

# NATIONAL HOME MORTGAGE FINANCE CORPORATION

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## TERMS OF REFERENCE PROVISION OF SECURITY SERVICES

### I. BACKGROUND

The National Home Mortgage Finance Corporation (“NHMFC” or the “Corporation”) was created under Presidential Decree No. 1267 in 1977 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 offices are frequented by developers/originators, borrowers, and other stakeholders transacting official business on matters pertaining to home financing.

In support of the day-to-day operations of the NHMFC and to maintain orderliness and security protection within the office’s premises including physical assets, the Corporation is inviting interested parties from reputable agencies to bid for the provision of personnel to render security services at the NHMFC Head Office, Regional and Satellite Offices, Taguig Storage Warehouse and the residential project -the Mango Lane, located in Oroquieta City, Misamis Occidental in accordance with these Terms of Reference. The prospective bidders are required to provide at least twenty-nine (29) security personnel to be assigned to the following areas, to wit:

Area of Deployment	Number	Man-Hours	Man-Days	Holidays
1. NHMFC Head Office – Filomena Bldg. Amorsolo St. Legaspi Village, Makati City	-	-	-	-
Basement	2	8	Mon-Fri	Excluded
Ground Entrance (7am – 7 pm)	1	12	Mon-Sun	Included
Information Counter (7am – 7pm / 7pm- 7 am)	2	12	Mon-Sun	Included
Teller (7am – 7 pm)	1	12	Mon-Fri	Excluded
Custodianship / Teller Entrance	1	8	Mon-Fri	Excluded
Second Floor	1	8	Mon-Fri	Excluded
Third Floor (7am – 7pm / 7pm- 7 am)	2	12	Mon-Sun	Included
Fourth Floor	1	8	Mon-Fri	Excluded
Fifth Floor	1	8	Mon-Fri	Excluded

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Roving Guard	1	8	Mon-Fri	Excluded
Escort Guard (Taguig Warehouse / Vault)	1	8	Mon-Fri	Excluded
Taguig Warehouse VFP MDC Bldg., Veterans Center, Taguig City (7am – 7pm / 7pm- 7 am)	2	12	Mon-Sun	Included
Detachment Commander (7am – 7 pm)	1	12	Mon-Sun	Included
Regional				
2. Cavite Satellite Office – 2 <sup>nd</sup> Floor, LDB Bldg. E. Aguinaldo Hi-way, Tanzang Luma II, Imus City, Cavite (7am – 7pm / 7pm- 7 am)	1	8	Mon -Fri	Excluded
	2	12	Mon-Sun	Included
3. Laguna Satellite Office – 2 <sup>nd</sup> Flr. Robinson Mall, National Highway, Sta Rosa, Laguna (7am – 7 pm)	1	8	Mon -Fri	Excluded
	1	12	Mon-Sun	Included
4. NHMFC Bacolod Unit 12-14, 2 <sup>nd</sup> Flr. Saint Francis Center, Araneta St., Bacolod City (7am – 7 pm)	1	12	Mon- Fri	Excluded
5. NHMFC Cebu Room 101, No. 57 Machay Bldg. Gorordo Ave., Cebu City (7am – 7 pm)	1	12	Mon- Fri	Excluded
6. NHMFC General Santos 2 <sup>nd</sup> Flr. RD Bldg. Magsaysay Ave., Salazar St., General Santos City (7am – 7 pm)	1	12	Mon- Fri	Excluded
7. NHMFC Davao City Room 1-H Anda Corporate Center, Anda St., Davao City (7am – 7 pm)	1	12	Mon- Fri	Excluded
8. NHMFC Cagayan De Oro Mezzanine Flr., Consuelo Bldg., Cagayan De Oro City (7am – 7 pm)	1	12	Mon- Fri	Excluded
9. The Mango Lane @ Villa Garcia Purok 1, Brgy. Mobod, Oroquieta City, Misamis Occidental (7am – 7pm / 7pm- 7 am)	2	12	Mon-Sun	Included

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Total	29	
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## II. OBJECTIVE

To choose a reputable security agency that can provide the best security services to NHMFC offices with the lowest responsive calculated contract price.

