



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
 Indang, Cavite, Philippines  
 ☎ (046) 862-0853 / (046) 4150-013 loc. 216  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE  
 AND SUPPORT SERVICES**  
**University Civil Security Services**  
**ADD-ONS TECHNICAL SPECIFICATIONS**  
**AY 2020-2021**

| Item | Specification  | Statement of Compliance |
|------|--|-------------------------|
| 1.   | 69 Guards <ul style="list-style-type: none"> <li>• 28 for Main Campus (Indang) including 2 security officer</li> <li>• 2 for Trece Campus</li> <li>• 4 for Silang Campus</li> <li>• 4 for Carmona Campus</li> <li>• 6 for Rosario Campus</li> <li>• 8 for Imus Campus</li> <li>• 6 for Cavite City Campus</li> <li>• 2 for Tanza Campus</li> <li>• 2 for Gen. Trias Campus</li> <li>• 3 for Bacoor Campus</li> <li>• 4 for Naic Campus</li> </ul>  |                         |
| 2.   | Security Guard must be – <ul style="list-style-type: none"> <li>• At least college level;</li> <li>• English conversant;</li> <li>• Detachment Commander must be college graduate and Computer literate;</li> <li>• Minimum 2 years experience in campus security;</li> <li>• At least 5 feet and 2 inches tall for female and at least 5 feet and 5 inches tall for male;</li> <li>• Preferably between the ages of 25 to 55 years old;</li> </ul>  |                         |
| 3.   | The AGENCY must submit for each guard, the following documentary requirements: <ol style="list-style-type: none"> <li>a) Barangay Clearance</li> <li>b) Community Tax Certificate</li> <li>c) Police Clearance</li> <li>d) Prosecutor and City Court Clearance</li> <li>e) NBI Clearance</li> <li>f) Drug Test</li> <li>g) Neuro Test Result</li> <li>h) Medical Certificate</li> <li>i) SOSIA Certified Photocopy of Security guard License</li> <li>j) SOCIA Certified Photocopy of Security guard training certificate</li> </ol> |                         |

|    |  |  |
|----|--|--|
| 4. | <ul style="list-style-type: none"> <li>• Uniform of all security personnel shall be white long-sleeve uniform with complete accessory and patches; and</li> <li>• Prescribed shoes for each guard is Black Charol (Wet Look)</li> </ul>  |  |
| 5. | <p>All Security Guards must have completed the following seminars/training –</p> <ul style="list-style-type: none"> <li>• Bomb Detection and Disposal Seminar</li> <li>• Safety and environmental awareness seminar</li> <li>• Firefighting Seminar</li> <li>• Disaster Preparedness</li> <li>• Anti-terrorism Seminar</li> <li>• Basic First Aide</li> <li>• Proficiency Care and Handling of Firearms</li> <li>• Orientation on Gender – Sensitivity</li> <li>• Anti-Sexual Harassment Law</li> <li>• CvSU VMGO, Policies and Standards <i>(to be included in the contract)</i></li> </ul> |  |
| 6. | <ul style="list-style-type: none"> <li>• The Agency shall provide raincoats, rainboots and Umbrella for each guard detailed at CvSU.</li> </ul>  |  |
| 7. | <p>Heavy Duty Rechargeable Flashlight</p> <ul style="list-style-type: none"> <li>• 5 for Main Campus (Indang)</li> <li>• 1 for Trece Campus</li> <li>• 1 for Silang Campus</li> <li>• 1 for Carmona Campus</li> <li>• 2 for Rosario Campus</li> <li>• 2 for Imus Campus</li> <li>• 2 for Cavite City Campus</li> <li>• 1 for Tanza Campus</li> <li>• 1 for Gen. Trias Campus</li> <li>• 1 for Bacoor Campus</li> <li>• 2 for Naic Campus</li> </ul>  |  |
| 8. | <p><b>Firearms</b></p> <p><b>Long Firearms</b> – 12 guage Shotgun with Complete number ofAmmunition</p> <ul style="list-style-type: none"> <li>• 4 for Main Campus (Indang)</li> </ul> <p><b>Short Firearms</b> – 9 mm Pistol with complete number of ammunition</p> <ul style="list-style-type: none"> <li>• 17 for Main Campus (Indang)</li> <li>• 1 for Trece Campus</li> <li>• 2 for Silang Campus</li> <li>• 2 for Carmona Campus</li> <li>• 3 for Rosario Campus</li> <li>• 5 for Imus Campus</li> </ul>   |  |


