

NATIONAL HOME MORTGAGE FINANCE CORPORATION

**TERMS OF REFERENCE
PROVISION OF SECURITY SERVICES**

I. INTRODUCTION AND BACKGROUND

The National Home Mortgage Finance Corporation (“NHMFC” or the “Corporation”) was created in 1977 by Presidential Decree No. 1267 which mandated to increase the availability of affordable housing loans to finance the Filipino homebuyer’s acquisition of housing units through the development and operation of a secondary market for home mortgages. As the major government home mortgage institution, NHMFC was mandated to provide a viable home mortgage market by purchasing mortgages originated by both private and public institutions that are within the government-approved guidelines.

Likewise, as a shelter agency, NHMFC office premises are frequented by developers/originators, borrowers and other stakeholders transacting official business on matters pertaining to home financing.

In support of its day-to-day operations, the NHMFC is inviting interested parties to bid for the provision of security services from reputable security agencies, to render security services **at its premises comprised of NHMFC-Head Office, Regional/Satellite Offices, Taguig Warehouse, and The Mango Lane @ Villa Garcia, Purok 1, Brgy. Mobod, Oroquieta City, Misamis Occidental in accordance with this Terms of Reference.**

<u>AREA OF DEPLOYMENT</u>	<u>QTY</u>	<u>MAN-HOURS</u>	<u>MAN-DAYS</u>	<u>HOLIDAYS</u>
NHMFC Head Office – Filomena Bldg. III, 104, Amorsolo St., Legaspi Village, Makati City				
Basement	2	8	MON-FRI	Excluded
Ground Entrance	1	12	MON-SUN	Included
Information Counter	2	12	MON-SUN	Included
Teller	1	12	MON-FRI	Excluded
Custodianship/Teller Entrance	1	8	MON-FRI	Excluded
Second Floor	1	8	MON-FRI	Excluded
Third Floor	2	12	MON-SUN	Included
Fourth Floor	1	8	MON-FRI	Excluded
Fifth Floor	1	12	MON-FRI	Included
Closed-in Guard	1	12	MON-SAT	Included
Escort (Taguig W-house/Vault	1	8	MON-FRI	Excluded
Roving	1	8	MON-FRI	Excluded
Detachment Commander	1	12	MON-SUN	Included
Taguig Warehouse	2	12	MON-SUN	Included

NHMFC CAVITE – 2 nd Floor, LDB Bldg., E. Aguinaldo Highway, Tanzang Luma II, City of Imus, Cavite	1	8	MON-FRI	Included
	2	12	MON-SUN	Included
NHMFC LAGUNA – 2 nd Floor, Lennox Bldg., Barrio Tagapo, City of Sta. Rosa, Laguna	1	8	MON-FRI	Included
	1	12	MON-SUN	Included
NHMFC BACOLOD – Units 12-14, 2 nd Floor St., Francis Centre, Araneta St., Singcang, Bacolod City	1	12	MON-FRI	Included
NHMFC CEBU – Room 301, No. 57 Machay Bldg., Gorordo Avenue, Cebu City	1	12	MON-FRI	Included
NHMFC CAGAYAN DE ORO – Mezzanine Floor, Consuelo Bldg., Corrales Avenue, Cagayan de Oro City	1	12	MON-FRI	Included
NHMFC DAVAO – Room 1-H, Anda Corporate Center, F. Inigo St., Davao City	1	12	MON-FRI	Included
NHMFC GENERAL SANTOS – 2 nd Floor, RD Bldg., Magsaysay Avenue cor. Salazar St., General Santos City	1	12	MON-FRI	Included
The Mangolane @ Villa Garcia – Purok 1, Brgy. Mobod, Oroquieta City, Misamis Occidental	2	12	MON-SUN	Included
TOTAL	30			

II. OBJECTIVE

To choose a reputable security agency that can provide the best security services to NHMFC Head Office, its Regional/Satellite Offices, Taguig Warehouse, and The Mangolane@Villa Garcia, Oroquieta City, Misamis Occidental with the lowest contract price.

