

## Republic of the Philippines CITY GOVERNMENT OF MUNTINLUPA Bids and Awards Committee

#### NOTICE TO PROCEED

BEST ARMS SECURITY

Muntinlupa City

Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given to **BEST ARMS SECURITY** that the CONTRACT of the City Government of Muntinlupa for the "**Provision of Security Services for Various Schools in Muntinlupa**", shall commence effective FIVE (5) DAYS after acknowledging receipt hereof.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and Schedule of Delivery.

Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Kindly keep one (1) copy and return the other copy to the Bids and Awards Committee Secretariat.

Very truly yours,

Hon. ROZZANO RUFINO BI BIAZON

I acknowledge receipt of this Notice on \_\_\_

APRIL 3, 2024

Name of the Bidder or Representative \_\_

IN L. RIBERTA

Authorized signature

Munemina Munemina Nakabaradi

#### CONTRACT OF SECURITY SERVICES

#### KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT is made and entered into by and between:

**CITY GOVERNMENT OF MUNTINLUPA**, a local government unit duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with business address at the City Hall Building, National Road, Putatan, Muntinlupa City, represented in this act by the City Mayor, **HON. ROZZANO RUFINO B. BIAZON**, hereinafter referred to as the "PRINCIPAL";

- and --

Best Arms Security, a domestic corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at National Road, Muntinlupa City, represented herein by its Authorized Representative, ALVIN RIBERTA, hereinafter referred to as the "AGENCY";

#### WITNESSETH:

WHEREAS, the PRINCIPAL is desirous of contracting security and protection services for Various Schools in Muntinlupa City for 2024;

WHEREAS, in view of the expiration of the previous security and protection services contract, the PRINCIPAL has caused the procurement of said contract for the year 2024 through open and competitive bidding in accordance with the provisions of Republic Act No. 9184, or the Government Procurement Reform Act;

WHEREAS, in the public bidding that was conducted by the Bids and Awards Committee (BAC), the bid proposal of the AGENCY was found to be the Lowest Calculated and Responsive Bid (LCRB), for which a Notice of Award has been issued by the City Mayor;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereto hereby agree as follows;

#### I. CONTRACT PERIOD

This Contract shall be effective within One (1) Year.

#### II. AREA OF RESPONSIBILITY

The AGENCY shall provide Security Services in the Area of Responsibility (AOR), more specifically: Various Schools in Muntinlupa City.

#### III. FUNCTIONS AND DUTIES OF SECURITY GUARDS

The AGENCY, through the security guards deployed in the AOR, shall have the following responsibilities, functions and duties:

- Secure, protect, and guard the PRINCIPAL's properties within the AOR from theft, robbery, arson, other forms of destruction and damage and other related crimes punishable by law;
- 2. Secure, protect, and guard the PRINCIPAL's officials, employees, and visitors from assault, harassment, threat and intimidation within the AOR and its immediate surroundings;
- 3. Maintain peace and order within the AOR and its immediate surroundings;
- 4. Comply with the PRINCIPAL's rules and regulations relative to the maintenance of security and safety;
- 5. Upon order or notice of the PRINCIPAL, reinforce or provide additional security force to the AOR in cases of emergency or whenever circumstances warrant an increase in the number of security personnel deployed; and,

6. Prevent vandalism in the form of graffiti, paintings, stickers, etc. on the AOR, particularly on fences and walls of structures, and failing to prevent the same, cause their removal at its own expense, with or without notice from the **PRINCIPAL**.

#### IV. GUARD FORCE

The AGENCY shall deploy <u>One Hundred (100) Security Guards</u> to cover 24-hour security, seven (7) days a week, under twelve (12) hour-duty shifts, based on a Schedule of Deployment to be prepared by the AGENCY; provided, that the PRINCIPAL reserves the right to amend said Schedule of Deployment whenever deemed necessary without violating this Contract; and, provided, further, that the number of contracted guards may be increased or decreased any time upon the written instruction of the PRINCIPAL.

#### V. QUALIFICATIONS OF SECURITY GUARDS

The AGENCY shall designate a Security Officer who shall be in charge of the security force at the AOR and shall be directly responsible for the supervision and control of the security guards to be deployed, who must possess the following minimum qualifications:

- 1. Must be a high school graduate and with at least two (2) years of college education;
- 2. Of good moral character and reputation; must be courteous, alert, and without any criminal or police record;
- 3. Physically fit;
- 4. Between twenty-one (21) to forty-five (45) years of age, and at least five (5) feet and four (4) inches in height for males and five (5) feet and two (2) inches in height for females;
- 5. Must have passed neuro-psychiatric and/or psychological examination and standard drug testing:
- 6. Must be duly licensed, properly screened, and cleared by the Security Agencies and Guards Supervision Division (SAGSD) of the Philippine National Police (PNP) and the National Bureau of Investigation (NBI);
- 7. Preferably with First Aid Training; and,
- 8. Such other qualifications as the PRINCIPAL may deem necessary in the course of the implementation of this Contract.

