



**COCONUT INDUSTRY INVESTMENT FUND – San Pablo Manufacturing Corporation
Bids and Awards Committee**

Bid Bulletin No.: 1

28 February 2023

Project Name : Public Bidding for the Provision of Security Services for San Pablo Manufacturing Corporation, Granexport Manufacturing Corporation, Legaspi Oil, Inc. and Southern Luzon Oil Mill, Inc.

Project Number : SPMC-2023-002 (PhilGEPS# 9492981)

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Philippine Bidding Documents: 1. Section V – Special Conditions of Contract; 2. Section VI – Schedule of Requirements and 3. Section VII – Technical Specifications as discussed and agreed during Pre-bid Conference held on 27 February 2023, the above-mentioned project of Coconut Industry Investment Fund – San Pablo Manufacturing Corporation.

The following clarification and amendments are provided for the guidance and reference of all prospective bidders:

I. CLARIFICATION

QUERIES	CLARIFICATION/RESOLUTION
1. Does the duration of the Completed Project the same with the SLCC?	1. Yes, the period would be within five (5) years.
2. Other than the list or matrix of the completed and ongoing projects, are there other requirements that must be submitted for the bid opening?	2. The list would suffice. However, if the procuring entity uncovers any misrepresentation made in the eligibility requirements, statements or documents, or any change in the situation of the prospective bidder, which will affect the capability of the prospective bidder to undertake the project, it shall consider the prospective bidder ineligible and shall disqualify it from obtaining an award of contract, notwithstanding an earlier determination of eligibility. Nevertheless, the BAC shall consider all Statements for eligibility checking and post-qualification purposes. See Annex "H".
3. Can a bidder submit its bid on a per lot basis?	3. Yes. See ITB Clause 19.4.



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4. If the submitted bid is per lot basis, does it require separate eligibility requirements?	4. All Eligibility Requirements must be complied with.
5. Bank certificates of deposit acceptable?	5. Yes. Original copy of the Bank Guarantee or Cash Deposit Certificate of not less than Two Million Pesos is accepted.
6. For the clearance certificate, is it sufficient to comply with a clearance released by the Regional Offices of PNP (Regional Civil Service Unit)?	6. As long as it is issued by the PNP-SOSIA, it shall be valid.
7. Does the issuance of the Clearance Certificate of the latest payment to BIR refers to the Tax Clearance?	7. Yes.
8. In case the bidder will only bid on a single lot, would it still have the same cost of bidding documents?	8. The cost of bidding documents shall correspond to the ABC range pursuant to GPPB Resolution #04-2012 dated 24 February 2012.
9. Per RA 11917, the minimum administrative fee of twenty (20%) percent is mandatory. If upon computation, it exceeds the ABC, can the procuring entity consider?	9. The Procuring Entity maintains that the administrative fee must not be more than twenty (20%) percent. Bids higher than the ABC shall be automatically disqualified.

II. AMENDMENTS

FROM	TO
<p align="center">x x x</p> <p>Please refer to the SSS Contribution Schedule (see SSS Circular No. 2022-003) Basic + Earnings (Gross Pay)</p> <p>(Annexes G1 to G4)</p>	<p align="center">x x x</p> <p>Please refer to the SSS Contribution Schedule (see SSS Circular No.033) Basic + Earnings (Gross Pay)</p> <p>(Annexes G1 to G4)</p>



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<p>Original Security Plan attached in ITB posted on 17 February 2023.</p> <p>(Annex B)</p>	<p>Amended Security Plan is hereto attached.</p> <p>(Annex B)</p>
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All other portions of the Bidding Documents affected by these amendments shall be made to conform to the same.

Amendments/inclusions/clarifications made herein shall be made integral part of the Bidding Documents.

For information and guidance of all concerned.


AL MATTHEW P. UMALI
Chairperson, Bids and Awards Committee

Location	SPMC (HEAD OFFICE)	SPMC (BAUAN)	SPMC (LAGUNA)
No. of Personnel	2	5	2
Daily Rate (DR)	(Minimum Wage)	(Minimum Wage)	(Minimum Wage)
No. of days per month	32.87	32.87	32.87
No. of days per year	394.4	394.4	394.4
No. of months required	12	12	12
PART A. LABOR COST			
I. Amount of compensation directly paid to employee			
a.) Basic Monthly Salary (DR x no. of days per year / 12)			
b.) Overtime Pay			
b.1) Regular Overtime (4 hrs/day)			
b.2) Night Differential (8 hrs/day)			
c.) 13th Month Pay (BS/12)			
d.) 5 days Service Incentive Leave (SIL) (DR x5/12)			
e.) Retirement Pay (BMS/2/12)			
f. Sub-total (Sum of a,b (1&2), c, d, and e)			
II. Amount of Mandatory Contributions to the Government			
a.) SSS Contribution*			
b.) WISP*			
c.) SSS EC*			
d.) Philhealth Contribution**			
e.) Pag ibig Contribution			
f.) State Insurance Fund			
g. Sub-total (Sum of a,b,c,d, e and f)			
III. Total Amount to Employee and Government			
IV. Add: Administrative Fee			
V. Total of items III and IV			
VI. Add: Value-Added Tax (12% of item V)			
VII. Total Monthly Rate per Head			
No. of personnel			
VIII. Total Monthly Rate (Item VII No. of personnel)			
No. of months required			
IX. Total Cost for Part A			
GRAND TOTAL			

Note:

* Please refer to the SSS Contribution Schedule (2023), Basic + Earnings (Gross Pay)

** Use 4% as the premium rate basis for Philhealth

Location	GRANEX (ILIGAN)	IBMC (LANAO DEL NORTE)
No. of Personnel	19	2
Daily Rate (DR)	(Minimum Wage)	(Minimum Wage)
No. of days per month	32.87	32.87
No. of days per year	394.4	394.4
No. of months required	12	12
PART A. LABOR COST		
I. Amount of compensation directly paid to employee		
a.) Basic Monthly Salary (DR x no. of days per year / 12)		
b.) Overtime Pay		
b.1) Regular Overtime (4 hrs/day)		
b.2) Night Differential (8 hrs/day)		
c.) 13th Month Pay (BS/12)		
d.) 5 days Service Incentive Leave (SIL) (DR x5/12)		
e.) Retirement Pay (BMS/2/12)		
f. Sub-total (Sum of a,b (1&2), c, d, and e)		
f. Sub-total (Sum of a,b (1&2), c, d, and e)		
II. Amount of Mandatory Contributions to the Government		
a.) SSS Contribution*		
b.) WISP*		
c.) SSS EC*		
d.) Philhealth Contribution**		
e.) Pag ibig Contribution		
f.) State Insurance Fund		
g. Sub-total (Sum of a,b,c,d, e and f)		
III. Total Amount to Employee and Government		
IV. Add: Administrative Fee		
V. Total of items III and IV		
VI. Add: Value-Added Tax (12% of item V)		
VII. Total Monthly Rate per Head		
No. of personnel		
VIII. Total Monthly Rate (Item VII No. of personnel)		
No. of months required		
IX. Total Cost for Part A		
GRAND TOTAL		

Note:

Please refer to the SSS Contribution Schedule (2023), Basic + Earnings (Gross Pay)

