violation of forestry laws and report to BWD management any violations thereof;
  - b. Assist and participate in tree planting and other related activities in support of environment protection programs of BWD; and
  - c. Assist in the prevention and suppression of forest fires.
5. Verify authority to move materials / equipment and vehicles and refuse movement of any materials/equipment and vehicles in the warehouse/stockyard without property approved SRS, TBS, and other documents signed by concerned BWD authorities.
6. Use of the staff house will only be allowed for guests approved, endorsed and authorized by the management.
7. Strictly maintain a logbook of all employees, guests and other persons as well as materials, equipment, and vehicles moving in and out of the area. Reports/records reflecting the preceding paragraph shall be diligently submitted to the Security Officer every fifteenth (15<sup>th</sup>) and thirtieth (30<sup>th</sup>) day of the month.

**C. BWD Major Project Sites**

1. Strictly maintain a logbook of all employees, guests, and other persons as well as verify authority of materials, equipment's, and vehicles moving in and out of the project site and refuse the same if found to be unauthorized.
2. Safeguard and protect all project equipment, tools, materials, and other items from theft and vandalism.
3. Ensure smooth and safe flow of vehicular and pedestrian traffic when project sites are within vicinities or road right-of-ways.
4. Reports/records reflecting the preceding paragraphs shall be diligently submitted to the Security Officer every fifteenth (15<sup>th</sup>) and thirtieth (30<sup>th</sup>) day of the month.

**D. Watersheds and Forest Reserves**

1. Conduct patrols, surveillance and comfort/apprehend forest violators.
2. Assist and guide participants of authorized tree planting and watershed/forest maintenance activities.

3. Maintain clean and existing open forest pathways and trails.
4. Prevent and/or suppress forest fires.
5. Protect all water sources and facilities from illegal acts sanctioned by Presidential Decree no. 198 and 1067, otherwise known as the "Provincial Water Utilities Act of 1973" and the "Water Code of the Philippines", respectively, pollution and contamination. Immediately report illegal acts and suspicions activities.
6. Maintain a logbook of participants of authorized tree planting and watershed/forest maintenance activities.
7. Participate and assist in the watershed task force activities which include prevention or investigation of informal settlers as well as demolition of illegal structures as duly ordered.
8. Reports/records reflecting the preceding paragraphs shall be diligently submitted to the Security Officer every fifteenth (15th) and thirtieth (30th) day of the month

**E. Pumping Stations**

1. Operate all pumping facilities, which include pumps, motors, controls and generators, including distribution/gate valves based on the operations manual/instructions of the Production and Distribution Division.
2. Maintain cleanliness and orderliness of all pumping stations.
3. Check and record hourly data obtained like electric meter, water meter, voltage, current, and other based on the operations manual/instructions of the Production and Distribution Division.
4. Immediately report to BWD main office all observed pumping deficiencies, untoward incidents and other related concerns.
5. Strictly maintain a logbook of all employees, guests and other persons as well as materials, equipment, and vehicles moving in and out of the area.

**F. Fetching Points**

1. Only authorized haulers are allowed to fetch water at the designate fetching stations. Prior to fetching in times of emergency, the guard shall immediately notify the BWD Security Officer.
2. Maintain a logbook for both BWD and other sectors authorized to fetch and haul water, indicating therein the time, date, volume of water fetched, vehicle plate numbers, designated drivers and helpers, and other related information.
3. Monitor and record initial and final readings of the production meter before and after each fetching activity.
4. Maintain smooth flow of traffic with the immediate vicinity to ensure the fetching area is clear and open for delivery trucks at all times.
5. Properly receive from and turn over fetching point keys to co-guard or with BWD Customer Relations Officer before and after each shift.

*Procurement of Security Services (Year 2022-2023)*  
*Terms of Reference*

6. Reports/records reflecting the preceding paragraphs shall be diligently submitted to the Security Officer every fifteenth (15th) and thirtieth (30th) day of the month.

IV. CONTRACT PERIOD


This contract shall commence in December 2022 and end in December 2023.


- V. APPROVED BUDGET FOR CONTRACT: **EIGHTEEN MILLION FIVE HUNDRED THIRTY-THREE THOUSAND SIX HUNDRED NINETY-SIX AND 64/100 PESOS (Php18,533,696.64)** (based on Regional Tripartite Wages and Productivity Board - Cordillera Administrative Region Wage Order No. CAR-21 effective 14 June 2022)

Prepared by:

  
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Recommended for Approval:

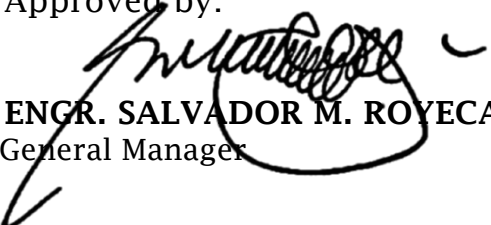
  
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