#### VI. PRESCRIBED ATTIRE AND EQUIPMENT OF SECURITY GUARDS

The security guards to be deployed at the AOR by the AGENCY must be in proper uniform at all times while on duty, complete with the following paraphernalia: standard police belt, holster, handcuff, tear gas can, first-aid kit, batons or truncheons, whistle, torch/flashlight, rain coats and rain boots. The AGENCY shall likewise provide the security guards to be deployed at the AOR with a licensed firearm with ammunition, nightstick, two-way radio, and office supplies such as log book, tickler, and ballpen.

#### VII. CONSIDERATION

For purposes of billing for services rendered under this Contract, the PRINCIPAL shall pay the AGENCY the amount of FIFTY EIGHT MILLION SEVEN HUNDRED SEVENTY SIX THOUSAND FOUR HUNDRED EIGHTY PESOS (Php58,776,480.00) ANNUAL RATE (1 LOT), for twelve (12)-hour work daily, seven (7) days a week, which amount shall be inclusive of all charges, including taxes to be paid to the Government.

#### VIII. MANNER OF PAYMENT

The AGENCY shall bill the PRINCIPAL twice a month, preferably every 15<sup>th</sup> and 30<sup>th</sup> day of every month for services actually rendered by the security guards. For this purpose, the AGENCY shall submit the payroll records of the guards with their names, hours of work rendered and certification that the guards, whose names appear therein, actually and truly rendered the services for the particular billing period. Non-compliance therewith gives the PRINCIPAL the right to disallow payment of the bill; and any falsehood or misrepresentation in the certification shall constitute a breach of the Contract and a ground for termination thereof.

It is understood that a portion of the amount to be paid to the **AGENCY** represents the salaries of the security guards deployed in the AOR and shall be received by the **AGENCY** only in trust for the said security guards.

The AGENCY shall be entitled to request for a corresponding adjustment of the stipulated consideration herein in the event that the minimum wage is increased or where there is increased fringe benefit in favor of the employees pursuant to law, executive order, decree, or wage order, subsequent to the execution of this Contract; provided the AGENCY presents proof thereof, which proof shall be certified by the Philippines Association of Detective and Protective Agency Operators, Inc. (PADPAO) through its "Committee on PADPAO Rate Computation".

#### IX. SUPERVISION AND CONTROL

The AGENCY shall exercise and provide direct supervision, control, and administration over the security guards to be deployed in the AOR in accordance with laws, ordinances and pertinent government rules and regulations, as well as policies, rules and regulations prescribed by the PRINCIPAL.

#### X. OBLIGATIONS OF THE PARTIES

The Parties hereto hereby agree to assume and be guided by the following principles under this Contract:

- 1. The AGENCY is neither an agent nor an employee of the PRINCIPAL, and the security guards to be deployed by the AGENCY in the AOR are not in any manner to be considered as employees of the PRINCIPAL. Accordingly, the PRINCIPAL shall not be responsible for any and all claims for personal injury or death, or damage to, or loss of properties, caused to any security guard or to any third party by such security guard.
- 2. The AGENCY shall ensure that the security guards to be deployed in the AOR are fully covered by medical and All-Risk insurance at the AGENCY's own cost.
- 3. No employer-employee relationship shall exist between the PRINCIPAL and the AGENCY and the PRINCIPAL and the security guards to be deployed by the AGENCY in the AOR. Accordingly, the AGENCY alone is responsible for compliance with laws, rules and regulations governing the employer-employee relationship, such as payment of employees' wages, benefits, and other remuneration, and all other consequences of such relationship. The AGENCY shall submit to the PRINCIPAL true copies of payrolls and other proof of payment of wages and monetary benefits satisfactory to COA rules. The AGENCY undertakes to so comply on a monthly basis and non-compliance therewith shall be a ground for the disallowance of the payment of the bill for said period without need of notice.
- 4. The AGENCY shall be responsible for any loss of, or damage to, any of the PRINCIPAL's property within its AOR occurring or taking place during the tour of duty of the security guards of the AGENCY, provided it is made known in writing to the AGENCY within forty-eight (48) hours from the time of discovery of the loss or damage; and provided, further, that such loss or damage is not attributable to the PRINCIPAL; unless, the AGENCY is able to prove in a joint investigation conducted by representatives of the AGENCY and the PRINCIPAL that there was no fault or negligence on the part of the AGENCY's security guards.
- 5. The PRINCIPAL shall neither deduct its claim for loss and/or damage above from the payments to be made to the AGENCY for security guard services, nor withhold payment to the AGENCY without prior notice, except for non-compliance with the AGENCY'S obligations, as provided in paragraph VIII.
- 6. The AGENCY shall not be liable for loss and/or damage due to fortuitous events or force majeure beyond the control of the security guards to prevent despite the exercise of due diligence; provided that the same is reported to the PRINCIPAL within twenty-four (24) hours from occurrence thereof so that the PRINCIPAL can verify the same. For this purpose, fortuitous events or force majeure shall mean any of the following: acts of war or the public enemy whether war be declared or not; public disorders, insurrection, rebellion, sabotage or violent demonstrations; fires, earthquakes, volcanic eruption or

other destructive natural calamities; and, any other event which under Philippines law is defined as force majeure and/or fortuitous event.