## III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for a one-year term duration is **Ten Million Eight Hundred Sixty-Five Thousand Pesos (Php 10,865,000.00)** inclusive of all applicable taxes and miscellaneous fees and will be sourced from the approved Corporate Operating Budget for CY 2020.

## IV. MINIMUM QUALIFICATIONS OF BIDDERS

Bidder must:

1. have been engaged in business for at least five (5) years;
2. be a member of the 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.
3. be capable of providing at least 29 security personnel (including security head/unit commander);
4. be capable of deploying security personnel as specified in the above-mentioned place of assignment;
5. have the 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.
6. Must not have any pending case with the Department of Labor and Employment and the National Labor Relation Commission (NLRC)

## V. SECURITY PERSONNEL QUALIFICATIONS

1. The service provider/bidder shall assure and warrant that all security personnel to be assigned to the Corporation shall be:
  - a) Filipino citizen
  - b) At least high school graduate
  - c) Physically and mentally fit
2. Must be duly licensed by the Philippine National Police-Supervisory

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- Office for Security and Investigation Agencies (PNP-SOSIA);
3. Must have previous experience of at least one (1) year with adequate knowledge either of English or the Filipino language.
  4. Must be of good moral character, reliable, honest, courteous, alert, and without any pending criminal case filed in court or any police record involving criminal acts;
  5. Must be ready to perform other tasks as may be required by NHMFC management, related to security, safety, and protection such as registering visitors, an inspection of bags, inspection of vehicles, escorting cashier-tellers/custodian personnel and other administrative functions.

## **VI. SCOPE OF WORK / SERVICES REQUIREMENTS**

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

- 1) Protection of Life and Property
  - 1.1 Rigid observance of inspection of personal belongings of clients/visitors at all entrances
  - 1.2 Provision/installation of at least twenty-five (25) closed-circuit television cameras (CCTVs) placed in all entrances/exit points and strategic places within the main office's premises and able to store data memory for at least 30 calendar days;
  - 1.3 Security and protection of the premises from theft, robbery, arson, destruction, and other related crimes punishable by law. In the case of damage to or loss of properties due to the failure of the Security Agency or its guards to fulfill their obligations 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;
  - 1.4 Protect NHMFC officials, employees, visitors, and guests from assault, harassment, threat or intimidation, and/or other criminals acts; to enforce and implement security and safety measures within the office premises;
- 2) Strict Observance of Company Policies, Rules, and Regulations Concerning Security
  - 2.1 Observe, enforce, and adhere strictly to the existing rules and regulations of the Corporation as it applies to the security and the well-being of NHMFC, its employees, and clientele.

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

1. Protect the NHMFC premises from unauthorized intrusion, internal and external commotion;
2. Safeguard lives and properties within the designated area of responsibility;
3. Check, search, entertain, and assist clients and visitors entering the NHMFC premises. Receives packages (mails/letters) during an unexpected suspension of regular work;
4. Maintain official logbook and record of all incoming/outgoing persons, equipment, and properties including vehicles at the designated Corporate parking areas;
5. Record all employees rendering overtime services and all other personnel who are still in the building after office hours;
6. Investigate breach of security by any person including the commission of a crime within the NHMFC premises and submit a report as to the result thereof;
7. Conduct formation, briefing instructions, inspections of guards before they proceed to their respective posts.
8. Perform routine inspection of the building before and after office hours and report immediately to the Detachment Commander and the NHMFC Management of any unusual activities or threat to security and any sign of possible forced entry in the premises;
9. Conduct round-up inspection. Ensure that all doors and windows on all floors are secured, electrical connections and lights are disengaged or turned off;
10. Assist the Land Bank security personnel in safeguarding the pick-up from the NHMFC- Head Office to deposit its collection.
11. Escort NHMFC regional collection officers in depositing their daily collections;
12. Provide security in the withdrawals of Transfer Certificates of Title and other mortgage loan documents by Custodianship Division personnel from the Taguig Warehouse to the Head Office;
13. The two (2) security personnel to be deployed at The Mango Lane@ Villa Garcia Housing Project in Oroquieta, Misamis Occidental shall:
  - 13.1 render security services 24/7, 12-hour duty for each guard which shall continue until the acquired dwelling units are disposed of by NHMFC;
  - 13.2 ensure that the acquired assets of the Corporation are secured and inspected regularly to prevent the intrusion of any informal settlers;
  - 13.3 report immediately to the agency and the NHMFC Management any unusual activities or threat to security and any sign of possible