** Use 4% as the premium rate basis for Philhealth

Location	CBS (PALAWAN)	CBS (MASBATE)	CBS (PAGADIAN)
No. of Personnel	2	2	2
Daily Rate (DR)	(Minimum Wage)	(Minimum Wage)	(Minimum Wage)
No. of days per month	32.87	32.87	32.87
No. of days per year	394.4	394.4	394.4
No. of months required	12	12	12
PART A. LABOR COST			
I. Amount of compensation directly paid to employee			
a.) Basic Monthly Salary (DR x no. of days per year / 12)			
b.) Overtime Pay			
b.1) Regular Overtime (4 hrs/day)			
b.2) Night Differential (8 hrs/day)			
c.) 13th Month Pay (BS/12)			
d.) 5 days Service Incentive Leave (SIL) (DR x5/12)			
e.) Retirement Pay (BMS/2/12)			
f. Sub-total (Sum of a,b (1&2), c, d, and e)			
f. Sub-total (Sum of a,b (1&2), c, d, and e)			
II. Amount of Mandatory Contributions to the Government			
a.) SSS Contribution*			
b.) WISP*			
c.) SSS EC*			
d.) Philhealth Contribution**			
e.) Pag ibig Contribution			
f.) State Insurance Fund			
g. Sub-total (Sum of a,b,c,d, e and f)			
III. Total Amount to Employee and Government			
IV. Add: Administrative Fee			
V. Total of items III and IV			
VI. Add: Value-Added Tax (12% of item V)			
VII. Total Monthly Rate per Head			
No. of personnel			
VIII. Total Monthly Rate (Item VII No. of personnel)			
No. of months required			
IX. Total Cost for Part A			
GRAND TOTAL			

Note:

* Please refer to the SSS Contribution Schedule (2023), Basic + Earnings (Gross Pay)

** Use 4% as the premium rate basis for Philhealth

Location	LEGOIL (ARIMBAY)	CBS (MACO)	SOLCOM
No. of Personnel	7	2	2
Daily Rate (DR)	(Minimum Wage)	(Minimum Wage)	(Minimum Wage)
No. of days per month	32.87	32.87	32.87
No. of days per year	394.4	394.4	394.4
No. of months required	12	12	12
PART A. LABOR COST			
I. Amount of compensation directly paid to employee			
a.) Basic Monthly Salary (DR x no. of days per year / 12)			
b.) Overtime Pay			
b.1) Regular Overtime (4 hrs/day)			
b.2) Night Differential (8 hrs/day)			
c.) 13th Month Pay (BS/12)			
d.) 5 days Service Incentive Leave (SIL) (DR x5/12)			
e.) Retirement Pay (BMS/2/12)			
f. Sub-total (Sum of a,b (1&2), c, d, and e)			
f. Sub-total (Sum of a,b (1&2), c, d, and e)			
II. Amount of Mandatory Contributions to the Government			
a.) SSS Contribution*			
b.) WISP*			
c.) SSS EC*			
d.) Philhealth Contribution**			
e.) Pag ibig Contribution			
f.) State Insurance Fund			
g. Sub-total (Sum of a,b,c,d, e and f)			
III. Total Amount to Employee and Government			
IV. Add: Administrative Fee			
V. Total of items III and IV			
VI. Add: Value-Added Tax (12% of item V)			
VII. Total Monthly Rate per Head			
No. of personnel			
VIII. Total Monthly Rate (Item VII No. of personnel)			
No. of months required			
IX. Total Cost for Part A			
GRAND TOTAL			

Note:

* Please refer to the SSS Contribution Schedule (2023), Basic + Earnings (Gross Pay)

** Use 4% as the premium rate basis for Philhealth

**AMENDED
SECURITY PLAN**

I. INTRODUCTION

This Security Plan constitute the “Standard Operating Procedure” that covers the detailed preparation in order to secure the CIIF COMPANIES, their employees, tenants and visitors from theft, pilferage, robbery, and bodily harm and prevent unauthorized entry and other unlawful acts.

It was developed to serve as reference to all personnel at the facility to ensure the systematic performance of their respective functions pertaining to security. All security personnel are therefore enjoined to observe and implement the security policies and procedures strictly but with utmost courtesy and professionalism.

II. OBJECTIVES

The mission and objective of the Security Service Provider is to provide guards who will perform their duties with dedication, excellence, intelligence and expertise in the application of special skills and technical knowledge. Security Guards that is duly licensed, well trained, and educated with high standard of professionalism serving with utmost responsibility and with over-all objectives as follows:

1. To undertake security measures for the protection of CIIF COMPANIES personnel and property within the premises from theft, pilferage, robbery, explosions and bodily harm and prevent unauthorized entry and other unlawful acts by third parties.
2. To maintain peace and order in all facilities and its premises in coordination with the Philippine National Police and other law enforcement agencies in the area.
3. To enforce company rules and regulations issued from time to time by CIIF COMPANIES management.
4. To perform such other functions incidental to and necessary for the achievement of the Security Service Provider assigned missions and objectives.

PARTICULARS/SPECIAL OPERATING PROCEDURES:

To achieve the above-mentioned mission and objectives, the Security Service Provider will undertake the following activities:

1. Provide CIIF COMPANIES with qualified and duly trained security guards to protect the company properties, assets, officials and employees in accordance with the provisions of the contract and RA No. 5487, as amended.
2. Define the areas and other structures considered critical and vulnerable so as to establish priorities for their protection, by conducting a physical security survey, inspection and assessment of the location prior to the posting of guards.

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3. Define and establish restrictions on the access and movement into critical areas categorized to personnel, equipment, and/or properties.
4. The offices occupied by the officials of CIIF COMPANIES shall be provided twenty-four (24) hours security coverage. These offices are security risks areas and shall be given extra protection by the guard force.
5. Inspect from time to time, different aids to security, such as the perimeter barriers, protective lighting, alarm system, and communication system to determine flaws/defects, for possible corrective measures.
6. Publish and disseminate properly emergency plans to all security guards concerned so that they will know exactly what to do in case of disasters such as typhoons, fire, earthquake and such other calamities.
7. Maintain a contingent of two (2) reserve security guards in large establishment of CIIF COMPANIES to augment/reinforce the security threat, for the protection of properties and equipment, personnel against bodily harm during emergencies such as outbreaks of fire, occurrence of earthquakes, typhoons, unexpected power failure resulting in total darkness, armed robbery, bomb threats and explosions, hold-ups, riots, kidnappings.
8. On the security force, disseminate properly general instructions such as guard's special orders and standard operating procedures. Posted guards shall be armed and their respective areas of responsibilities fully defined. Disciplinary measures for erring security guards shall conform to the requirements of CIIF COMPANIES management and the Code of Employee Discipline of the Security Service Provider.
9. Conduct liaison and coordination with the local civil authorities, police, fire department and/or military organizations on matters requiring coordinated actions.
10. The designated Head Guards shall provide command and leadership over the regular security guards. He shall monitor the performance and efficiency of the guards assigned with his area of responsibility.
11. The Head Guards shall be primarily responsible in initiating the policy or program for the implementation of security measures to be carried out by the entire security force in relation to their duties and functions at CIIF COMPANIES establishments.
12. All security guards shall report to their assigned posts in the prescribed, complete uniform and in time to relieve the guards whose tours of duty are just ending. The Head Guards must report to duty ahead of shift/schedule to enable him to inspect the guards in their shifts and so that proper turnover of responsibilities can be effective.
13. No guard should vacate his post without a reliever. The Head Guard cannot take somebody else's post in case his post will be vacated/abandoned. During the

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turnover of shifts, the Head Guards of both shifts shall conduct a joint inspection of the premises to ensure an orderly transfer of responsibilities.

