



SECURITY SERVICES CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Contract, entered into and executed this _____, at Quezon City, Philippines by and between:

The **HOUSING AND LAND USE REGULATORY BOARD (HLURB)**, a government entity with temporary office and business address at Sunnymede IT Center, 1614 Quezon Ave., Brgy. South Triangle, Quezon City, represented by its Commissioner and Chief Executive Officer, **ATTY. LLOYD CHRISTOPHER A. LAO**, herein referred to as the **CLIENT**;

- and -

GREENLEAF SECURITY SERVICES CO., organized and existing under and by virtue of the laws of the Republic of the Philippines, with office and postal address at 12 Xavierville Avenue corner Pajo Street, Loyola Heights, Quezon City, represented herein by its Marketing Manager, **MR. DENNIS R. MESCALLADO**, herein referred to as the **AGENCY**.

WITNESSETH: That

WHEREAS, the **CLIENT** is desirous of engaging the services of the **AGENCY** for the purpose of maintaining peace and order, security and safety on **CLIENT**'s premises at Sunnymede IT Center, 1614 Quezon Ave., Brgy. South Triangle, Quezon City by guarding and protecting its properties within the areas of responsibilities, its immediate surroundings and such other places as designated by the **CLIENT**, from forcible entry, robbery, theft, destruction or damages to properties as well as protecting its officers and employees and visitors from assault, harassment, threat or intimidation and other harmful acts; and enforcing and implementing its orders, directives, rules, policies and regulation relative to the maintenance of security and safety, thereat;

WHEREAS, as a result of the public bidding duly conducted for the purpose on 19 December 2017, the HLURB Special Bids and Awards Committee (SBAC) recommended the award of the Contract for Security Services to **GREENLEAF SECURITY SERVICES CO.** since the latter's offer is the most advantageous and not prejudicial to HLURB.

NOW THEREFORE, for and in consideration of the foregoing premises and of the mutual stipulations and covenants hereinafter set forth, the parties hereto have agreed and by these presents do hereby mutually agree, bind and obligate themselves as follows:

**ARTICLE I
AREA OF RESPONSIBILITY**

The **AGENCY** shall provide Security Services to the **CLIENT** at its Central Office and Expanded National Capital Region Office located at Sunnymede IT Center, 1614 Quezon Ave., Brgy. South Triangle, Quezon City, herein referred to as the **Area of Responsibility (AOR)**.

**ARTICLE II
CONTRACT DOCUMENTS**

The following documents shall form integral parts of this Contract as fully as if the contents of the said documents are reproduced, incorporated and set forth herein, and shall govern and control in full force and effect the rights and obligations of the Parties, except as otherwise modified by the terms and conditions of the Contract, or by mutual agreement of both Parties in writing, and by provisions of relevant laws, codes, ordinances, rules and regulations of the government:

Annex "A" - **AGENCY's** Financial Proposal;

Annex "B" - Comprehensive Security Plan for the AOR as required by Article XII hereof;

Annex "C" - Notice of Award with the **AGENCY's** "Conforme";

Annex "D" - Other pertinent documents as may be required by the **CLIENT** and the Commission on Audit (COA).

**ARTICLE III
FUNCTIONS AND DUTIES OF THE SECURITY GUARDS**

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

1. Maintain peace and order within the AOR and the **CLIENT's** premises and immediate surroundings;
2. Secure, protect and safeguard the **CLIENT's** properties within the AOR from theft, pilferage, robbery, vandalism, arson and other forms of destruction and damage;
3. Secure, protect and safeguard the officers, employees, visitors and guests of the **CLIENT** from assault, harassment, threat or intimidation;
4. Strictly enforce and implement orders, directives, memoranda, rules and regulations of the **CLIENT** aimed at maintaining security and safety;
5. Familiarize with and comply with the **CLIENT's** rules and regulations and other standard operating procedures promulgated by the **CLIENT** relative to the maintenance of security and safety; and
6. Such other functions and duties specified by the **AGENCY** in its Comprehensive Security Plan and Emergency Response Plan submitted as part of the bidding documents.