



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
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"Committed to Service, Development and Self-Reliance"



ISO 9001:2015 Certified
Cert. No. 66478

"ANNEX A"

TERMS AND CONDITIONS OF SECURITY SERVICES for 2019-2021

QUALIFICATION OF A SECURITY GUARD:

- a. Filipino citizen
- b. At least High School Graduate
- c. Physically and mentally fit
- d. Not less than eighteen (18) years of age not more than fifty (60) years;
- e. Undergone at least Training Course or its equivalent
- f. Duly licensed including the Security Officers and properly screened and cleared by the PNP, NBI, and other government offices issuing clearance for employment.
- g. Of good moral character and reputation, courteous, alert and without criminal and police record
- h. In proper uniform and armed with licensed pistol, revolver or rifle with sufficient ammunition at all times during his/her tour of duty.
- i. The profile of security guards must be submitted to the **WATER DISTRICT** for the verification and prior to rendering their respective services.

REQUIRED LICENSE:

- a. **Regular License - Personnel License Card that is valid for three years (as per PNP-SOSIA Memorandum dated May 23, 2011).**
- b. Renewal of license to exercise of profession shall also be filed with SOSIA after completion of the required retraining and requirements for renewal of license. The requirements are as follows:
 - Application for License of Private Security Guard/Officer
 - General Knowledge Examination result (PASSED)
 - Proof of training (security related training for the past three (3) years)
 - Neuro-Psychiatric Test Clearance (any government accredited testing center)
 - Drug Test Result/Clearance (accredited government drug testing center)
 - PNP Intelligence Clearance (DI) or NBI Clearance
- c. All license security personnel must undergo in-service re-training at least once in every three years.
- d. All license private security personnel while in the exercise of their profession shall have in his/her body valid license to exercise private security profession together with the corresponding proof of payment of license fee.
- e. The license issued shall be the proof of authority of the grantee to engage or exercise private security profession.

EQUIPMENTS:

- a. Licensed 12 Gauge Shotgun at MKWD facilities
- b. Proper uniform, boots, sleeves, vest with whistle
- c. With portable handheld radios per station
- d. Licensed 12 Gauge shotgun and handgun at the Main Office
- e. 15 CCTV cameras/ 2 central station
- f. Vehicle for collection (LTO registered 4 wheel air conditioned vehicle 2012 and above model)
- g. Radio based at four stations
 - LTPF
 - Matalam Reservoir
 - Mua-an Reservoir
 - MKWD Main Office
- h. Metal detector and inspection mirrors

RESPONSIBILITIES:

- a. Must be present 15-30 minutes before tour of duty for proper turn-over
- b. Greet incoming guests and tenants, providing information regarding the site and surrounding area as requested by visitors.
- c. Report any untoward incidents to the Chief Security/Gate1 Operator/MKWD Supervisor's and Manager's
- e. Ensure safety of MKWD Facilities property and personnel
- f. Courtesy must be observed
- g. On imminent cases of danger the guards must be equipped either duly licensed 45 caliber pistol, 38 caliber revolver, 9mm caliber pistol, M-16 ripple or 12 Gauge Shot Gun, ammunitions, nightsticks, uniforms and other paraphernalia for security purposes and for duties outside **MKWD** compound/premises, the travel expense and other allowances must be excluded on this contract.
- h. Must show honesty towards service and possess all the qualities of being a good servant.
- i. Respond to alarms and emergency situations.
- j. Make periodic tours to check for irregularities and to inspect protection devices and fire control equipment.
- k. Perform fire prevention, safety and maintenance tasks and parking/traffic enforcement.
- l. To protect the officers, employees, and visitors from the assault, harassment, or intimidation; and to enforce and implement rules, policies and regulations aimed at maintaining security and safety threat.
- m. Prepare basic reports & communications
- n. To watch, safeguard and protect the property from theft, arson, and destruction or damages, violence or rules and safety violations

- o. The **SECURITY AGENCY** shall be responsible for the losses or damages to the property of the **WATER DISTRICT**, except those which shall be considered as fortuitous event beyond or competence of the guards control, from the time of discovery, the security guard shall report orally to the **WATER DISTRICT** and within (8) hours, a written report must be submitted; provided further, that the **SECURITY AGENCY** shall be responsible only for the losses or damages to the reported property of the **WATER DISTRICT** whenever there is no apparent intrusion of the door, window or other points of entrance/exit such as egress or ingress. The **WATER DISTRICT** shall have no authority to automatically deduct its claims for losses and/or damages from the agreed compensation for the guards, services due to the **SECURITY AGENCY** nor to withhold payment of the same without prior notice to **SECURITY AGENCY**.

LIABILITY TO GUARD AND THIRD PARTIES:

- a. The **SECURITY AGENCY** is **NOT** an agent or employee of the **WATER DISTRICT** and the guards to be assigned by the **SECURITY AGENCY** to the **WATER DISTRICT** are in no sense employees of the latter as they are for all intents and purposes under contract with the **WATER DISTRICT**.

REPLACEMENT OF ANY GUARD:

- a. The **WATER DISTRICT** may have a guard changed or replaced at any time whose work it finds or believes to be below standard, or whose conduct is unsatisfactory, or prejudicial to its interests, as determined by the **WATER DISTRICT**. The judgment of the **WATER DISTRICT** on such matters shall be final and binding should the **SECURITY AGENCY** refuse, the former may consider the same a valid cause for the termination of this Contract.
- b. Replacement of guard must have orientation with GSD and/or WRD

OFFICE TRANSACTIONS:

- a. Security Head/Officer is authorized to transact in the office.

MODE OF PAYMENT:

- a. Twice a month upon submission of accomplishment report and other supporting documents.

OTHER CONDITIONS:

- a. MKWD will select 20 security guards from the current security company to be retained.