III. GUARD FORCES AND GUARDING SYSTEM:

A. DEPLOYMENT OF SECURITY GUARDS

1. SPMC

Location	Time Shift	No. of SGs
Head Office (Makati)	6:00AM to 6:00PM	1
	6:00PM to 6:00AM	1
SPMC Plant (Batangas)	6:00AM to 6:00PM	3
	6:00PM to 6:00AM	2
Laguna Property (Laguna)	6:00AM to 6:00PM	1
	6:00PM to 6:00AM	1

TOTAL: 9

2. GRANEX

Location	Time Shift	No. of SGs
Granex Plant (Iligan City)	6:00AM to 6:00PM	10
	6:00PM to 6:00AM	9
Granex (Kauswagan, Lanao del Norte)	6:00AM to 6:00PM	1
	6:00PM to 6:00AM	1
Copra Buying Stations		
Brooke's Point - Palawan	6:00AM to 6:00PM	1
	6:00PM to 6:00AM	1
Masbate	6:00AM to 6:00PM	1
	6:00PM to 6:00AM	1
Pagadian	6:00AM to 6:00PM	1
	6:00PM to 6:00AM	1

TOTAL: 27

3. LEGOIL

Location	Time Shift	No. of SGs
Legoil Plant (Arimbay)	6:00AM to 6:00PM	4
	6:00PM to 6:00AM	3
Copra Buying Stations		
Maco	6:00AM to 6:00PM	1
	6:00PM to 6:00AM	1

TOTAL: 9

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4. **SOLCOM**

Location	Time Shift	No. of SGs
Solcom Plant (Mulanay)	6:00AM to 6:00PM	1
	6:00PM to 6:00AM	1

TOTAL: 2

Total number of Security Guards: **47**

B. CONCEPT OF OPERATIONS / GUARDING SYSTEM

ACCESS DOORS/GATE

Objective:

To secure the gates, office entrances, production areas and warehouse doors during and after office hours or non-operation days in order to prevent entry of people carrying banned items such as but not limited to prohibited gadgets, deadly weapons, explosives, chemicals, contraband items, illegal drugs, other harmful materials and to prevent pilferage at the premises of CIIF COMPANIES.

Procedures:

1. Check by body frisking or by using metal detector all persons entering CIIF COMPANIES establishments.
2. Inspect all bags and parcels to ensure that no deadly weapons or harmful materials are being brought in and no properties of CIIF COMPANIES are brought out of the premises without proper documentations.
3. Inspect the surrounding areas for suspicious objects and other things that are out of the ordinary.
4. Prevent and/or deter any form of criminality and if possible, cause the arrest of their perpetrators.
5. Call in visitors of VIPs and secure clearance prior to allowing the visitors to proceed to their destination.
6. Allow nobody to enter after business hours or non-operating days without proper authority.
7. Ensure that no vehicles other than CIIF COMPANIES vehicles are allowed to park at the company's designated parking slot.

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8. Require all individuals possessing firearms or prohibited gadgets to leave their items with the security guard after issuing a receipt for such.
9. Individuals found in possession with deadly weapons, other harmful materials and/or company properties will be turned over to the nearest police station.
10. Implement the "NO ID, NO ENTRY" policy with utmost courtesy to all CIIF COMPANIES personnel. For visitors, determine their destination and guide them in the right direction after necessary screening is conducted.
11. Perform other duties as may be directed by higher Headquarters and by CIIF COMPANIES officials or their authorized representatives.

TRACKING SYSTEM FOR VISITORS

Objective:

To track down and monitor the movement of visitors, suppliers and other non-personnel of CIIF COMPANIES within the facility premises and to prevent unauthorized personnel from loitering around within the facility particularly at the warehouse and production area.

- Direct lost visitors to their proper destination.
- Monitor the movements of visitors/guests while within the facility.

Procedures:

1. Ensure that all visitors shall not loiter within the office and warehouse area after they have concluded their business transaction.
2. Roving guard shall inspect their respective area of responsibility to ensure that no one loiters around or within the premises.
3. All unauthorized persons will be questioned and requested to vacate the area politely.
4. Ensure that only authorized personnel are allowed within the premises after business hours.

EXCLUSIVE AND RESTRICTED AREAS

Objective:

To prevent entry of unauthorized person in exclusive and restricted areas as designated by the CIIF COMPANIES management.

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Procedures:

1. Monitor the movement and log in the entry and departure of personnel into exclusive and/or restricted areas to ensure only authorized personnel are entering those areas.
2. Secure a list of personnel authorized to enter exclusive and restricted areas, compare persons entering into these areas with the list provided and allow no one to pass or loiter without proper authority.
3. Other CIIF COMPANIES personnel entering restricted areas must secure clearance from management. An authorized person must accompany the employee at all times while inside the restricted area.

EQUIPMENT/MACHINES, & OTHER COMPANY PROPERTY

Objective:

To prevent unauthorized transfer of production materials, office equipment/machines (computers, monitors, tools, etc.) from one office/warehouse to another, monitor its movement and prevent their loss.

Procedures:

1. No CIIF COMPANIES property shall be allowed to be brought out from one area to another without the approval of the head or team leader of the concerned section or department and/or a document duly signed by the designated signatory.
2. Guards on duty shall inspect and ensure that company property being moved from one facility to another is as indicated in the document or gate pass issued by the concerned department. They will log the equipment, to include serial numbers, person moving the equipment, time and date.
3. Employees bringing in personal property shall be required to secure personal property slip from the security office. When moving such property from one place to another, the personal property slip must accompany the said property.
4. CIIF COMPANIES employees bringing out their personal property must check out the original personal property slip from the security detachment.

SUPPLY ROOMS, STORAGE AREAS, VAULTS AND SAFES.

Objective:

To prevent pilferage of raw materials, production components, office supplies, and other items stored in the supply rooms, storage and warehouse areas. Prevent access to vaults and safe by unauthorized persons.

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Procedures:

1. Ensure that only authorized personnel and/or authorized key holder shall open and access the supply rooms, storage and warehouse areas.
2. Ensure that the density of supplies being taken out of the supply room coincides with that stated in the requisition/request form.
3. Ensure that only the authorized key holder shall open the supply rooms, storage and warehouse areas.
4. Monitor all items being brought out of storage and warehouse areas to ensure that they are as reflected in the gate pass.
5. During routine inspection and after office hours, ensure that doors, locks and door hinges to supply rooms, storage and warehouse areas, vaults and safes have not been tampered with.
6. Combinations of the locks of safes and vaults must be given only to the authorized person. The combination must be changed at least every quarter. In the event an employee, who is authorized access to vaults and safes was transferred, resigned or has been terminated from employment, the combination of the locks must be immediately replaced.
7. Storage and warehouse areas that are perennially locked will be inspected regularly to ensure that the locks or door hinges have not been tampered with.

VITAL INSTALLATION**Objective:**

To prevent destruction/sabotage of power stations, generators, communication equipment and its installation, water supply system.

Procedures:

1. Designate these areas as restricted areas and limit the entry to only authorized personnel to these areas. Only those actually working in these areas will be allowed access. List of personnel working in these areas must be provided.
2. When contractual repairs are being undertaken, employees of these contractors must be accompanied at all times actually within the restricted areas and while performing the repairs. Personal belongings of contractor employees shall be inspected when entering and departing these areas.
3. Ensure that the alarm system in these areas is working.
4. Ensure that firefighting equipment is in working condition.