|     |  |  |
|-----|--|--|
|     | <ul style="list-style-type: none"> <li>• 3 for Cavite City Campus</li> <li>• 1 for Tanza Campus</li> <li>• 1 for Gen. Trias Campus</li> <li>• 2 for Bacoor Campus</li> <li>• 2 for Naic Campus</li> </ul>  |  |
| 9.  | VHF Radio w/ License (Kenwood Brand) <ul style="list-style-type: none"> <li>• 20 for Main Campus (Indang)</li> <li>• 2 for Trece Campus</li> <li>• 3 for Silang Campus</li> <li>• 3 for Carmona Campus</li> <li>• 4 for Rosario Campus</li> <li>• 6 for Imus Campus</li> <li>• 4 for Cavite City Campus</li> <li>• 2 for Tanza Campus</li> <li>• 2 for Gen. Trias</li> <li>• 3 for Bacoor Campus</li> <li>• 3 for Naic Campus</li> </ul> |  |
| 10. | Battery Charger for VHF Radio <ul style="list-style-type: none"> <li>• 20 for Main Campus (Indang)</li> <li>• 2 for Trece Campus</li> <li>• 3 for Silang Campus</li> <li>• 3 for Carmona Campus</li> <li>• 4 for Rosario Campus</li> <li>• 6 for Imus Campus</li> <li>• 4 for Cavite City Campus</li> <li>• 2 for Tanza Campus</li> <li>• 2 for Gen. Trias</li> <li>• 3 for Bacoor Campus</li> <li>• 3 for Naic Campus</li> </ul>        |  |
| 11. | Spare Battery for VHF Radio <ul style="list-style-type: none"> <li>• 20 for Main Campus (Indang)</li> <li>• 2 for Trece Campus</li> <li>• 3 for Silang Campus</li> <li>• 3 for Carmona Campus</li> <li>• 4 for Rosario Campus</li> <li>• 6 for Imus Campus</li> <li>• 4 for Cavite City Campus</li> <li>• 2 for Tanza Campus</li> <li>• 2 for Gen. Trias</li> <li>• 3 for Bacoor Campus</li> <li>• 3 for Naic Campus</li> </ul>          |  |
| 12  | Under Chassis Mirror <ul style="list-style-type: none"> <li>• 2 for Main Campus (Indang)</li> <li>• 1 for Silang Campus</li> <li>• 1 for Rosario Campus</li> <li>• 1 for Imus Campus</li> <li>• 1 for Cavite City Campus</li> <li>• 1 for Naic Campus</li> </ul>   |  |
| 13. | Motorcycle <ul style="list-style-type: none"> <li>• 2 for Main Campus (Indang)</li> </ul>  |  |

