



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

21 December 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure a qualified, thorough and adequate Security Services to the Philippine Embassy Chancery and Ambassador's Residence for a period of One (1) year, from 1 January 2022 to 31 December 2022. The details of the procurement are indicated in the attached Terms of Reference.

Interested companies are requested to accomplish the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference and send to the Embassy's email address [admin.sgpe@philembassysg.org](mailto:admin.sgpe@philembassysg.org) or by courier at 20 Nassim Road, Singapore 258395 on or before the end of business hours 05:00pm Singapore Standard Time, 28 December 2021.

For queries regarding the project, kindly email the administrative section at [admin.sgpe@philembassysg.org](mailto:admin.sgpe@philembassysg.org) or call Ms. Gloria Jean V. Castaño-Zafra at +658858-5444.

Thank you very much for considering the Embassy's project.

Sincerely Yours,

**MARIA CLORINDA BONABON-DANKERS**  
BAC Member/Property Officer



## TERMS OF REFERENCE

### PROJECT: PROCUREMENT OF SECURITY SERVICES PROVIDER FOR THE PHILIPPINE EMBASSY IN SINGAPORE

#### I. RATIONALE

The Embassy of the Republic of the Philippines in Singapore needs to procure a qualified, thorough and adequate Security Services to the Philippine Embassy Chancery and Ambassador's Residence for a period of One (1) year, 1 January 2022 to 31 December 2022.

#### II. OBJECTIVE

- 2.1 To contract a Security Services provider which can detail competent security staff to render security services at the Philippine Embassy in Singapore located at No. 20 Nassim Road Singapore 258395 and the Ambassador's Residence located at No. 17 Victoria Park Road, Singapore 266496.
- 2.2 To ensure that the Chancery and the Ambassador's Residence are properly secured in accordance with the Private security Industry Act of Singapore (Chapter 250A).

#### III. GENERAL REQUIREMENTS

- 3.1 Provision of efficient and 24-hour security and protection services to the Philippine Embassy and Ambassador's Official Residence, as well as Embassy personnel, seven (7) days a week.
- 3.2 The Security personnel will have the following duty schedule:

##### Weekdays

SHIFT	CHANCERY	AMBASSADOR'S RESIDENCE
Day Shift 6:30 am – 6:30 pm	Two (2) guards	One (1) guard
Night Shift 6:30 pm – 6:30 am	Two (2) guards	One (1) guard

### **Weekends and Holidays**

<b>SHIFT</b>	<b>CHANCERY</b>	<b>AMBASSADOR'S RESIDENCE</b>
Day Shift 6:30 am – 6:30 pm	Two (2) guards	One (1) guard
Night Shift 6:30 pm – 6:30 am	Two (2) guards	One (1) guard

## **IV. SCOPE OF THE PROJECT**

### **4.1 QUALIFICATIONS OF THE CONTRACTOR**

The Contractor should be a duly organized company in Singapore and licensed by appropriate government authorities to render Security services in Singapore.

### **4.2 QUALIFICATIONS OF THE SECURITY PERSONNEL**

The Security personnel to be detailed at the Embassy must be qualified and duly licensed security officers with the following qualifications:

- Legal resident of Singapore;
- Not less than twenty-one (21) years old;
- Must fluently communicate either in speaking or written English Language and have knowledge in Chinese language;
- Must have passed the neuropsychiatric test and drug test conducted by any government-accredited center;
- Must not have derogatory (administrative or criminal) records;
- Must be trained in customer relations with appropriate certificate;
- Must be trained in firefighting, search and rescue operations, evacuation, general emergency procedures and Crowd Disturbance Management (COM) with appropriate certification from the contractor's duly-licensed training facility;
- Must be trained in administering first-aid with appropriate certification from the contractor's duly-licensed health and medical training provider.

### **4.3 CONTRACTOR'S OBLIGATION**

- The Contractor shall provide duly qualified Security Personnel to perform various services in the Chancery Building and in the

Ambassador's Official Residence surroundings. Each personnel shall be responsible for conducting the daily routine works assigned to him.