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5. Patrol the areas regularly to ensure that no suspicious objects have been left behind.

VITAL DOCUMENTS/RECORDS

Objective:

To prevent unauthorized access to and/ or destruction/ tampering of vital documents and other important records.

Procedures:

1. Designation of the records and documents areas as restriction areas.
2. Strictly implement policies and procedural statements on the handling of classified documents and records.
3. CIIF COMPANIES employees not actually working inside the records and documents areas shall not be allowed inside these areas without clearance.
4. No documents or records will be allowed to be brought outside without proper clearance or authority.
5. Duplication of records and documents must be with authority from CIIF COMPANIES management.
6. Records and documents being brought out must be accompanied by a written authority on which it is clearly stated what documents or records may be brought out and who may bring the document out. Copy of the authorization must be left with the guard on duty for recording and consolidation.
7. All outgoing documents/records should be logged indicating the time, date, name, designation and office of the receiver.
8. Ensure that all firefighting equipment installed in the area must always be in good working condition.

KEY CONTROL

Objective:

To prevent unauthorized access to keys of office doors or doors of supply rooms and restricted areas and provide an effective system in its issuance and recall.

Procedures:

1. A key custodian must be designated.

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2. Issuance of keys must be controlled and all issuance must be logged with pertinent information surrounding the issuance included.
3. Regular inspection of locks and latches.
4. No duplication of keys must be allowed unless expressly necessary and approved by management authorities.
5. Keys must not be allowed to be brought out of the premises without authority.
6. Lost keys must be immediately reported, and padlocks must be replaced.
7. Regular rotation of padlocks should be implemented.

GOOD RELATIONSHIP WITH EMPLOYEES, MEMBERS AND VISITORS

Objective:

To promote and maintain good relationship with CIIF COMPANIES officials and employees.

Procedures:

1. To deal with the general public with outmost courtesy and diplomacy, even while enforcing security measures.
2. Be alerted to provide service and assistance. Provide proper direction of visitors.
3. Maintain the highest degree of professionalism at all times by adhering to his Code of Ethics and Code of Conduct.

OTHER RELATED DUTIES AFTER BUSINESS HOURS

Objective:

To clear premises of unnecessary personnel, switch off unnecessary lights and equipment (electric fans and aircon), and to lock doors, and windows after business hours. To check if the alarm system is still working.

Procedures:

1. After business hours, ensure that only employees rendering overtime are allowed inside the facility.
2. A list of employees rendering overtime must be forwarded to the guards on duty at least two (2) hours before the start of overtime.
3. Check the authorization of the employees rendering overtime.

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4. Contractual employees shall not be allowed to loiter within the premises after their off duty unless explicitly necessary and with proper authority.
5. After business hours, guards on duty shall ensure that all windows and doors of unused offices are locked and secured.
6. Conduct inspection after business hours to ensure that all electrical equipment in the unused offices is un-plug or switch off. Turn off unnecessary lights during hours of darkness.
7. Shut off water faucets left running. Make necessary reports for non-functioning faucets.
8. Must be on the lookout for and investigate any unusual odors, especially odors of smoke or gas.

IV. NORMAL/REGULAR SITUATIONS

A. FOR CIIF COMPANIES' PLANTS, PROPERTIES AND CBS

SECURITY OFFICER / HEAD GUARD

1. Supervises the guarding activities of the security guards.
2. Assists in giving special guarding detail assignments and such other assignments pertaining to the provision of security and safety services to CIIF COMPANIES officials, cashiers, and other similar officers and/or employees.
3. Reviews daily reports of all guards.
4. Investigates and prepares reports on any unusual or untoward incidents such as theft and pilferages resulting in the loss or damage to properties during the twenty-four (24) hour shift.
5. Maintains a complete record of all articles (government properties and personal properties) reported lost or found. Said record includes the description of the article(s); the name of the owner or the person who lost the article/turned it in; the place where and date when it was lost/found; and when and by whom it was claimed.
6. Conducts investigations on reported losses of all articles (government properties and personal properties) in coordination with the local police.
7. Inspects CIIF COMPANIES installations (properties and equipment) and reports any breach in security and/or safety requirements.
8. Ensures that all CIIF COMPANIES properties/equipment brought out of the

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CIIF COMPANIES premises are covered by duly approved gate passes. Inspects said properties and ensures that they are returned in the same physical condition as when they were taken from the premises.

9. Coordinates with the PNP- Security Agencies and Group Supervision Division (SAGSD) regarding regulations and directives affecting the Security Guard Force.
10. Coordinates with the Philippine National Police (PNP) Inspector duly designated by the Chief of Police to monitor the conduct of security guards on post for purposes of assessing individual discipline of the security guards.
11. Coordinates with the Office Security Coordinator/Head on the daily activities in the post to ensure a 24-hour security coverage.
12. Monitors the movement of visitors, carefully noting that visitors are wearing the visitor's ID issued to them and that they are in the proper floor or area.
13. Monitors the movement of individuals through closed circuit television (CCTV) security cameras in coordination with the IT Division. Validate the presence of employees as to the time of arrival and departure through the CCTV records as deemed necessary.
14. Performs other security related tasks as may be required.

SHIFT-IN-CHARGE (SIC)

1. Acts as Security Officer or Head Guards during the latter absence.
2. Ensures that all posts are manned.

B. COMMON POSTING

GATE AND ENTRANCE

1. Maintain orderliness and regulate entrance and exit of vehicles in the company premises.
2. Direct traffic of CIIF COMPANIES in as far as it affects the vehicles entering or leaving the premises.
3. Safeguard and protect all articles e.g., building properties, equipment, vehicles, cash, supplies materials, documents, copra and other raw materials against theft, pilferage and other hazards/damages.
4. Monitor compliance of CIIF COMPANIES personnel with CIIF COMPANIES rules and regulations including but not limited to COVID-19 health

Conforme : _____
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protocols, wearing of identification cards (IDs) and Personal Protective Equipment (PPE), smoking, gambling, drinking alcoholic beverages, loitering, unauthorized entry into the CIIF COMPANIES compound after office hours and during holidays and weekends.

5. Monitor movement of all vehicles including delivery trucks and heavy equipment. Ensure that the use of CIIF COMPANIES' vehicles and heavy equipment is authorized by the proper authority.

Take note of the physical condition of the vehicle and heavy equipment prior and after its use.

Record the names of the driver and operator of the vehicle/heavy equipment and its passengers, if any. Same rule applies to third party vehicle/heavy equipment entering and leaving company premises.

Report any damages that may be seen on the vehicle/heavy equipment and other irregularities, to the Corporate Services Department.

6. Inspect and monitor movement of equipment, supplies, and raw materials entering and leaving company premises, ensuring that these have duly approved Gate-Passes.

Maintains a logbook of Gate Passes validating size, color, serial numbers, and other such relevant descriptions as needed as well as the date and time this equipment were brought out/returned and the condition of the equipment as they leave the compound and when they were returned.

Ensure all loading and unloading of supplies, including but not limited to, copra and other raw materials are properly sealed and weighed in accordance with the CIIF COMPANIES' rules and regulations.