III. APPROVED BUDGET FOR THE CONTRACT

The funding source is the approved corporate operating budget for CY 2017 in the amount of **P8,860,000.00** per year (inclusive of all applicable taxes and other fees).

IV. MINIMUM QUALIFICATIONS OF BIDDERS:

Bidder must:

1. be a member of Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc. in good and active standing with proper operating permits (licensed by

PNP-SOSIA) and statutory requirements. It must have been engaged in business for at least five (5) years;

2. be capable of providing at least 30 security personnel (including security head/detachment commander);
3. be capable of deploying security personnel as specified in the above-mentioned place of assignments;
4. have financial capability to advance the compensation (e.g. wages, overtime, additional benefits) of security agency personnel in relation to their assignment with NHMFC for at least three (3) months;

V. SECURITY PERSONNEL QUALIFICATIONS

1. Must be duly licensed by the Philippine National Police-Supervisory Office for Security and Investigation Agencies (PNP-SOSIA);
2. Must have previous experience of at least one (1) year with adequate knowledge either in English or Filipino language. He/she must be reliable, honest, courteous, alert, and without any pending criminal case filed in court or any police record involving criminal acts;
3. Must be ready to perform other tasks as may be required by NHMFC management, related to security, safety and protection such as registering visitors, inspection of bags, inspection of vehicles, escorting VIPs and other administrative functions.

VI. SCOPE OF SERVICES/REQUIREMENTS

The following must be present in the proposals for the provision of security services:

1. Protection of Life and Property
 - a. Rigid observance of inspection of personal belongings of clients, guest and visitors in all entrances of the premises;
 - b. Provision and installation of at least Twenty-Five (25) closed circuit cameras in all entrance and exit points and strategic places of Head Office premises for the account of the bidder;
 - c. Security and protection of the premises from theft, robbery, arson, destruction, and damage and other related crimes punishable by law. In case of damage to or loss of properties due to the negligence or due to failure to fulfill its obligations of the Security Agency or its guards, as determined by the result of a joint formal

- investigation conducted by the Security Agency and NHMFC, the Security Agency is liable to compensate NHMFC for the cost of losses or damages;
- d. Protect NHMFC officials, employees, visitors, and guests from assault, harassment, threat or intimidation, and other criminal acts and to enforce and implement security and safety rules and regulations within its premises.
2. Maintenance of Peace and Order
 - a. Ensure physical security for all employees, clients, guests, and visitors while inside NHMFC premises and within its perimeter.
 3. Strict observance of company policies, rules and regulations concerning security.
 - a. Observe, enforce and adhere strictly to the existing rules and regulations of the Corporation as it applies to security and well-being of NHMFC employees, clients, guests, and visitors.

Specifically, the following duties and functions shall be executed, to wit:

1. Protect the entire premises against unauthorized intrusion, internal and external commotion;
2. Safeguard the lives and assist clients, guests, and visitors within the premises;
3. Check, search, entertain, and assist clients, guests, and visitors entering the premises;
4. Maintain official logbook and record of all incoming and outgoing persons, including corporate vehicles, complaints, customer names, issuances and receiving agency equipment and properties, and movements of NHMFC properties;
5. Receive and countersign NHMFC employees' time cards;
6. Conduct investigation concerning breach of security by any person within the premises including the commission of crime and submit a report as to the result thereof;
7. Submit report of all events that happened in all the premises;
8. Conduct routine patrol or inspection of the building before and after office hours and report unusual activities or threat to security and any sign of possible forced entry in the premises to the Detachment Commander or Head Guard or Shift-in-Charge at once. Likewise, record all the names of employees rendering overtime services and all other personnel who are still in the premises after office hours;

