

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

| Item Number | Description  | Quantity    | Total                     | Delivered, Weeks/Months                        |
|-------------|--|-------------|---------------------------|--|
| 1           | <b><i>OPAPP: Ortigas</i></b><br>i. Day Shift<br>ii. Night Shift<br>iii. Reliever | 8<br>4<br>1 | 13<br>(including the OIC. | ➤ The date indicated in the Notice to Proceed. |

## *Section VII. Technical Specifications*

# Technical Specifications

| Item | Specification   | Statement of Compliance |
|------|---|-------------------------|
|      | <p>A. One (1) year supply of Security Guards at the:<br/>Office of the Presidential Adviser on the Peace Process (OPAPP):<br/><i>Agustin I Bldg., F. Ortigas Jr. Road, Ortigas Center, Pasig City.</i></p> <p>B. Documentary Requirements: the following shall be presented to OPAPP fifteen (15) days before deployment of security guards:</p> <ol style="list-style-type: none"> <li>i. Personal Data Sheet (PDS) of to be deployed security guards.</li> <li>ii. Private Security License Card or its equivalent.</li> </ol> <p>C. Security Equipment</p> <ol style="list-style-type: none"> <li>1) Licensed Service Firearms: at least seven (7) units of cal. 38 with twelve (12) live ammunitions each or a higher caliber of firearm.</li> <li>2) VHF Portable handheld radio.               <ol style="list-style-type: none"> <li>a. At least seven (7) units of hand held radios with four (4) units of extra batteries and four (4) units of battery charger.</li> </ol> </li> <li>3) Walk-through metal detector: 2 units to be installed at the main entrances of Agustin I Bldg.</li> <li>4) At least six (6) units of Hand held metal detector:</li> <li>5) Install CCTV cameras in all identified entrances/exits, with at least one (1) TV monitor.</li> <li>6) Steel Firearm Box with lock: Capable of storing firearms and other security equipment, for use in the OPAPP.</li> <li>7) All security/lady guards must have the following:</li> </ol> |                         |

|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>a. Handcuff</li> <li>b. Medical Kit (4pcs. Alcohol pad, 4pcs plaster strips, 1 pc. Elastic bandage, 1pc surgical tape, 1 pc. Antiseptic cleansing wipes, 2x2 guaze pad 2pcs., 1 small container of providine iodine, 1 small container ammonia)</li> <li>c. Whistle</li> <li>d. Flashlight with Batteries</li> <li>e. Night Stick</li> </ul> <p>D. Uniform of Security Guards</p> <p>The OIC in OPAPP, from Monday to Thursday, shall wear barong-long sleeve while on duty. All other security/lady guard shall wear type “A” long sleeve-uniform while on duty.</p> <p>E. Security Plan</p> <ul style="list-style-type: none"> <li>I. Employees <ul style="list-style-type: none"> <li>i. Exercise tact and courtesy at all times.</li> <li>ii. Assist employees as required.</li> <li>iii. Maintain logbook for personnel and property/equipment movements.</li> <li>iv. Observe the policy of the OPAPP on “No stay-in employees unless with authorization.”</li> <li>v. Full Concentration on security work. Avoid chatting to employees and texting while on duty.</li> </ul> </li> <li>II. Visitors/ Clients <ul style="list-style-type: none"> <li>i. Implement strictly the “No ID, No entry rule.”</li> <li>ii. Maintain logbook for visitors.</li> <li>iii. Assist as may be required.</li> <li>iv. Check bags/ plastic bags/ boxes for security purposes.</li> <li>v. Prevent entry to restricted areas without proper authorization/ clearance.</li> <li>vi. Exercise tact and courtesy at all times.</li> </ul> </li> <li>III. Facilities and Buildings <ul style="list-style-type: none"> <li>i. Check all doors and windows are closed/locked after office hours.</li> </ul> </li> </ul> |  |
|--|---|--|

- ii. Unplugged/Switch-off un-used lights, electric fans and air-conditions when all employees are out of office.

IV. Supplies and Equipment

- i. All outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating Property Number, person moving the equipment, date, time and other relevant details.
- ii. Ensure security of equipment and supplies at all times.

V. Fire

- i. In case of fire, inform the nearest fire department.
- ii. Initiate fire alarm.
- iii. Assist the evacuation of employees, documents and equipment.

VI. Earthquake

Assist on the evacuation of employees, documents and equipment.

VII. Public Rally within the vicinity of OPAPP and other similar incidents: Such shall be reported immediately to appropriate security agency, (i.e. PNP or AFP) for immediate and appropriate actions.

F. Deployment of Guards

i. *Day Shift*

| Location (Agustin I Bldg) | Number of Guards      | Schedule of Duty |
|---------------------------|-----------------------|------------------|
| 10 <sup>th</sup> Floor    | 1                     | 7am to 7pm       |
| 7 <sup>th</sup> Floor     | 3 (including the OIC) | 7am to 7pm       |
| 6 <sup>th</sup> Floor     | 2                     | 7am to 7pm       |

|                       |          |            |
|-----------------------|----------|------------|
| 4 <sup>th</sup> Floor | 2        | 7am to 7pm |
| <b>TOTAL</b>          | <b>8</b> |            |

*ii. Night Shift*

| Location<br>(Agustin I<br>Bldg) | Number of<br>Guards | Schedule of<br>Duty |
|---------------------------------|---------------------|---------------------|
| 10 <sup>th</sup> Floor          | 1                   | 7pm to 7am          |
| 7 <sup>th</sup> Floor           | 1                   | 7pm to 7am          |
| 6 <sup>th</sup> Floor           | 1                   | 7pm to 7am          |
| 4 <sup>th</sup> Floor           | 1                   | 7pm to 7am          |
| <b>TOTAL</b>                    | <b>4</b>            |                     |