|     |   |  |
|-----|---|--|
|     | <ul style="list-style-type: none"> <li>• 1 for Silang Campus</li> <li>• 1 for Rosario Campus with sidecar</li> </ul>  |  |
| 14. | Patrol Guard Watchman Clock with 40 stations for Main Campus (Indang)   |  |
| 15. | 4-Wheels Vehicle <ul style="list-style-type: none"> <li>• 1 for Main Campus (Indang)</li> </ul>   |  |
| 16. | Bicycle <ul style="list-style-type: none"> <li>• 1 for Trece Campus</li> <li>• 1 for Carmona Campus</li> <li>• 1 for Imus Campus</li> <li>• 1 for Cavite City Campus</li> </ul>   |  |
| 17. | Traffic Vest/Gloves <ul style="list-style-type: none"> <li>• 26 for Main Campus (Indang)</li> <li>• 2 for Trece Campus</li> <li>• 4 for Silang Campus</li> <li>• 4 for Carmona Campus</li> <li>• 6 for Rosario Campus</li> <li>• 8 for Imus Campus</li> <li>• 6 for Cavite City Campus</li> <li>• 2 for Tanza Campus</li> <li>• 2 for Gen. Trias</li> <li>• 3 for Bacoor Campus</li> <li>• 4 for Naic Campus</li> </ul>                       |  |
| 18. | Garret THD Hand-Held Metal Detector <ul style="list-style-type: none"> <li>• 5 for Main Campus (Indang)</li> <li>• 1 for Trece Campus</li> <li>• 2 for Silang Campus</li> <li>• 2 for Carmona Campus</li> <li>• 2 for Rosario Campus</li> <li>• 2 for Imus Campus</li> <li>• 2 for Cavite City Campus</li> <li>• 1 for Tanza Campus</li> <li>• 1 for Gen. Trias Campus</li> <li>• 2 for Bacoor Campus</li> <li>• 1 for Naic Campus</li> </ul> |  |
| 19. | <ul style="list-style-type: none"> <li>• One (1) Unit Computer Desktop with Printer for Main Campus (Indang)</li> <li>• One (1) Unit Computer Table and Chair for Main Campus (Indang)</li> </ul>   |  |
| 20. | Binocular <ul style="list-style-type: none"> <li>• 1 for Main Campus (Indang)</li> <li>• 1 for Rosario Campus</li> </ul> Night vision goggles <ul style="list-style-type: none"> <li>• 1 for Main Campus (Indang)</li> </ul>  |  |
| 21. | Golf Umbrella <ul style="list-style-type: none"> <li>• 10 for Main Campus (Indang)</li> <li>• 1 for Trece Campus</li> <li>• 2 for Silang Campus</li> <li>• 2 for Carmona Campus</li> <li>• 3 for Rosario Campus</li> </ul>  |  |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

|     |   |  |
|-----|---|--|
|     | <ul style="list-style-type: none"> <li>• 3 for Imus Campus</li> <li>• 3 for Cavite City Campus</li> <li>• 1 for Tanza Campus</li> <li>• 1 for Gen. Trias</li> <li>• 1 for Bacoor Campus</li> <li>• 1 for Naic Campus</li> </ul>   |  |
| 22. | Cell Phone <ul style="list-style-type: none"> <li>• 2 for Main Campus (Indang)</li> </ul>   |  |
| 23. | CCTV <ul style="list-style-type: none"> <li>• 3 set for Main Campus (Indang) 40Channel</li> </ul>   |  |
| 24. | Lapel <ul style="list-style-type: none"> <li>• 4 for Main Campus (Indang)</li> </ul>  |  |
| 25. | Megaphone <ul style="list-style-type: none"> <li>• 2 for Main Campus (Indang)</li> <li>• 1 for Trece Campus</li> <li>• 1 for Silang Campus</li> <li>• 1 for Carmona Campus</li> <li>• 1 for Rosario Campus</li> <li>• 1 for Imus Campus</li> <li>• 1 for Cavite City Campus</li> <li>• 1 for Tanza Campus</li> <li>• 1 for Gen. Trias Campus</li> <li>• 1 for Bacoor Campus</li> <li>• 1 for Naic Campus</li> </ul> |  |
| 26. | One (1) Unit Bundy Clock with time cards  |  |
| 27. | Supply Record Book With <b>Page Numbers</b> for the different posts and transactions  |  |
| 28. | One (1) Unit Digital Camera for documentation purposes  |  |
| 29. | 1 Area Manager<br>2 Field Inspectors <ul style="list-style-type: none"> <li>• Daytime</li> <li>• Nighttime</li> </ul>   |  |
| 30. | The Agency shall provide 1 regular reliever for every 6 security guards   |  |

Prepared by:

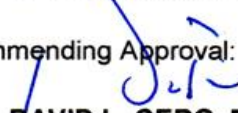
  
**ROMULO L. GOMEZ**  
 Director, UCSS

Noted:

  
**SUSAN G. TAN, Ph.D.**  
 TWG Chair, Security, Janitorial  
 and Consulting Services

  
**RODERICK M. RUPIDO**  
 TWG Member, Security, Janitorial  
 and Consulting Services

Recommending Approval:

  
**DAVID L. CERO, Ph.D.**  
 BAC, Chair, Goods and  
 Consulting Services

Approved:

  
**CAMILO A. POLINGA, Ph.D.**  
 Vice President for Administrative  
 & Support Services