



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
Kedutaan Republik Filipina
BANDAR SERI BEGAWAN

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BANDAR SERI BEGAWAN
BRUNEI DARUSSALAM

TERMS OF REFERENCE

Security Services

The Terms and Conditions for Security Services of the Embassy of the Republic of the Philippines in Brunei Darussalam shall be governed by the following Terms of Reference:

1. **Duration.** The contract for Security Services shall be for a duration of six (6) months commencing from 01 January 2023 and ending on 30 June 2023, which is renewable for another six (6) months until 31 December 2023 upon due notice.
2. **Coverage.** The Service Provider shall conduct services at the following sites:
 - Chancery of the Embassy of the Republic of the Philippines located at Simpang 336, Diplomatic Enclave, Jalan Kebangsaan, Bandar Seri Begawan BA 2312, Brunei Darussalam
 - The Official Residence of the Ambassador
3. **Scope of Work.** The Service Provider is expected to render professional and qualified private security services for the Philippine Embassy and the Official Residence of the Philippine Ambassador with the necessary manpower, equipment, training, experience, financial resources, and capability to provide the needed protection for the Embassy's assets and interests, and to ensure continuing and unhampered operations and provision of public services, as well the personal safety of the Philippine Ambassador.

The services to be rendered shall cover, but not limited to, the following:

- a. Provide the required number and quality of security personnel, equipment, and services necessary to protect the Embassy Chancery and Official Residence, including all those within their premises.
- b. Protection of the properties and other proprietary interest of the Embassy against theft, robbery, arson, trespass, espionage, sabotage, riot, insurrection, destruction or damage, and other wrongful and/or unlawful acts.

- c. Implementation of security and safety-related regulations, rules, guidelines and policies laid down by the Embassy in pursuit of its operations.
 - d. Regulate the entry of persons, vehicles, and/or equipment within Chancery and the Officials Residence.
 - e. Secure the premises from unauthorized persons found loitering or engaging in unauthorized or unlawful activities within the premises of the Chancery.
 - f. Report any incident and/or observation that take place within the Chancery and the Official Residence.
 - g. Secure all ingress and egress within the Chancery and Official Residence, and inspect and verify all cargoes, goods, and materials coming in and out of the premises.
 - h. Assist and submit spot reports in cases of emergency situations such as accidents, fire, typhoons, earthquakes and other natural calamities.
4. **Manpower Requirements.** The Service Provider shall provide the following manpower complement on a twenty-four hours a day, seven days a week (24/7) basis to secure and safeguard the Embassy's operations and assets:

- Five (5) security personnel, which shall be deployed as follows:
 - Three (3) personnel at the Embassy, one (1) on call during events or when necessary ; and
 - Two (2) personnel at the Official Residence of the Ambassador.

The daily schedule of shifts of security personnel shall be:

- 6:00 am to 6:00 pm shift - One (1) guard at the Embassy, who shall be assigned at the Consular Gate
- a) 6:00 am to 6:00 pm shift - One (1) guard at the Official Residence of the Ambassador
- 6:00 pm to 6:00 am shift - Two (2) guards at the Embassy, who shall be assigned at the Consular and VIP Gate
- b) 6:00 pm to 6:00 am - One (1) guard at the Official Residence of the Ambassador.

The Service Provider shall provide a list of fifteen (15) security agents from which the Embassy will select for deployment. The list shall include the biographical data, including photos and references, of the security agents proposed to be deployed at the Embassy and the Official Residence.

The security guards must be conversant in English, and shall have no derogatory record from the Brunei government and from the company.

The Embassy shall exercise the option of replacing any security agent it finds to have committed lapses in the performance of his duties. Under this

circumstance, the Service Provider shall ensure that an acceptable replacement is immediately deployed.

5. **Training.** The Service Provider shall certify that its security agents are properly oriented/trained on proper security and safety protocols. It shall likewise ensure that its security agents have undergone basic orientation on gender sensitivity, office decorum, and anti-sexual harassment policies.
6. **Other Requirements.** The Service Provider shall provide the following:
 - a) Security equipment:
 - ✓ Embassy – One (1) handheld communication radio for the guard on duty at the consular gate and one (1) for the Embassy security officer
 - ✓ Official Residence – Two (2) handheld communication radios, one (1) for post and one (1) for the Residence
 - ✓ Flashlights for each guard on duty
 - ✓ Logbooks / tables / chairs / office equipment
 - ✓ Such other tools and equipment necessary for effective rendering of security services.
 - b) Mobile Phones
 - ✓ Two (2) mobile phones – one (1) unit for the guard on duty at the Embassy and one (1) unit for duty guard at the Official Residence of the Ambassador.
 - c) The Service Provider shall ensure that a full complement of security agents, as prescribed above, is maintained at all times. If a guard is tardy or absent, the Service Provider will immediately inform the Embassy point person and deploy a replacement.
 - d) The Service Provider shall ensure that the guards maintain an hourly sweep of the grounds of the Embassy and of the Official Residence of the Ambassador using the electronic guard monitoring system. Failure to do so will be grounds for termination of contract without any financial liabilities on the part of the Embassy.
 - e) The Service Provider shall rotate the roster of the security agents at the Embassy and the Official Residence of the Ambassador on a monthly basis and as directed by the Security Officer of the Embassy.
 - f) The Service Provider shall submit Monthly Attendance to the Administrative Officer of the security agents assigned at the Embassy and Official Residence.
7. **Documentation.** The Service Provider shall submit, upon award and/or before the signing of the contract, the following:

- Proof that it is a legally established company in Brunei with at least three (3) years of relevant experience.
- A list of references from present and previous clients.
- The résumés/biographical data, together with photos, of its employees whom it proposes to be deployed at the Embassy;
- A certification that its service personnel under this contract are its regular employees.

8. **Confidentiality Clause.** The Service Provider shall ensure that each of its security agents assigned at the Embassy and the Official Residence shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Embassy prior to the commencement of the service.
9. **Terms of Payment.** The Service Provider shall submit monthly billings on the first week of the following month. Payment shall be made by cheque within seven (7) working days upon the submission of the sales invoice and complete supporting documents. All payments shall be inclusive of all applicable taxes and other lawful charges.

For further details, you may visit and or contact:

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Brunei Darussalam
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