- Contractor's supervisor must conduct site visit at least twice a month to monitor the performance of the guards on their assigned duties. Supervisor must inspect and validate their daily and weekly monitoring report and overtime report.
- All personnel inquiries, complaints and any issue/s raised shall be addressed directly to their immediate supervisor for appropriate action. He shall coordinate with the Embassy authorized representative/s to evaluate for proper action, in order not to affect the duties and responsibilities of the security guard/s.
- The Contractor, apart from the assignment and supervision of the duly qualified personnel, shall include, but not limited to duty description and schedules described in the above-mentioned Sections of this Terms of Reference.
- The Contractor shall instruct their personnel to observe and familiarize themselves with the rules and regulations of the Embassy, as well as current events, for the conduct of appropriate security service procedure. Personnel must practice good grooming at all times and wear prescribed uniform.
- The Contractor's personnel assigned in the Embassy are trained to perform his obligation as a Security Guard. They shall be well-aware and can be able to perform the standard procedure during emergency cases, crisis, disaster caused by acts of nature and/or terroristic act that arises within their area of responsibility.
- The Contractor shall provide the Embassy a copy of each assigned security personnel credentials such as a copy of the Work Permit, and CV, for reference, proper uniform with complete security equipment, Company ID and health related items such as facemasks and Personal Protective Equipment (PPE). Personnel must be with good moral character, respectful, energetic, self-motivated, resourceful, have initiative and mentally fit to be able to perform beyond his call of duty.
- The Contractor should conduct a Security Risk Assessment of the Chancery and the Ambassador's Residence every three (3) months and submit a written report to the Administrative Officer.
- The Contractor should conduct, at their own expense, a mandatory Antigen Rapid Test (ART) among its employees and should submit a report to the Administrative Officer on the result of the test.

- The Contractor shall protect the Embassy premises and its personnel at all times. They must ensure that there will be no immense damages and losses to its personnel and property arising from outside motives, whether directly or indirectly, caused by the Contractor's negligence or the negligence of its employees and/or agents.
- The Contractor shall closely coordinate with the authorized Embassy representative before liaising with the Singapore Police Force (SPF) in cases involving breach of security or any unusual incidents occurring within the Chancery and the Ambassador's residence.
- The Contractor shall guarantee that it shall not subcontract or assign or transfer any and all of its rights and obligations under the Contract to a third party without a prior written consent from the Embassy. Failure to inform the Embassy of the matter shall immediately terminate the Contract.
- The Contractor shall maintain its personnel compensation and employee liability insurance, i.e. comprehensive general liability insurance, which will cover the Contractor's liability for injury or death sustained by its personnel while on duty.
- The Contractor shall immediately replace any of the guards whose deployment is found prejudicial to the Embassy's interest and will be banned from entry to the premises of the Chancery and the Ambassador's Residence.
- The Contractor shall submit a written report on any reported loss, theft, pilferage or illegal act which occurred while on duty. The report should be forwarded to the Administrative Officer for further action of the Embassy.

#### **4.4 OBLIGATIONS OF THE SECURITY PERSONNEL**

- To control the ingress and egress of clients, visitors, guests, Embassy staff and dependents to the Chancery, through the Embassy gates. This shall include the control of the gate at the Ambassador's official residence;
- To guide the visitors in registering their names in appropriate logsheets, as well as in the Health Declaration Forms at the reception area before entering the Embassy premises.

- To ensure that all Embassy clients, visitors and personnel check-in and out in the Trace Together App or in the Safe Entry Box.
- To ensure that only those who have valid reasons or duly authorized by Embassy personnel will be allowed to accompany the client/s or visitor/s for Consular services or services related to Assistance to Nationals.
- Shall conduct round-the-clock random monitoring and visual inspection within all areas of the Chancery, Ambassador's official residence and other ancillary areas.
- Shall conduct the appropriate measures/ procedures for preventing access to individuals carrying deadly weapons, such as firearms, explosives, blades/ sharp objects, flammable liquids, hazardous materials, deadly liquids and/ or controlled chemicals or drugs.
- Shall assist in detecting/ identifying individuals with infectious diseases who may threaten the health and safety of clients already inside the Chancery.
- Shall be polite and courteous at all times and constantly practice self-restraint when dealing with clients and visitors, especially to those who may be rude, intimidating and/ or disagreeable and do not/ refuse to follow the rules and regulations of the Embassy.
- Shall familiarize themselves with the Embassy personnel and their dependents and other personnel who are authorized to enter the premises.
- Shall also familiarize themselves with the vehicle car plate numbers of the Embassy personnel, specifically those allowed to enter the premises and park in their designated parking area.
- Shall record the entries or exits of Embassy personnel and submit the log sheet the next working day to the Administrative Officer of the Embassy.
- Shall establish coordination with, and receive work-related instructions from the Embassy Security Officer/Administrative

Officer, as well as confer with him on matters which are beyond their authority or discretion.