7. Except upon prior written approval of the PRINCIPAL, no security guard shall render overtime, or two (2) successive tours of duty in one day, nor shall each security guard's scheduled tour of duty overlap with that of another. Otherwise, the PRINCIPAL shall have no obligation to pay the AGENCY for the overtime rendered.

#### XI. REPLACEMENT OF SECURITY GUARDS

The **PRINCIPAL** shall have the exclusive right to have the security guards assigned at the AOR changed or replaced, if in its opinion or standard, their performance is considered below par or unsatisfactory, or where their actions tend to prejudice the interests of the **PRINCIPAL**. The latter's decision on the matter shall be final and binding. Failure on the part of the **AGENCY** to take appropriate action on the request for replacement of security guards by the **PRINCIPAL** with forty-eight (48) hours from receipt of formal advice from the shall be considered a just cause for the termination of this Contract.

#### XII. PERFORMANCE SECURITY

- a) Thirty Percent (30%) of the Contract Price (One (1) Year), in the form of Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security;
- b) Five percent (5%) of the Contract Price (One (1) Year), in the form of bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank;
- c) Five percent (5%) of the Contract Price (One (1) Year), in the form of cash, cashier's/manager's check issued by a Universal or Commercial Bank.

#### XIII. EFFECTIVITY

This Contract shall be effective throughout the duration of the contract period, unless sooner terminated in accordance with the provisions of paragraph XV. However, it may be extended or renewed monthly by the **PRINCIPAL** as the exigency of the service may require or until a new contract shall have been awarded for the succeeding year, subject to the mutual agreement of both Parties.

#### XIV. LIQUIDATED DAMAGES

The **PRINCIPAL** shall, without prejudice to other remedies under this Contract and under applicable law, deduct from the Contract Price, as liquidated damages, a sum equal to one-tenth of one percent (1/10 or 1%) of the Contract Price for each week or part thereof of delay in the performance of the **AGENCY**'s obligations and up to a maximum deduction of fifteen percent (15%). Once the maximum is reached, the **PRINCIPAL** may consider the termination of the Contract pursuant to paragraph XV.

#### XV. TERMINATION

Either Party may terminate this Contract for breach of any provision hereof and for other legal causes by written notice given to the other party at least three (3) months before the intended date of termination.

#### XVI. DISPUTE RESOLUTION

Any dispute or controversy between the Parties in connection with or arising from this Contract shall, as far as practicable, be settled amicably by the Parties.

During the pendency of any such dispute, the AGENCY shall proceed diligently with the performance of its obligations and undertakings under this Contract as directed by the PRINCIPAL.

Should the PRINCIPAL be constrained to resort to court action to enforce or safeguard its rights and interest under the Contract, the AGENCY shall be liable to the PRINCIPAL for attorney's fees in an amount equal to twenty percent (20%) of the total sum claimed in the Complaint, but in no case less than P50,000.00, whichever is higher, exclusive of damages and the expenses of litigation. Any and all disputes arising out of this contract shall be filed by the Parties in the proper court of Muntinlupa City, Metro Manila, to the exclusion of all other courts, bodies and tribunals.

#### **AMENDMENTS** XVII.

Except as expressly provided in the Contract, no modification of the terms and conditions or any of the provisions hereof shall be made except by a written instrument, which shall be signed by both Parties.

#### XVIII. AGENCY WARRANTY

The AGENCY warrants that it has not given or promised to give money, gift, or any material favor/consideration to any officer or employee of the PRINCIPAL in consideration of or to secure this Contract and that any violation of this warranty shall be sufficient ground for the PRINCIPAL to revoke or cancel the same with or without need of judicial action, by giving written notice to the AGENCY.

IN WITNESS WHEREOF, the Parties hereto and their principal witnesses hereby set their hands on this document on the \_\_\_\_ day of \_\_\_\_\_\_ 2024 at Muntinlupa City.

CITY GOVERNMENT OF MUNTINLUPA

Principal

By:

Best Arms Security Agency Inc.

Agency

General Manager

Signed in the Presence of:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

CITY OF MUNTINLUPA

) S.S.

BEFORE ME, a Notary Public for and in Muntinlupa City, this \_\_\_ personally appeared:

Passport/ID No.

Valid Until

Mayor Rozzano Rufino B. Biazon

Alvin Riberta

Paceport No. P18696556

Driver's Likelle No. NO3-07-009067

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own voluntary act and deed.

WITNESS MY HAND AND SEAL.

Doc. No. 453;

Page No. 92;

Book No. ××V; Series of 2024.

PTR No. 10621678; 03 January 2024; Humbridge City 18P No. 408378; 05 January 2024; PPLD MCLE Complemen No. VII-2020604; Valid URE 14 AIFS 2025



# REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION LAND TRANSPORTATION OFFICE ORIVER'S LICENSE



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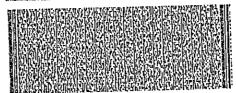
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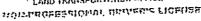
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IV. IN CASE OF EMERGENCY NOTIFY:
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### republic of the prilippines DEPARTMENT OF TRANSPORTATION LAND TRANSPORTATION OFFICE







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