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forced entry in the premises;

14. Perform such other related duties which the Corporation may assign from time to time.

NHMFC has the right or option to recommend to the winning bidder the number of existing security personnel for absorption. Likewise, NHMFC may demand from the winning Security Agency for the immediate replacement of its personnel who are deemed undesirable or incompetent without the benefit of formal investigation or explanation at any time during the duration of the Contract. The Security Agency must replace the personnel concerned within twenty-four (24) hours upon receipt of the notice.

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, in case of reduction, should at least be 80% of the present arrangement and in accordance with the provisions of the Labor Code.

## **VII. COMPREHENSIVE SECURITY PLAN**

The Comprehensive Security Plan for NHMFC Main and Satellite/Regional offices including The Mango Lane @ Villa Garcia Project in Oroquieta City, Misamis Occidental shall be submitted subject to revision, if any, by NHMFC. Thereafter, the final Security Plan must be resubmitted by the winning bidder before the issuance of the Notice to Proceed. It is advised that the interested bidders conduct ocular inspections of all NHMFC premises for its 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 (short firearm)	12 Ga. Shotgun (long firearm)
Head Office	12	2
Taguig City Warehouse		1
Imus, Cavite	1	1
Sta Rosa, Laguna	1	1
Cebu City	1	

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Bacolod City	1	
Davao City	1	
General Santos City		1
Cagayan De Oro City		1
Oroquieta City, Mis. Occ.		1
TOTAL	17	8

### B. Communication Equipment

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

### C. Other Equipment/Items

Closed-Circuit Television Cameras	25
Flashlight (for each guard)	29
Digital Camera	2
Metal Detector	12
Traffic Vest	12
Whistle (for each guard)	29
Baton sticks	16
First-aid kit (for each guard)	29
Handcuffs	8
Note pad and pen	29
Register Books	12
Under Chassis Mirror	1
Heavy-Duty Flashlights	2

## IX. DURATION OF CONTRACT

The contract for the provision of security services shall be for One (1) year effective (5) days upon receipt of the Notice to Proceed by the winning bidder.

However, a performance evaluation shall be conducted in six (6) months to determine if the work performance of the winning bidder is satisfactory. The security service provider with two (2) unsatisfactory ratings within the year will be disqualified by the Corporation from participating in any future bidding process for at least two (2) years.

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The contract may likewise be extended monthly by NHMFC for a maximum period of six (6) months, subject to the mutual agreement of both parties and in accordance with the provision of the revised guidelines of RA9184.

## **X. PAYMENT TERMS**

The winning bidder shall send a monthly billing to NHMFC, including its Accomplishment Report, which shall be the basis for payment of its services. Before payment, NHMFC shall determine the documents to be attached to the Disbursement Voucher such as but not limited to the following:

- a. Affidavit certifying that it has paid the salaries, wages, and/or benefits of its personnel under the law for the previous billings as well as proof of remittances, premium/payments, and other deductions/contributions authorized by law;
- b. Sworn statement showing that services have been rendered by personnel of the winning bidder for the period claimed; and
- c. Monthly performance and accomplishment report duly certified to as satisfactory and in accordance with the Contract.

## **XI. BASIS FOR EVALUATION OF AWARD**

There shall be no minimum percentage of administrative fee as a component of the total contract cost. However, prospective bidders are reminded to strictly comply with the minimum requirements as set by the latest PADPAO Cost Distribution for the amounts directly due to the security guard and the amounts due to the Government in favor of the security guard.

### **APPROVED:**

#### **The Bids and Awards Committee (BAC)**

**Carolina C. Cortez**  
Member

**Atty. Dante M. Patapat**  
Member

**Ma. Victoria L. Alpajaro**  
Member

**Romeo S. Roldan**  
Vice-Chairman



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**Lourdes C. Bacani**  
Chairman

Date : \_\_\_\_\_