9. Ensure that all doors and windows of the different floors are secured and all electrical connections and lights are disengaged or turned off;
10. Assist in the implementation of office rules and regulations such as wearing of prescribed office uniforms and identification cards;
11. Assist the Land Bank and/or other NHMFC's depository banks' security personnel in safeguarding the pick-up from the NHMFC Head and Regional/Satellite offices of its collections for deposit;
12. Escort NHMFC collection officers in depositing their daily collections;
13. Provide security in the withdrawal of Transfer Certificates of Title (TCTs) and other mortgage loan documents by Custodianship Division from Taguig Warehouse to Head Office;
14. The two (2) security guards to be deployed at The Mango Lane @ Villa Garcia, Purok 1, Brgy. Mobod, Oroquieta City, Misamis Occidental shall:
 - 15.a. render security services 24/7, 12-hour duty for each guard which shall continue until such time that all dwelling units are occupied by borrowers or disposed of by NHMFC.
 - 15.b. Ensure that the twenty (20) NHMFC-funded housing units in the area are secured and inspected regularly by the assigned Security Personnel
 - 15.c. prevent the intrusion of informal settlers
 - 15.d. submit a Monthly Report to apprise NHMFC of the condition of the area and status of the housing units.

NHMFC has the right or option to recommend to the winning bidder the number of existing security personnel for absorption and demand from the Security Agency for the immediate relief of security officers/guards who are deemed undesirable or incompetent without the benefit of formal investigation or explanation anytime during the duration of the contract. The Security Agency must replace the personnel concerned within twenty-four (24) hours.

VII. COMPREHENSIVE SECURITY PLAN

The Comprehensive Security Plan for NHMFC-Head Office, its Taguig Warehouse, Regional/Satellite Offices, and The Mangolane@Villa Garcia – Oroquieta City, Misamis Oriental shall be submitted subject to revision, if any by NHMFC. Thereafter, the final Security Plan must be submitted by the winning bidder upon issuance of the Notice to Proceed. It is advised that the bidders conduct ocular inspection of all the premises for its individual security plan.

VIII. FIREARMS AND EQUIPMENT

The following are the minimum firearms and equipment to be supplied by the Security Agency:

A. Firearms

LOCATION	9mm	12 Gauge Shotgun
Head Office	12	2
Taguig Warehouse		1
Imus, Cavite	1	1
Sta. Rosa, Laguna	1	1
Bacolod City	1	
Cebu City	1	
Davao City	1	
Cagayan de Oro City		1
General Santos City		1
Oroquieta City		1
TOTAL	17	8

B. Communication Equipment

Equipment	Units
Hand Held Radio	16
Reserved Battery Pack	12
Battery Charger	8

C. Other Equipment

Equipment	Units
Closed Circuit Cameras	25
Flashlight (for each guard)	30
Metal Detector	12
Traffic Vest	2
Whistle (for each guard)	28
Night Stick (for each guard)	28
First Aid Kit (for each guard)	28
Pepper Spray/Tear Gas (for each guard)	30
Heavy Duty Flashlight	1
Under Chassis Mirror	1

IX. DURATION OF CONTRACT

The Agency shall provide security services to NHMFC for a period of three (3) years. The Agency, upon assumption in the premises shall be subject to yearly performance evaluation which shall be the basis for the retention of its services. The contract may likewise be extended monthly by NHMFC for a maximum period of six (6) months, subject to the result of the performance evaluation of the Security Agency, exigency of service, availability of funds and upon mutual agreement of the parties.

In case of any adjustment in the number of required security personnel in its possible transfer to another office building within the duration of the contract, NHMFC may increase or decrease its requirements. Provided, however, that the number of personnel to be retained should at least be 80% of the present requirement.

X. PAYMENT TERMS

The Winning Bidder shall send a monthly billing to NHMFC including its Accomplishment Report and proof of compliance with existing laws, rules and regulations of DOLE, SSS, BIR, etc. prior to payment.

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