



**Memorandum Circular No. 2021- 03**

TO : ALL MEMBERS and INTERESTED PARTIES  
FROM : THE BIDS & AWARDS COMMITTEE  
DATE : February 4, 2021  
SUBJECT: TERMS OF REFERENCE FOR SECURITY SERVICES

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**SCOPE OF WORK:**

1. Discuss the security problem that could be found on surveyed installation and provides recommendations to effectively manage existing vulnerabilities of VALLEY GOLF and COUNTRY CLUB, INC.
2. To help further improve security situation and loss prevention program of VALLEY GOLF and COUNTRY CLUB, INC. as a whole and assist the management to develop policies and procedures to do the following:
  - a. Protect against internal and external theft, including embezzlement, fraud, theft, burglary, robbery.
  - b. Develop access control procedures designed to protect the facility perimeter as well as the equipment located internally.
  - c. Provide control over the movement and identification of Employees(s), Customers(s) Contractor(s) and visitors in the area.
  - d. Identify the internal resources available needed for the establishment of an effective security program.

**DETAILS:**

1. The AGENCY shall provide the VALLEY GOLF with uniformed guards equipped with necessary license and paraphernalia to provide the security services required by the VALLEY GOLF. It is further understood that the Agency shall provide its uniformed guards with the following:
  - a. Licensed firearms; Caliber .9MM One (1) pc, Caliber .38 Revolver Six (6) pcs., Shotgun 12GA Four (4) pcs. with ammunitions,
  - b. Flashlight, (All Security Guard on post),
  - c. Electronic Metal Detector (Employees Entrance),
  - d. Traffic vest w/ globes,
  - e. Whistle,

- f. Nightstick,
- g. Tear Gas,
- h. Medical Kit,
- i. Handcuff,
- j. Rain Coat & Rubber Boots (All Security Guards on post),
- k. Radio Communication System,
- l. Motor Vehicles -4 Wheels (One Unit –Standby),
- m. Four (4) units Motorcycle (Oic & Sic Roving ),
- n. One (1) unit Mountain Bicycle for fairway roving
- o. Portable Spotlight,
- p. Computer Set w/Printer,
- q. One (1) unit Digital Camera,
- r. CCTV's for each gate (Sumulong, Bridge & Ortigas Gate),
- s. Two (2) units under chassis mirror
- t. Bodycam for all gates (Sumulong, Bridge, Secondary, Ortigas & Main Lobby)
- u. Biometrics for all personnel
- v. Installation of Tour guard chips (roving chips) at strategic location of both courses, clubhouses and along dct and interior roads.
- w. Other paraphernalia (whenever applicable) to be used in all security related activities to protect the VALLEY GOLF's, members, officers, employees, guests and properties from all forms of crimes. Gasoline expenses will be provided by the AGENCY.

2. As required by the Client, security detachment to be established by the AGENCY shall consist initially of the following number of Guards with minimum height of 5' 7"

Day shift (12 hrs. duty)	-	16 Guards
Night shift (12 hrs. duty)	-	16 Guards
Day shift (8 hrs. duty)	-	1 Guard
Night shift (8 hrs. duty)	-	1 Guard
Day shift (12 hrs. duty)	-	1 OIC
Day shift (12 hrs. duty)	-	1 SIC
Night shift (12 hrs. duty)	-	1 SIC
		=====
	=	37 Personnel
		=====
 <i>Reliver</i>	 -	 2 Guards

3. The AGENCY binds itself to strictly pay the wages, salaries, and other compensations and emoluments of the guards assigned to the VALLEY GOLF in accordance with the provisions of the Labor Code and its implementing rules and regulations as well as minimum wage orders, including night shift differentials, overtime, holiday compensation, service incentive leave and other benefits based on the rates required by the law and considering the working conditions under which they are employed. The AGENCY likewise assumes full responsibility for the compliance with the provisions of the Social Security System (SSS), Employees Compensation Commission (ECC), Philhealth and Pag-Ibig including the remittance of the necessary contributions to these governmental agencies.