- Abandoning of post by the Security personnel is strictly prohibited and subject for prompt action, as mutually agreed by both parties.

## **V. PRICING**

The offered quotation should be in Singapore Dollars, inclusive of GST and other lawful charges.

## **VI. INVOICING and PAYMENT**

6.1 The winning Contractor shall submit the invoice which includes GST for goods and services and original technical conformity document to the Embassy.

6.2 The following information must be indicated on the invoice(s):

- Purchase Order Number;
- Description, quantity and total;
- GST amount; and
- Name of Payee / Company Name
- Bank Information; Bank Name(s), Branch name(s), Account number(s)

6.3 Payment Terms

- The Contractor shall bill the Procuring Entity every end of the month for 12 months starting January 2022.
- The Contractor shall be paid by the Embassy on a monthly basis upon presenting proper due invoice, billing request and monthly report.
- The Embassy shall pay the Contractor via cheque within seven (7) working days upon receipt of the bill. The provider shall issue the tax invoice immediately after payment.

## **VII. EVALUATION FACTORS**

- The Contract shall be awarded to the lowest priced, acceptable and responsive bidder.
- The Embassy reserves the right to reject proposals that are unreasonably low or high in price.
- The Embassy shall determine Contractor's responsibility by analysing whether the apparent successful offeror complies with the requirements of Philippine Government including:
  - adequate financial resources or the ability to obtain them;
  - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - satisfactory record of integrity and business ethics;
  - necessary organization, experience, and skills or the ability to obtain them;
  - necessary equipment and facilities or the ability to obtain them; and
  - be otherwise qualified and eligible to receive an award under applicable laws and regulations.

## **VIII. WARRANTY**

The winning Contractor shall clearly identify and state the warranty period and be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

## **IX. CONFIDENTIALITY CLAUSE**

- All data are owned by the Procuring Entity. Data is defined as all information that is owned, licensed, or developed by or on behalf of the Procuring Entity, whether provided to the Provider by the Procuring Entity or provided by a third party to the Provider in connection with the Provider's provision of services to the Procuring Entity, including any such data files, tables, that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of Provider, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the Procuring Entity.
- All data provided by the Procuring Entity to the Provider or generated in connection with the performance of services toward the development and implementation of the Solution by the Provider and relating to the Procuring Entity or its personnel, whether in existence before the date of or its personnel, whether in existence before the date of the agreement hereof or thereafter in the course of implementing the solution, shall be treated by the Provider as the exclusive property of the procuring Entity or its personnel.



- Upon the receipt of the notice of acceptance of proposal, the Provider is required to maintain confidentiality and security of the Procuring Entity's data and is prohibited from using or attempt in using the Procuring Entity's data in any other manner or for any other purpose, except as necessary to the execution of the solution or perform its other obligations stated in the technical specification.

#### **X. DIPLOMATIC CLAUSE**

The Embassy shall terminate the services of the Contractor by sending a written notice at least fifteen (15) days in advance by recorded delivery letter, in the event of the severance of the diplomatic ties between the Republic of Singapore and the Philippine Government.

Conforme:

\_\_\_\_\_  
(SIGNATURE OVER PRINTED NAME)  
**NAME OF REPRESENTATIVE**  
Position  
Date: \_\_\_\_\_

Approved by:

**ADRIAN BERNIE C. CANDOLADA**  
Charge d' Affaires, a.i.  
Date: \_\_\_\_\_

## PRICE QUOTATION FORM

Philippine Embassy  
20 Nassim Road  
258395 Singapore

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the item listed below:

PARTICULARS	AMOUNT
<b>Philippine Embassy Chancery</b>	
Two (2) Security personnel Day shift: 6:30 am to 6:30 pm	
Two (2) Security personnel Night shift: 6:30 pm to 6:30 am	
<b>Ambassador's Official Residence</b>	
One (1) Security personnel Day shift: 6:30 am to 6:30 pm	
One (1) Security personnel Night shift: 6:30 pm to 6:30 am	

This also serves as our compliance to the terms and provisions of the Terms of Reference of the Project.

Total Amount in SGD: \_\_\_\_\_

Amount in words: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number