BUILDING/LOBBY GUARDS

1. Controls access to the CIIF COMPANIES building by maintaining a visitor's logbook. Such record includes the name and signature of visitors, the person to be visited and the purpose of the visit. The following must be strictly enforced by the guard on duty:
 - a. "No I.D., No Entry" policy;
 - b. Issuance of Visitor's Pass and Slip, in accordance with the color code per floor or area, for proper identification of all visitors/guests;
 - c. Inspection of all bags, packages, attaché cases and similar carry - all being brought in or out of the building by CIIF COMPANIES personnel, visitors, guests, students and contracted services personnel only during material and localized crises such as bomb

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threats, coup d'etat, etc.

- d. Monitoring of personnel movements allowing CIIF COMPANIES personnel free access may go to any part of the building during office hours. Beyond office hours, no employee, unless authorized to render overtime service, may be allowed to enter or stay within the building or its premises. Employees authorized to render overtime service shall be limited to their respective work areas unless otherwise indicated in their overtime authority.

A copy of the authorization should be forwarded to the guards on duty at the lobby at least two (2) hours before the start of overtime service for weekdays on the day before for OT service on weekends and public holidays.

- e. Enforcement of the ban on entry of lethal weapons inside office premises by requiring the deposit of firearms and other deadly weapons of visitors with the guard on duty with the corresponding permit to carry. A receipt shall be issued by the guard. A registry of firearms deposited and/or returned is maintained by the lobby guard. Such registry shall include some information as the type/caliber and make of firearms, serial numbers, licenses, authority to carry, date/time deposited/returned name of owner and name and signature of security officer on duty.
- f. Issuance of coded IDs to personnel of contracted services such as security, janitorial agencies as well as those authorized to repair any building facilities or structure. Upon entry, aforementioned personnel must register with the security guard on duty and secure their coded IDs. They may not go to any part of the building which they have not been authorized to go to and shall be subject to thorough inspection before they are allowed to enter the building as well as after completion of their transactions or business.

The canteen personnel and other food commissaries and vendors and personnel of various canteen consumers operating within CIIF COMPANIES premises as well as their visitors and vehicles shall likewise be subject to the above-cited policy. Canteen personnel shall register with the appropriate officer and shall be issued corresponding IDs.

2. Room, building, office and vehicle/heavy equipment keys shall only be issued to authorized personnel. Safekeeping and issuance of room, building, office and vehicle/heavy equipment keys shall be the responsibility of the guard on duty.
3. Directs visitors/guards to their respective destinations.
4. Ensure that only one (1) armed closed-in security officer shall be allowed to

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accompany any visiting dignitary inside CIIF COMPANIES office premises.

5. Ensure that equipment to be brought out of the building for use in meetings and conferences or for repair shall be covered by a duly approved Gate Pass. No employee may bring out any property unless it is covered by Memorandum Receipt.
6. Monitors the attendance of employees, janitorial/security personnel and reports any incident of tampering of time or any similar acts that run counter to the interest of the government. Randomly check the accuracy of employees' attendance as per Daily Time Records and logbook entry.
7. Secures the biometrics, Bundy clock and other similar devices from any attempt of destruction or sabotage that may result in inaccuracy of time appearing in the printouts.
8. Maintains orderliness and discipline among employees, contracted security and janitorial personnel at all times.

ROVING GUARD

1. Monitors compliance with CIIF COMPANIES rules and regulations on the wearing of Identification Cards (ID's), smoking, gambling, drinking alcoholic beverages, loitering, unauthorized use of the compounds, facilities and biometrics.
2. Conducts periodic check (every two hours) of the security conditions in company premises and neutralizes security hazards.
3. Determines whether the door to the generator set, fire alarm control rooms, PABX/IP PBX/Server room and other secured rooms are locked.
4. Makes sure that the fire exits are open and not obstructed immediately before office hours and closed after office hours.
5. Makes sure that all appliances/equipment/lights are unplugged/turned off and faucets closed after office hours.
6. Ensures that the rest of the guards are at their posts, in proper uniforms and performing their assigned duties to protect CIIF COMPANIES properties and facilities.
7. Monitors unusual conditions and renders a written incident report thereof.
8. Renders escort services to department VIPs when they enter and exit the building. Escort services should be provided by seconded/reliever guards and not by those in their respective posts in the area.

C. SPECIFIC POSTING

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GRANEX - ILIGAN

Post No. 1	
MAIN GATE 6am-6pm 6pm-6am	Ensure the recording of all incoming and outgoing vehicles' plate number, name of drivers and passenger, time in/time out and purpose of transaction.
Post No. 2	
DELIVERY TRUCK & PARKING AREA 6am-6pm 6pm-6am	Assist at the copra receiving /weighing section to control the operation, to ensure that the driveway is available for use & maintain proper parking of all delivery trucks / all types of vehicles.
Post No. 3	
SCRAP AREA 6am-6pm 6pm-6am	Record and monitor all activities and items covered in post for further inventory.
Post No. 4	
LOADING PIER TOWER 6am-6pm 6pm-6am	Record and assist all incoming and outgoing vessels, the corresponding date and time of arrival/departure. Check and verify the clearance to the sail out, vessel name, and signature of the approving officer.
Post No. 5	
UNLOADING AREA & CASH WITHDRAWAL (day shift only) 6am-6pm 6pm-6am	Monitor and record all vessels arriving at the unloading area. Establish procedures and assist in all cash withdrawal transactions.
Post No. 6 & 7	
SOLVENT PLANT and 69KV Substation (night shift only) 6pm-6am	Monitor /record all activities during tour of duty for further inspection.
Post No. 8	
COPRA RECEIVING (Night shift only) 6pm-6am	Conduct roving inspection to the whole area of copra receiving. Assist at copra receiving / weighing area during the operation.
Post No. 9	
TANK FARM 6am-6pm 6pm-6am	Conduct roving inspection of the whole tank farm area.
Post No. 10	
ADMIN OFFICE (Day shift only) 6am-6pm	Record daily activities, monitor and secure the area during tour of duty.

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Post No. 11	
GUEST HOUSE (Night shift only)	Monitor / record all activities during tour of duty. Conduct roving inspection to ensure that guests are safe and out of danger.

IBMC – KAUSWAGAN, LANA O DEL NORTE

Post No. 1	
MAIN GATE 6am-6pm 6pm-6am	Ensure the recording of all incoming and outgoing vehicles' plate number, name of drivers and passenger, time in/time out, and purpose of transaction.
Post No. 2	
PIER AREA (night shift only) 6pm-6am	Record and assist all incoming and outgoing vessels, the corresponding date and time of arrival/departure. Check and verify the clearance to the sail out, vessel name, and signature of the approving officer.
Post No. 3	
POWERHOUSE (night shift only) 6pm-6am	Conduct roving inspection at the whole Powerhouse area to monitor situation of the facility. Record all activities during tour of duty.

