

SCOPE OF WORK

SECURITY SERVICES FOR CY 2026 Embassy of the Republic of the Philippines, Islamabad

I. OBJECTIVE

To provide high-quality, reliable, and professional security services to safeguard the personnel, premises, property, and operations of the Embassy of the Republic of the Philippines in Pakistan for Calendar Year 2026, ensuring a secure environment at all times.

II. CONTRACT DURATION

The Contract shall commence on 01 January 2026 and shall remain effective until 31 December 2026, unless earlier terminated in accordance with the provisions stipulated herein.

III. AREA OF OPERATION

Philippine Embassy Building Complex
Plots 3, 4, and 5, Diplomatic Enclave
G-5, Islamabad, Pakistan

IV. DUTY TIMING

Security coverage shall be provided on 24/7 basis through two (2) 12-hour shifts per day, with five (5) guards deployed on day time and four (4) guards on night time. At least four (4) guards must possess adequate working knowledge of English, with two (2) of them assigned to each shift.

V. GENERAL SCOPE OF SERVICES

1. The Contractor shall provide comprehensive security services which shall include, but not be limited to, the following:
2. Maintain 24-hour manned guarding at the Embassy premises.
3. Coordinate and maintain active communication with the Diplomatic Police as required.
4. Deploy nine (9) trained, fully equipped, and qualified security guards, evenly distributed per shift, Seven (7) males guards and two (2) lady guards.
5. Ensure that all security personnel have completed training in the following areas:
6. Basic Security Course
7. Firearms Use and Safety
8. Occupational Safety and Health
9. Radio Equipment Operation Procedures
10. Crisis Management & Emergency Response (fire, medical, bomb threats, unruly behavior, etc.)
11. First Aid and CPR
12. Crime Scene Preservation

13. Traffic Control
14. Appropriate Use of Force
15. Records, Forms, and Incident/Report Writing
Documentary proof of training must be submitted before contract commencement.
16. Ensure compliance with all national and local legislation on company registration, taxation, labor standards, compensation, and all sector-relevant regulations.
17. Conduct monthly ad hoc inspections to ensure compliance with service standards.
18. Ensure timely payment of salaries to guards posted at the Embassy. Delays resulting in service disruption may result in penalties imposed by the Embassy.
19. Ensure that all guards are properly dressed in complete uniforms and PPE as required.
20. Advise the Embassy on security improvements, vulnerabilities, or enhancements for better service delivery.
21. Provide and maintain the following equipment:
22. Security Equipment Requirements
 - a. First Aid Kit (minimum one per shift)
Contents must include, but are not limited to:
 23. Plasters (various sizes)
 24. Sterile gauze dressings (small/medium/large)
 25. Sterile eye dressings
 26. Triangular bandages
 27. Crepe bandages
 28. Safety pins
 29. Disposable sterile gloves
 30. Tweezers, scissors
 31. Alcohol-free cleansing wipes
 32. Sticky tape
 33. Digital thermometer
 34. Skin rash cream
 35. Anti-insect bite spray/cream
 36. Antiseptic cream
 37. Painkillers (paracetamol/ibuprofen; NO aspirin for children)
 38. Antihistamines
 39. Distilled water
 40. Any other essential emergency medical supplies
 - b. Per Guard, Per Shift:
 42. One (1) working whistle
 43. One (1) baton
 44. One (1) flashlight
 45. One (1) short-wave radio
 46. One (1) handgun for the Main Gate post
 47. One (1) handgun for the Consular Section post
 - c. General Equipment:
 49. Two (2) touchless forehead thermometers with batteries
 - d. The Contractor shall ensure that all equipment is fully functional and within expiry/validity. The Embassy reserves the right to conduct unannounced inspections.
51. Provide warning signs and barriers as needed.

52. Maintain cleanliness and order in security posts, including spot cleaning of carpets in guard areas.

VI. ROLES AND RESPONSIBILITIES OF SECURITY GUARDS

1. Security guards shall perform 24/7 access control and protective functions, including but not limited to:
2. Perform continuous monitoring and ensure safety of Embassy personnel, visitors, and property.
3. Monitor and control access to restricted areas, reporting all violations.
4. Log entry and exit of all visitors and visitor vehicles.
5. Check all office doors and windows after office hours; report unsecured areas.
6. Ensure lights, AC units, and office machines in common areas are turned off after hours.
7. Maintain oversight of Embassy officials and staff vehicles within and around the compound.
8. Control all pedestrian and vehicle entry/exit points as per Embassy security protocols.
9. Conduct regular internal and perimeter patrols.
10. Conduct surveillance for fire, leaks, hazards, or suspicious activity; report any findings immediately.
11. Screen all incoming items to prevent entry of dangerous or unauthorized materials.
12. Investigate and report all security incidents, breaches, or irregularities.
13. Resolve incidents directly or escalate to Embassy supervisors when necessary.
14. Provide emergency assistance (fire response, medical aid, evacuation support).
15. Assist Embassy personnel, visitors, and guests as appropriate.
16. Report for duty when required, even outside regular schedules (on-call).
17. Perform any other security duties reasonably required by the Embassy.

VII. QUALIFICATIONS OF SECURITY PERSONNEL

1. All deployed personnel must meet or exceed the following minimum standards:
2. At least 20 years old
3. In good physical and mental health, capable of performing patrol and emergency duties
4. Free from communicable diseases
5. Well-proportioned (appropriate height/weight ratio)
6. Binocular vision correctable to 20/30, with adequate color acuity
7. Ability to hear normal conversation at 3 meters without hearing aids
8. Must pass a pre-hire physical examination at the Contractor's expense
9. At least four (4) guards must read, write, and communicate effectively in English
10. Must have no criminal convictions or dishonorable dismissals
11. Must possess capacity to learn and follow all post orders and SOPs

VIII. MANPOWER MANAGEMENT

1. In case of absence of any guard, the Contractor shall immediately provide a security-cleared reliever, subject to approval of the Administrative Officer, Security Officer, and Building Manager.

2. Contractor shall submit a list of pre-cleared relievers prior to contract effectivity.
3. The Embassy reserves the right to request replacement of any guard for justified reasons (poor performance, violations, misconduct).
4. Immediate replacement must come from the reliever list.
5. Permanent replacement may be provided within ten (10) calendar days, subject to standard security clearances.
6. During emergencies or special circumstances, guards may be required to report outside regular shifts; compensatory time off is recommended to be provided by the Contractor.
7. Operational control over guards shall rest with the Embassy's Administrative Officer, Security Officer, and Building Manager.
8. Guards shall refrain from entering the Embassy Community Center unless authorized.
9. Embassy officers may conduct periodic inspections of guards and equipment. Embassy may terminate the contract with or without cause by providing one (1) month written notice.
10. The Contractor shall designate one (1) Guard-in-Charge / Shift Supervisor responsible for daily coordination with the Embassy and enforcement of post orders.
11. The Contractor shall also designate a Company Liaison Officer who can be contacted 24/7 for urgent matters, incident escalation, and manpower issues.

IX. CONFIDENTIALITY

All security personnel shall execute a Non-Disclosure Agreement (NDA) prior to deployment and must strictly adhere to Embassy privacy and security policies.

NOTE TO BIDDERS

Bidders must submit a Statement of Compliance, signed by an authorized representative. Each provision must be marked "Comply" or "Not Comply", with supporting evidence. Unsupported or contradictory statements will render the bid non-responsive. False declarations may result in disqualification or prosecution. Joint ventures must submit proof of authority for signatories.