

**TERMS OF REFERENCE**  
**PROCUREMENT OF SECURITY SERVICES**

1. The **AGENCY** shall provide twenty-four (24)-hour security services to the **OFFICE OF THE SOLICITOR GENERAL (OSG)** at its establishment located at the Office of the Solicitor General Building, 134 Amorsolo Street, Legaspi Village, Makati City, its extension offices located at APMC Building (with business address at 136 Amorsolo Street, Legaspi Village, Makati City), Montepino Building (with business address at 138 Adelantado Street, Legaspi Village, Makati City), and Convergys 1 Building (with address at 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City), the parking areas of Mile Long (with address at Amorsolo Street, Legaspi Village, Makati City), and the building/s where OSG divisions will be relocated.

2. The **AGENCY** shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Supervisory Office for Security and Investigation Agency (PNP-SOSIA). The **AGENCY** must be engaged in the business of providing security services for at least ten (10) years and shall operate its own security training institution or have an existing contract with another institution that provides security training. In either case, the training institution must be recognized by the Technical Education and Skills Development Authority (TESDA) or the PNP.

For this purpose, the **AGENCY** shall submit:

- a. Proof of compliance with the rules and regulations issued by the PNP-SAGSD concerning its lawful operation and good standing, through Monthly Disposition Reports covering the most recent month and twelve months prior to such most recent month;
  - b. Its Manual of Recruitment and Selection Criteria;
  - c. Its Certificate of Recognition from TESDA or the PNP;
  - d. A list of the establishments, institutions, companies or agencies for which it provides security services;
  - e. A copy of the contract with the institution that provides security training, if applicable;
  - f. Organizational chart; and
  - g. Security plan for the **OSG** (to be submitted during post-qualification).
3. The **AGENCY** shall possess other qualifications, namely:
- a. At least one hundred (100) licensed security guards in its roster;
  - b. At least fifty (50) licensed/registered firearms; and
  - c. At least fifty (50) handheld radio/telecommunication devices.

4. The Contract of Security Services (Contract) will commence fifteen (15) days from receipt of the notice to proceed and will be effective for one (1) year. The **AGENCY** shall assign **twenty-one (21) security personnel (consisting of eighteen [19] ordinary guards and two [2] officers-in-charge), with three [3] relievers during the rest day of the ordinary guards.** The guards assigned shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect the **OSG's** properties, premises, personnel, and clients around and within the **OSG's** premises, extension offices, and the parking areas.

5. The posting of the security personnel shall be as follows:

| Shift                                     | Time                 | Number of Security Guards | Number of OICs | Total     |
|---|----------------------|---------------------------|----------------|-----------|
| Morning Shift                             | 7:00 A.M to 7:00 P.M | 12                        | 1              | 13        |
| Evening Shift                             | 7:00 P.M to 7:00 A.M | 7                         | 1              | 8         |
| <b>Total Number of Security Personnel</b> |                      |                           |                | <b>21</b> |

6. The security guards to be assigned by the **AGENCY** to the **OSG** shall possess the following qualifications:

- a. Good moral character and reputation, and without any criminal, police or derogatory record;
- b. Physically, psychologically, and mentally fit;
- c. Not less than twenty-one (21) years old and not more than forty-five (45) years old;
- d. At least five feet and six inches (5'6") in height for male and five feet and two inches (5'2") in height for female;
- e. Must have reached college level/vocational level or its equivalent;
- f. Graduate of a pre-licensure training course duly certified by PNP-SAGSD and Civil Security Group (CSG);
- g. Duly licensed and properly screened and cleared by the PNP, National Bureau of Investigation (NBI), and other government offices that issue clearances for employment;
- h. In proper uniform and other paraphernalia, armed with shotgun and pistol, with sufficient ammunition at all times during his duty, unless the circumstances require otherwise; and
- i. In possession of such other qualifications as may be required by the provisions of Republic Act No. 5487 otherwise known as "The Private Security Agency Law," as amended.

The Officers-in-Charge to be assigned by the **AGENCY** to the **OSG** shall possess the following qualifications:

- a. Good moral character and reputation, and without any criminal, police or derogatory record;
- b. Physically, psychologically, and mentally fit;
- c. Not less than thirty-five (35) years old and not more than forty-five (45) years old;
- j. At least five feet and six inches (5'6") in height for male and five feet and two inches (5'2") in height for female;
- d. College graduate;
- e. Certified Security Professional (CSP) or Certified Security and Safety Professional (CSSP);
- f. Two (2) years of relevant supervisory experience;
- g. Duly licensed and properly screened and cleared by the PNP, NBI, and other government offices that issue clearances for employment;
- h. In proper uniform and other paraphernalia, armed with shotgun and pistol with sufficient ammunition at all times during his tour of duty, unless the circumstances require otherwise; and
- i. In possession of such other qualifications as required by the provisions of R.A. No. 5487, otherwise known as "The Private Security Agency Law," as amended.

7. The assigned security guards shall have the following responsibilities:

- a. Maintain peace and order within the **OSG** premises;
- b. Watch, safeguard, and protect all properties of the **OSG**;
- c. Protect all officers and employees and its visitors from assault, harassment, threat, or intimidation within the **OSG** premises; and
- d. Enforce and implement policies, rules, and regulations of the **OSG** aimed at maintaining peace and order therein.