LEGOIL – ARIMBAY, LEGASPI CITY

Post No. 1	
MAIN GATE 6am-6pm 6pm-6am	Ensure the recording of all incoming and outgoing vehicles' plate number, name of drivers and passenger, time in/time out, and purpose of transaction.
Post No. 2	
PIER AREA (Night shift only) 6pm-6am	Record and assist all incoming and outgoing vessels, the corresponding date and time of arrival/departure. Check and verify the clearance to the sail out, vessel name, and signature of the approving officer.
Post No. 3	
POWERHOUSE (Night shift only) 6pm-6am	Conduct roving inspection at the whole Powerhouse area to monitor situation of the facility. Record all activities during tour of duty

COPRA BUYING STATION

Post No. 1	
MAIN ENTRANCE 6am-6pm 6pm-6am	Ensure the recording of all incoming and outgoing vehicles' plate number, name of drivers and passenger, time in/time out, and purpose of transaction. Assist all trucks delivery and to make sure that the driveway is available for parking
Post No. 2	

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COPRA RECEIVING 6am-6pm	Conduct roving inspection to whole area at copra receiving. Assist at copra receiving / weighing area during the operation.
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BODYGUARD DUTIES

1. Demonstrates alertness and vigilance at all times.
2. Clears all passages, gates and immediate vicinity prior to departure, taking stock of people and activities in the area.
3. Alight first from the vehicle to survey the area for potential danger before signaling the VIP to follow.
4. Coordinates with the driver with regards to call signs/signals in cases of crisis situations that may arise.
5. Scans the area/routes continually and makes eye contact. Must be on the alert for persons who may be carrying firearms and explosives.
6. Maintains a survival state of mind.
7. Monitors constant contact with headquarters. Service radios should always be available and maintained for assistance.

BACKGROUND INVESTIGATION

Conducts background investigation on applicants to be hired as requested by the Corporate Services Department at no cost.

COORDINATING INSTRUCTIONS

The Security and Safety Coordinator of CIIF COMPANIES or its authorized representative will coordinate with the Security Supervisor of the Security Agency, all the incidents/emergencies taking place in their respective areas of responsibility.

V. STANDARD OPERATING PROCEDURES

1. PERSONNEL AND VISITOR

- a. All CIIF COMPANIES personnel, visitors/guests, students, and personnel of services agencies (janitorial and security) are required to wear their Identification Cards (IDs) upon entering and while inside the building.

Similarly, the policy of **“NO ID, NO ENTRY”** shall be implemented in all CIIF COMPANIES buildings/installations.

- b. During office hours, CIIF COMPANIES personnel may go to annexes of the building. Beyond office hours, no employee, unless authorized to render

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overtime service, may be allowed to enter, or stay within the building or its premises. The movement of employees authorized to render overtime service shall be confined to their respective work areas as well as their ingress/egress, unless otherwise indicated in their overtime authority.

Any personnel who have to stay in the office beyond their working hours shall provide the security guard with a copy of the written authority or email instruction to do so. Stays-ins are generally not allowed unless circumstances so warrant including those who are part of the Emergency Response Team who have been trained to respond to emergency situations especially at odd hours of the day.

- c. All bags, packages, attaché cases and similar carry-alls being brought in or out of the building by CIIF COMPANIES personnel, visitors, guests, students, and contracted services personnel shall be inspected by the security guards on duty only during national or localized crisis such as when bomb threats are received by the office, coup d'etat, etc.
- d. Ensure strict compliance with COVID-19 health protocols and other pertinent health and safety measures.

2. VEHICLE CONTROL

- a. The Security Officer is provided with a list of officers authorized to sign Trip Tickets including a specimen of their signatures for the guidance of the guards on duty.
- b. All CIIF COMPANIES vehicles are used only for official business and should leave the compound with the corresponding Trip Ticket. A copy of the Trip Ticket is submitted to guards on duty, who in turn will forward the report to the Safety and Security Coordinator and Admin Department.
- c. The guard on duty must record the departure and arrival of all vehicles including the names of the drivers and passengers and the condition of the vehicles in both instances.
- d. The guard must report/document any damage/loss of accessories of CIIF COMPANIES vehicles.
- e. Enforce parking guidelines.
 - i. Record time of arrival and departure of all drivers and plate number of vehicles.
 - ii. Ensure that parked cars/vehicles do not obstruct passageways.

3. CONTRACTED SERVICES

- a. Personnel of contracted services such as security and janitorial agencies as

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well as those authorized to repair any building facilities or structures must register with the security guard on duty. They are not allowed to enter any part of the company premises which they have not been authorized.

- b. The security guard on duty conducts body and bag inspection of the contracted services personnel before they are allowed to enter the company premises as well as after they have transacted/accomplished their business. These inspections are recorded by the security guard on duty in a logbook, which is submitted weekly to the CIIF COMPANIES Security and Safety Officer.
- c. Canteen personnel and other food concessionaires operating within the CIIF COMPANIES premises as well as their visitors and vehicles shall be subject to similar regulations.

VI. EQUIPMENT REQUIREMENT

1. SUPPORT EQUIPMENT

EQUIPMENT	QTY/DESCRIPTION	LOCATION
a. Firearms	One (1) unit 9mm pistol with 1 magazine full of ammos per guard on duty (24 units total); and Three (3) units - 12 ga. Shotgun with at least 7-shotgun shells each	ALL except Head Office Legoil - Arimbay SPMC - Batangas Granex - Iligan
b. Gun storage vault	One (1) unit	ALL except Head Office
c. Cleaning and disarm station	One (1) unit	ALL except Head Office
d. Communication Equipment	One (1) unit per guard on duty	Per Station
e. Metal Detector (handheld)	Three (3) units	Legoil - Arimbay SPMC - Batangas Granex - Iligan
f. Typewriter/Desktop Computer	Three (3) units	Legoil - Arimbay SPMC - Batangas Granex - Iligan
g. Umbrellas/Raincoats	47 umbrellas 47 raincoats	ALL
h. Handheld digital cameras/ cellphones with camera	One (1) unit handheld digital camera/cellphone with camera (For on-duty security guard)	ALL

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i. Megaphones	Three (3) units	Legoil - Arimbay SPMC - Batangas Granex - Iligan
j. Flashlights	One for each guard	ALL
k. Medical Kit	One for each guard	ALL
l. Truncheons	One for each guard	ALL
m. Riot shield	Three (3) units	Legoil - Arimbay SPMC - Batangas Granex - Iligan
n. Teargas Canisters	Three (3) units	Legoil - Arimbay SPMC - Batangas Granex - Iligan
o. Rain Boots	47 rainboots	ALL
p. Police Whistles	One (1) for each guard	ALL
q. Traffic vest	47 pcs	ALL
r. Traffic Gloves	47 pcs	ALL
s. Ostrich Mirror	Three (3) units	Legoil - Arimbay SPMC - Batangas Granex - Iligan
t. Self Defense Baton Stun Gun	Each per Guard	ALL
u. Transportation Vehicle	One (1), as needed and requested or during firearm testing	ALL
v. Motorcycle with sidecar	Three (3) units	Legoil- Arimbay SPMC - Batangas Granex - Iligan

2. RESTRICTIONS ON FIREARMS

Firearms are to be carried by the security guard only during his tour of duty while in proper uniform and within the CIIF COMPANIES premises except when he is providing escort duty in the transit of cash in/out of the premises. However, when there are demands by CIIF COMPANIES Officials for adequate protection of its officials, the security guard may be allowed to bring his issued firearms outside the CIIF COMPANIES premises under a special permit from the Chief of PNP.

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VII. ADMINISTRATIVE SANCTIONS AND PENALTIES

1. In case of breach of contract

CIIF COMPANIES have the right to rescind, terminate or abrogate its contract with the security services in any of the following instances:

- a. Gross and willful negligence on the part of the contracted agency resulting in material and financial losses to CIIF COMPANIES;
- b. Falsification of license, reports and other documents submitted;
- c. Engagement/involvement in activities that are dangerous to public safety and welfare or inimical to national security;
- d. Violation of any of the provisions of Section R.A. 5487 as amended by PD 1919.
- e. Violation of the Duties and responsibilities of the Security Service Provider.