4. The AGENCY shall be responsible for the following:

- a. Utilities including water, light, power, and telephone services pertaining to the barracks of the Security Agency shall be for the account of the AGENCY.
- b. The AGENCY shall be responsible for the safeguard, security, protection and regular monitoring and check up of all real properties including the list of land stated below and other real properties inside the premises of the VALLEY GOLF, and other proprietary interest of the VALLEY GOLF against trespassing, squatting, further intrusion or increase of squatters and illegal entry into the property or building and other wrongful and unlawful acts by strangers and third parties or by its own employees, and from such acts that may be prejudicial to the property and interest of the VALLEY GOLF.

TCT NO.	AREA( SQ. M. )	DESCRIPTION
<b>INVESTMENT PROPERTIES - LAND</b>		
143015	978	Lot 48. Blk 3
143032	961	Lot 10, Blk 5
224934	2,465	Lot 50, Blk 26
224935	2,901	Lot 51, Blk. 26
068-2017007278	1,362	Lot 1 (for transfer to Sitio Mulawin)
068-2017007280	352	Lot 3 (road Sitio Mulawin)
068-2014000462	985	Lot 6-A-6-A-1
068-2014000463	388	Lot 6-A-6-A-2
	<b>10,392</b>	
<b>GOLF COURSES</b>		
65718	9,470	3rd 9 part of North Course, Lot No. 1374
65720	11,367	3rd 9 part of North Course, Lot No. 1373
140092	114,507	South Course & Nursery
224981	178,091	3rd 9, Blk 32
163-2017003369	593,755	Lot 1 - B - 4 South Course & Clubhouse
367118	12,035	Lot 1 - A - 2 North Course
365719	11,507	Lot 1 - A - 3 North Course
365718	28,775	Lot 1376 part of North Course
367121	23,388	Lot 1377-B part of North Course
	<b>982,895</b>	
<b>OTHER LOTS FOR SALE</b>		
694190	467	LOT 7-D
224877	1,000	Lot 1, Blk 25, / 110,000 gals. Reservoir site
518354	2,082	Lot 8 (Sitio Malaya)
	<b>3,549</b>	

**OTHERS**

118298	1,016	Lot 1-A
118406	27,955	Lot No. 1353
132388	9	Lot 5 - B
132510	843	Lot 3 - A - 3 - B
135230	981	Lot B
136768	86	Lot 8, Blk 12
136774	85	Lot 5, Blk 13
140577	352	Lot 11 Blk 1
140581	152	Lot 15, Blk 1
140582	96	Lot 16, Blk 1
140583	311	Lot 17, Blk 1
140595	99	Lot 12, Blk 2
143111	1,815	Lot 29, Blk 7
224823	301	Lot 38, Blk 16
224824	119	Lot 39, Blk 16
224852	168	Lot 19, Blk 18
224882	1,419	Lot 6, Blk 25
224883	784	Lot 7, Blk. 25
226005	97	Lot 9, Blk 23
226495	175	Lot 10, Blk 22
448451	969	Lot 30, Blk 16
494532	1,419	Lot 2
494545	718	Lot 8
494546	222	Lot 9
N - 21041	146	Lot 1 -E
N - 64469	251	Lot 4
	<u>40,588</u>	

- c. The AGENCY shall be responsible for the safeguard, security, protection of the entire Don Celso Tuason Ave. to ensure the protection of the rights and interests of Valley Golf as the sole owner of the Don Celso Tuason Ave., unhampered flow of traffic, protection against illegal entry and claimants of the properties of the VALLEY GOLF.

