





Republic of the Philippines  
**ORMOC CITY TOURISM OFFICE**  
Ormoc City

Security Services of Ormoc City Tourism Office

**TERMS AND CONDITIONS**

- Contract will cover from September to December 2024 subject for extension on a month-to-month basis for a maximum period of one (1) year in the absence of any notice of termination issued by the management of the Ormoc City Tourism Office prior to the date of expiration.
- From the approved budget, the security provider/agency must provide six (6) security personnel with the following shift/schedule:
  - a) 1<sup>st</sup> shift @ 6:00AM – 2:00PM – 2 guards
  - b) 2<sup>nd</sup> shift @ 2:00PM – 10:00PM – 2 guards
  - c) 3<sup>rd</sup> shift @ 10:00PM – 6:00AM – 2 guards
- Number of security personnel can be adjusted during big events provided there will be one (1) week notice.
- a) The security provider/agency shall be responsible for the monthly salary and wages of the security personnel in adherence to labor laws and other social legislations;
- b) Services of the security provider can be terminated prior to the expiration for failure to perform its obligation and unsatisfactory level of performance based on prescribed set of performance criteria which shall include, among others, the following:
  - 1. Quality of service delivered
  - 2. Time management
  - 3. Management and suitability of the personnel
  - 4. Provision of regular progress reports
  - 5. Adherence and compliance to Ormoc City Tourism Office management policies.
- c) Prospective bidders must submit the following set of technical parameters:
  - a) Stability of the agency/security provider
    - ✓ Years of experience
    - ✓ Liquidity of the agency/contractor
    - ✓ Organizational set-up
  - b) Resources
    - ✓ Number of licensed firearms
    - ✓ Number and kind of communication devices
    - ✓ Number and kind of Motor-powered vehicles
    - ✓ Number of licensed guards
  - c) Security Plan
  - d) Other factors
    - ✓ Recruitment and Selection Criteria
    - ✓ Completeness of uniforms and other paraphernalia's

- In addition, prospective bidders must submit the following required documents:
  - a) Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the bidding documents;
  - b) Current Mayor's Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located;
  - c) Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar, or not similar in nature and complexity to the contract to bid;
  - d) The prospective bidders audited financial statement, showing, among others, the prospective bidders total and current assets and liabilities, stamped "receive" by the BIR or its duly accredited and authorize institutions, for the immediately preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
  - e) National Tax Clearance per Executive Order 398, series of 2005, as finally received and approved by the BIR;
  - f) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of IRR of RA 9184;
  - g) Omnibus Sworn Statement
  
- License to operate as Private Security Agency (for Security Services).

Prepared by:

  
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Noted by:

  
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ORMOC CITY TOURISM OFFICE

Tourism Information Center: Ebony St., Ormoc City, Leyte  
Tourism Office (main): Museum, Old City Hall, Left wing, District 12, Ormoc City, Leyte  
(053) 556-2639  
[www.ormoc.gov.ph](http://www.ormoc.gov.ph)