The Security and Safety Coordinator shall conduct spot inspections of security guards on post for the purpose of assessing individual discipline and compliance with the Implementing Rules and Regulations (IRR) of Republic Act 5487 as amended and the CIIF COMPANIES rules and regulations.

2. Suspension of security personnel due to incompetence

The agency shall provide a replacement guard in order not to prejudice the interests of its client in case of suspension of one or any of the contracted security guards provided, that the service of the substituted guard shall be good only during the period of such suspension.

The following shall constitute acts of incompetence such as, but not limited to:

- a. Those related to compliance in the wearing of uniforms;
- b. Late or failure to maintain and/or submit records/reports;
- c. All acts prejudicial to good conduct and behavior and others similar to the foregoing pursuant to existing laws, rules and regulations;
- d. Use of inappropriate uniform;
- e. Use of profane or uncouth language;
- f. Exercising the profession of security guard without first being duly licensed;
- g. Violation/offenses found during inspection of guards shall be reported to the management of the contracted security services through the DDG, CSO;

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- h. Discourtesy and conduct unbecoming a security guard resulting in conflict with government employees/agency or guests in the agency assigned;
- i. Carrying personally-owned unlicensed firearms or other deadly weapons whether on duty or not;
- j. Failure to notify/call the nearest Philippine National Police (PNP) Station in case of disorders, riots or strikes;
- k. Drinking alcoholic beverages and/or taking prohibited drugs while on duty;
- l. Use and/or employment of security guards for purposes of committing threats, intimidation, coercion or another crime/offense, including show of force;
- m. Issuing to guards unlicensed firearms; and posting of unlicensed guards.

VIII. INSTITUTIONAL ARRANGEMENT /LINKAGES

The designated Head Guard/s in every CIIF COMPANIES shall maintain regular liaison work with the following agencies/establishments and record of telephone numbers to facilitate communication and immediate responses whenever needed.

- Nearest PNP/military units
- Nearest Fire Department
- Nearest Hospitals
- Nearest local and civil authorities

IX. ADMINISTRATIVE AND ADDITIONAL SERVICES

1. Unusual incident occurred in CIIF COMPANIES facility should be immediately reported to the Head Guard who in turn shall submit a report to the management thru the HR Department including the action taken.
2. The report shall be filed by the Head Guard and a copy of which shall be submitted to the Security Service Provider. If the incident is criminal in nature, report the incident to the nearest PNP unit as soon as possible.
3. In case of emergencies, man-made or natural, liaison and coordination shall be made with the local civil authorities, police and fire departments and nearby hospitals. Contact the Security Service Provider if additional back-up guards are needed.
4. The Security Service Provider shall provide additional services to CIIF COMPANIES free of charge consisting with the following:

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- a. Conduct investigation on matters in connection with their service work, including investigation on reported losses.
- b. Intelligence networking and surveillance are conducted by soliciting information from within the areas to detect criminals operating in and near the areas, in coordination with other law enforcement agency.
- c. Conduct Monthly troop inspection and education of all security guards to acquaint them on policies, guidelines and instruction of II-VI Performance Metals, Inc.
- d. Conduct an In-service training program and refresher seminars of security personnel.
- e. Conduct a regular security risk assessment to evaluate the existing security measures and provide recommendations in case system changes are needed.

X. CONTINGENCY PLAN:

To minimize possible risk and losses or damages to lives and properties of CIIF COMPANIES, contingency plan is therefore necessary. Therefore, the Security Service Provider had come up with this contingency plan to secure and protect the company and its facilities.

Security Personnel are trained to act during disasters whether manmade or natural calamity. All guards were adequately trained and knowledgeable on what to do before, during and after the following incidents:

1. Theft
2. Fire
3. Typhoon
4. Bomb Threat
5. Earthquake
6. Strike or Lockout
7. Armed Assault
8. Hostage Situation

A. EMERGENCY ACTION PLAN IN CASE OF THEFT

Upon receipt of complaint from client for loss of properties, the following procedures shall be immediately conducted:

1. The Head Guard or Team Leader will immediately proceed to the scene of the crime for possible preservation and recovery traces of evidence.

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2. Photograph the scene but do not touch anything. Remember the acronym “MAC” meaning do not mutilate, alternate or contaminate the pieces of evidence left behind at the scene of the crime.
3. List down personnel who were present during the discovery of the loss.
4. Conduct initial inquiry and interview other personnel that may have knowledge about the case;
5. Summon assistance from agency investigators if the need arises.
6. Blotter the incident with the nearest PNP station that has jurisdiction of the place.
7. Prepare incident report and submit the same to the client and copy of such report must be submitted to the Security Service Provider for proper coordination in case the Agency is needed to conduct a parallel investigation of the case even the Police or other law enforcement agency had already taken up the initiative.

B. EMERGENCY ACTION PLAN IN CASE OF FIRE

FIRE PREVENTION is every one’s job, hence all employees should observe the following procedures in case of fire:

- a. Upon discovery of the fire, responding guard shall first determine the cause or severity of the fire.

If the fire is small, the guard may resort to the use of fire extinguisher installed in the area. He shall determine the kind of fire extinguisher he shall use for specific type of fire.

In using the fire extinguisher, the guard shall remember the word “**TPASS**” which means **T**- twist, **P**- pull the pin, **A**- aim the nozzle, **S**- squeeze, and **S**-sweep to the base of the fire until it is totally covered.

- b. If the fire cannot be stopped, the guard shall immediately sound the alarm. Any guard who heard the alarm shall immediately initiate the following:

1. Call help from employees or workers of the facility
2. Immediately switch off the main switch;
3. Immediately inform the designated responsible person of the company;
4. Secure all entrance and exit doors and allow no one to enter the office except those authorized;
5. All emergency exits shall be opened;
6. Identify and prepare a safe place for evacuation, if necessary;
7. Observe any suspicious looking individual for possible identity of suspect for intentional setting of fire;
8. Prevent entry of looters;
9. Secure all company properties.

- c. After the fire is extinguished, guard will only allow authorized person to enter the facility/offices after it has been declared safe by the Fire Department.

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D. EMERGENCY ACTION PLAN IN CASE OF TYPHOON

TYPHOON is a natural calamity over which we have no control. However, when they pass over our respective localities, their disastrous effects can be minimized with alertness and preparation.

1. Secured all doors and windows of the facilities. If needed, reinforce window glass, etc. with gummed tape or vinyl tape. All shutters should also be closed and secured.
2. If the water level increased, check if the electrical plug can be reached by water, if so, inform the maintenance section for them to switch off the power line
3. Store or transfer sensitive equipment and machineries to a higher ground or to a safer place to prevent them from being soaked with flood waters.
4. Keep flashlights, portable radio handy to be ready for use in case of a blackout or power cut-off.
5. Observe the surroundings and detect possible danger from falling branches of trees or any object from a higher ground. If not severely needed, do not leave the facility or go out in strong winds. If you must go out, wear a hard hat.
6. Locate for possible place for evacuation in case the situation worsened. Confirm where the nearest disaster shelter is and how to get there.
7. Pay close attention to weather forecasts. If a warning to evacuate the area is announced, evacuate as quickly as possible.
8. After the typhoon, inspect the facility and its premises for any possible damages and report the same to the management.