**ROADS, STREETS and RIGHT OF WAY**

118299	341	Lot 2 - B - 1 / Road Lot
132393	5,518	Lot 8 - D / Portion of Main concrete road to clubhouse
132394	7,480	Lot 8 - E / Portion of Main Concrete road to Clubhouse
132396	9	Lot 9 - B - 2 - B/Portion of Main Concret to Clubhouse
132398	1,170	Lot 9-B-2-D/Portion of main concrete road to clubhouse
132401	4,705	Lot 9-B-2-G/Portion of main concrete to clubhouse
133299	6	Lot 4 - A -1-B / Road lot
134279	1,366	Lot 4-A-3-C/Portion of main concrete to clubhouse
134282	1,354	Lot 1-B-3/Portion of Main concrete road to Clubhouse
134677	5	Lot 19 - B (Road Widening)
136775	1,901	Road Lot 1
136776	181	Road Lot 2
138900	1,169	Street Lot 7
138901	3,016	Street Lot 8
140597	6,287	Road Lot 2
140598	3,172	Road Lot 3
143004	153	Lot 37 , Blk 3 (Alley)
143129	2,523	Street Lot 1
143130	2,537	Street Lot 2
143131	4,636	Street Lot 3
143132	5,829	Street Lot 4
143133	5,751	Street Lot 5
143134	3,281	Street Lot 6
143135	1,140	Street Lot 9
143136	15,339	Street Lot 10
143137	583	Street Lot 11
224982	3,255	Street Lot 1
224983	8,980	Street Lot 2
224984	4,517	Street Lot 3
224985	4,986	Street Lot 4
224986	1,599	Street Lot 5
224987	7,855	Street Lot 6
224988	1,116	Street Lot 7
224989	535	Street Lot 8
224990	8,242	Street Lot 9
224991	1,492	Street Lot 10
224992	5,642	Street Lot 11
224993	1,767	Street Lot 12
224994	2,277	Street Lot 13
226520	1,585	Road Lot 1
226521	2,997	Road Lot 2
226522	4,337	Road Lot 3
226523	1,398	Road Lot 4
226524	2,435	Road Lot 5
518338	5,369	Lot 6 - A - 1 / Existing Private road
518347	13,950	Lot 1 - Private Road
(Certified True copy only)		
681561	174	LOT 6-A-7-B Right of Way
681622	280	LOT 6-A-9-B Right of Way
694188	292	LOT 7-B Right of Way
694193	401	LOT 5-A Right of Way
518341	832	Lot 6 - A - 4

**165,765**

- d. The AGENCY shall be responsible for keeping the Don Celso Tuason road, sidewalks and side streets free from ambulant vendors and other illegal vendors not authorized by the VALLEY GOLF.
- e. The AGENCY shall be responsible for strictly implementing the “no helmet no entry & travel policy” for all motorcycle drivers and passengers along Don Celso Tuason Ave.
- f. The AGENCY shall be responsible for the control of entry of tricycles along Don Celso Tuason Ave. and shall allow only the thirty two (32) authorized VGTODA tricycles to ply from Ortigas Gate to Secondary Gate. No other tricycles are allowed parking, entry and ply.
- g. The AGENCY shall be responsible for the orderly parking of the VGTODA tricycles and the Shuttle services in the area allowed by the VALLEY GOLF and to ensure the unhampered flow of traffic.
- h. The AGENCY shall be responsible for implementing the “no film production policy” along the entire Don Celso Tuason Ave., the side streets within the premises of the VALLEY GOLF, the Ortigas, Secondary, Bridge and Sumulong gates unless authorized by the VALLEY GOLF.
- i. The AGENCY shall be responsible for implementing the “no parking policy” of all vehicles including generator sets trucks along the entire Don Celso Tuason Ave. for all film production on private residences of all subdivisions.
- j. The AGENCY shall be responsible for collecting and remitting the Road User’s Fee and implementation of other policies on the DCTA.
- k. All verified any major violation of the AGENCY and its staff on the implementation of the terms and conditions of this contract will be documented and reported to the Management of the AGENCY. A penalty of FIVE THOUSAND PESOS (Php.5,000.00) per violation will be billed separately to the AGENCY. Reports of violation will be properly documented in writing and verified by the CLIENT.
- l. The AGENCY shall be responsible to submit names and relevant information of all personnel to be deployed to Valley Golf and Country Club for approval.
- m. The AGENCY shall be responsible that any removal, replacement, re-deployment should likewise be submitted for approval.
- n. The AGENCY shall be responsible to submit lie detector report of guards every quarter.

- o. The AGENCY shall be responsible to conduct random covert surveillance of all Security guards.
  - p. The AGENCY will be charged a penalty of Php 5,000.00 per ticket for falsification the following:
    - ❖ Toll fee ticket
    - ❖ Passing Thru ticket
    - ❖ Car Sticket
  - q. Affidavit or undertaking signed by the President or Treasurer that participant pays its employees their salaries and wages, withhold and remit taxes and remit social security and other social welfare contributions strictly according to relevant laws and regulations.
5. As a guarantee to the faithful compliance of the AGENCY, it shall post a performance security from a reputable bonding institution acceptable to Valley Golf equivalent to 30% of the contract amount.