E. EMERGENCY ACTION PLAN IN CASE OF BOMB THREAT

BOMB THREATS are usually received thru telephone and expert says that ninety nine percent of which is negative and only one percent is positive which is dangerous if it is true.

In case of bomb threat, the following precautionary measures shall be immediately initiated by the security personnel on duty:

1. Immediately inform the concerned company officials or his designated representative at the area.
2. Keep caller on the line as long as possible. Obtain as much relevant information as possible and take note of the following;
 - The sex of the caller
 - Analyze if the caller is serious of what he or she is telling
 - The background noise of the telephone
 - Other matters that will lead to the identity and the location of the caller.

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3. Coordinate with the local enforcement authorities and/or call the PNP bomb disposal units. Inform also the Fire Department.
4. Tighten security measures by implementing luggage control and body frisking.
5. Cordon the place that is being identified by the caller where the bomb is possibly planted.
6. If the bomb is found, cordon the area, since we cannot be assured of tiny wires that may lead to the bomb explosion.
7. Evacuate the people in the nearby place that might be reached by explosion.
8. If the bomb squad defuses the bomb, effect a search for the second time to clear the area before allowing anybody to enter the place.

F. EMERGENCY ACTION PLAN IN CASE OF EARTHQUAKE

EARTHQUAKES are cannot be predicted when it will take place. Therefore, the priority concern is to ensure that damages or losses are to a minimum level by applying different actions during and after its occurrences.

1. During earthquake, **everybody should remain calm and avoid panic.**
2. If necessary, stay under the table or anything that can give protection from the falling debris. In most situation, you will reduce your chance of injury if you:

DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

COVER your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees.

HOLD on to the object that you are under so that you remain covered until shaking stops. Be prepared to move with the object until the shaking has finished.

3. Avoid seeking shelter near loosely hanging objects, shelves, unstable or high piled materials that may fall.
4. Send immediately injured employees/visitors to the nearest hospital in coordination with proper authorities.
5. Search for other person left in the facility after evacuation and report all damages of properties and injured persons to the management as well as to the Security Service Provider.

G. EMERGENCY ACTION PLAN IN CASE OF STRIKE OR LOCKOUT

In the event of projected strikes or work stoppage, the following course of action will be implemented. The provision of RA 5487 must also be strictly followed.

1. Notify immediately the concerned company officials or his designated representative at the area

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2. Assess the situation and take appropriate action to forestall violence and at the same time ensure the security and safety of all company officials and employees at the area as well as all company properties.
3. Coordinate from time to time with the concerned company officials or his designated representative at the area regarding the prevailing situation and render report on the following:
 - Damage to company property, if any and potential risk the strikers would create;
 - Date and actual time the strike started;
 - Names and number of strikers as well as activities being undertaken;
 - Posters, placards, slogans, streamers or any other strike materials displayed as well as complete description of vehicles and equipment used;
 - Issues and demands raised;
 - Plan of the strikers and any deadly weapon in their possession, if monitored;
 - Security threats against any of the Officers, staff, and security personnel.
4. Recommend to CIIF COMPANIES management the deployment of appropriate number of additional guards to augment the existing number of posted guards per shift to prevent possible looting, sabotage, vandalism or any other unlawful acts that might be created by the strikers.
5. Ensure that all guard posts are provided with emergency contact numbers of the nearest Police Precinct, Fire Department and Hospital to request for immediate assistance as the situation calls for it, observing the proper protocol in making the request.
6. Coordinate with CIIF COMPANIES management regarding the need of PNP in the strike area in order to maintain peace and order.

H. EMERGENCY ACTION PLAN IN CASE OF ARMED ASSAULT

The effective response during an armed assault is to know when to respond and how to respond to the situation. If faced with an armed individual in any of the client facility, it is important to respond appropriately.

Gunfire / Armed Assailants Within the Facility:

1. Drop and Cover. Check immediate area for the threat and if the area is clear, evacuate using any route that does not expose the employees to the threat.
2. Shelter. If evacuation is not possible, shelter in offices, rooms or other work areas securing or blocking/locking doors and taking cover under or behind desks or other furnishings, keeping out of line of sight of any windows.
3. Immediately inform the CIIF COMPANIES concerned officials or his designated representative at the area, the Security Service Provider and the nearest PNP unit regarding the presence of an armed assailant.

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Gunfire Outside the Facility:

1. If gunfire is heard at a distance, right away secure the facility gates and entrances and move into the inner portion of the facility.
2. Prevent employees and visitors of the facility from leaving the compound until it is confirmed safe to do so.

Reminder:

Do not attempt to subdue Armed Assailants if such actions could result in increased danger or injury to any employees, visitors or other personnel within the facility. If the assailant/s start shooting people even without apparent provocation and the security guards has no other alternative but to trade bullets, lie flat on the floor or take cover behind hard objects.

I. EMERGENCY ACTION PLAN IN CASE OF HOSTAGE SITUATION

Hostage situation is a complicated case that is already beyond the competency of any guard, therefore it is normally recourse to the handling of the case to the PNP or other Law Enforcement Agency with expertise in this kind of situation. However, the guards in the area of responsibility encountering this kind of situation can contribute to maintain order by doing the following things:

1. The guard will immediately inform the concerned company officials or his designated representative at the area, the Security Service Provider and the nearest PNP unit of the hostage situation for immediate help.
2. The guard must keep the line of communication open for the hostage taker and if necessary, the hostage victim in order to determine the motive and wants of the hostage taker;
3. Guard must avoid confrontation with the hostage taker and wait for the arrival of proper authorities;
4. Guard must not allow other people to intervene with the situation because of the possibility of making the situation worse. He must cordon the area for any persons not involved in the crisis management team until the arrival of the PNP team;
5. Prepare incident report and submit the same to the client and copy of such report must be submitted to the Security Service Provider for proper coordination.

SUPPLEMENTAL RESPONSIBILITIES DURING EMERGENCY SITUATIONS

The security group will have specific responsibilities in any emergency situation. Acting in a normal protective role, the security group should undergo trainings to upgrade a skill in crowd control which is an essential duty during any serious emergency situation. While on patrol, the security must observe potential hazard violation of

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policies, signs of unauthorized intrusion, etc. This role shall come into play both for the prevention of accidents and in the emergency response.

The special responsibilities that generally fall on the security and disaster situation are as follows:

1. Control of access – this will include maintaining records of all persons entering or leaving the CIIF COMPANIES premises during emergency situations;
2. Traffic control – includes providing for unimpeded access of outside emergency units, security for example will meet responding Fire Department or bomb squad units, provides information as to the location and type of emergency and in some circumstances provide escort service;
3. Protection of property. – Physical security becomes even more essential when the facility is evacuated or the confusion accompanying a major disaster (include Copra and other raw materials, including deposits) – as Lessee;
4. Prevention of theft, looting, sabotage and espionage;
5. Direction and control of personnel;
6. Direction and control of evacuation procedures
7. Assistance in terms of first aid, rescue and other emergency needs;
8. Protection of vital information, documents, records, etc;
9. Control of hazardous areas, classified areas, high value areas or property;
10. Establishing communication with outside agencies such as local law enforcement, Fire Department, hospital ambulance service and other health service facilities.
11. Assisting injured employees;
12. Guiding employees and visitors to safety areas;
13. Crowd control;
14. Preventing panic;
15. Firefighting; and,
16. Other special duties governed by the local circumstances.

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