



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
 Indang, Cavite, Philippines

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**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE
 AND SUPPORT SERVICES**

University Civil Security Services

Item	Specification	Statement of Compliance																																																				
1.	<p>Description: Provision of Security Services</p> <p>Brief Description: Supply of sixty-nine (69) security personnel to perform Security Services for Cavite State University</p> <p>Duration of Contract: One (1) Year / Twelve (12) Months</p> <p>Approved Budget for the Contract: Twenty Five Million Three Hundred Fourteen Thousand Nine Hundred Sixty Pesos (₱ 25,314,960.00) based on existing PADPAO rate.</p>																																																					
2.	<p>The AGENCY shall provide/render security services to the UNIVERSITY for the maintenance of safety, security, peace and order with sixty-nine (69) security personnel broken down as follows:</p> <table border="1" data-bbox="288 1312 954 1910"> <thead> <tr> <th>LOCATION</th> <th>No. of Security Personnel</th> <th>DAY SHIFT</th> <th>NIGHT SHIFT</th> </tr> </thead> <tbody> <tr> <td>Main Campus including two (2) Security Officers</td> <td>28</td> <td>18</td> <td>10</td> </tr> <tr> <td>Trece Campus</td> <td>2</td> <td>1</td> <td>1</td> </tr> <tr> <td>Silang Campus</td> <td>4</td> <td>2</td> <td>2</td> </tr> <tr> <td>Carmona Campus</td> <td>4</td> <td>2</td> <td>2</td> </tr> <tr> <td>Rosario Campus</td> <td>6</td> <td>3</td> <td>3</td> </tr> <tr> <td>Imus Campus</td> <td>8</td> <td>4</td> <td>4</td> </tr> <tr> <td>Cavite City Campus</td> <td>6</td> <td>3</td> <td>3</td> </tr> <tr> <td>Tanza Campus</td> <td>2</td> <td>1</td> <td>1</td> </tr> <tr> <td>Gen. Trias Campus</td> <td>2</td> <td>1</td> <td>1</td> </tr> <tr> <td>Bacoor Campus</td> <td>3</td> <td>1</td> <td>2</td> </tr> <tr> <td>Naic Campus</td> <td>4</td> <td>2</td> <td>2</td> </tr> <tr> <td>TOTAL:</td> <td>69</td> <td>38</td> <td>31</td> </tr> </tbody> </table>	LOCATION	No. of Security Personnel	DAY SHIFT	NIGHT SHIFT	Main Campus including two (2) Security Officers	28	18	10	Trece Campus	2	1	1	Silang Campus	4	2	2	Carmona Campus	4	2	2	Rosario Campus	6	3	3	Imus Campus	8	4	4	Cavite City Campus	6	3	3	Tanza Campus	2	1	1	Gen. Trias Campus	2	1	1	Bacoor Campus	3	1	2	Naic Campus	4	2	2	TOTAL:	69	38	31	
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QUALIFICATIONS OF SECURITY PERSONNEL		
3.	<p>Security Officer(s):</p> <ul style="list-style-type: none"> • Holder of a Baccalaureate Degree • Undergone Security Supervisory Course from a duly accredited Security Training Center. • Holder of a valid, unexpired Security Officer License. • Minimum of five (5) years of experience as a Detachment Commander in an educational institution while the Assistant Detachment Commander must have minimum of three (3) years of experience as Security Officer. • Certified Security Professional (CSP); • Have a valid Driver's License for two (2) or four (4) wheeled vehicle. • Preferably with added qualifications on VIP security, investigation and intelligence gathering • Attended enhancement trainings/seminars for the last three years. • English Conversant • Computer Literate 	
4.	<p>Security Guard(s) must be –</p> <ul style="list-style-type: none"> •At least college level. •English conversant. •Undergone Pre-Licensing Training Course/Refresher's Training Course from a duly accredited Security Training Center • Holder of a valid, unexpired Security Guard License. •Minimum 2 years' experience as security guard. •At least 5 feet and 3 inches tall for female and at least 5 feet and 6 inches tall for male. •Preferably between the ages of 25 to 55 years old. 	
5.	<p>The AGENCY must submit for each security personnel, the following documentary requirements during post-qualification evaluation period:</p> <ul style="list-style-type: none"> • Barangay Clearance • Community Tax Certificate • Police Clearance • Prosecutor and City Court Clearance • NBI Clearance • Drug Test • Neuro Test Result • Medical Certificate • Vaccination Card • SOSIA Certified Photocopy of Security Guard License • SOSIA Certified Photocopy of Security Guard Training Certificate (PLTC/RTC/BSSC) <p>Note: Both Private Security License and NBI Clearance shall be valid as of the date of opening of bid and subject to renewal, if the same should expire during the contract implementation</p> <p>The University reserves the right to approve, on the basis of personnel files furnished by the Agency, the</p>	

	<p>selection of the security force to be assigned at Cavite State University before they are actually posted. For this purpose, the Agency agrees to submit to Cavite State University for its review the bio-data together with all the above-mentioned documentary requirements of its candidates.</p>	
6.	<p>All Security Guards must have completed the following seminars/training <u>two (2) months prior to deployment</u> to CvSU -</p> <ul style="list-style-type: none"> • Bomb Detection and Disposal Seminar • Firefighting Seminar • Disaster Preparedness • Anti-Terrorism Seminar • Basic First Aid • Proficiency Care and Handling of Firearms <p>Note: Training Certificates of the foregoing must be included in 201 file of its candidates to be submitted to the university.</p> <p>The following training must be conducted in coordination with CvSU three (3) days prior to actual deployment to CvSU -</p> <ul style="list-style-type: none"> • Orientation on Gender Sensitivity • Anti-Sexual Harassment Law • CvSU VMGO, Policies and Standards • Safety and Environmental Awareness seminar 	
7.	<p>Uniform of all security guards –</p> <ul style="list-style-type: none"> • white long-sleeve uniform with complete accessory and patches as prescribed under RA 5478 and its IRR <p>Prescribed shoes for each security personnel is Black Charol (Wet Look)</p>	
8.	<p>Discipline, Administration and Operation of the Security Guards shall conform with the Rules and Regulations of Republic Act No.5487, otherwise known as the “Private Security Agency Act”, the rules and regulations of the PADPAO and other Presidential Decrees, laws and orders.</p>	
EQUIPMENT/SUPPLIES REQUIREMENTS		
9.	<p>The following shall comprise the Basic Equipment of a security personnel which shall be made mandatory and ready for his/her use while performing his/her duties:</p> <ul style="list-style-type: none"> • Prescribed Basic Uniform • Nightstick/baton • Whistle • Timepiece (synchronized) • Writing pen • Notebook and duty checklist • Flashlight • First Aid Kit • Service Firearms • Handcuffs • Search/Metal detectors/frisking gadgets for those assigned in entrance/exit 	

	<ul style="list-style-type: none"> • Communication Radio (two-way radio) • Security Vest for those assigned in facilitating traffic flow • Vehicles <ul style="list-style-type: none"> ✓ Van ✓ Motorcycle ✓ Bicycle <p>The Agency shall have the responsibility of ensuring the availability and issuance of the basic equipment to its posted guards.</p> <p>The Agency shall ensure that the Security Guards shall be responsible for inspecting operability of basic equipment issued to him and be responsible for keeping himself acquainted with the proper use of these.</p> <p>The Agency shall ensure that all electronic and/or communication devices requiring registration under the jurisdiction of other government agencies shall be complied with prior to issuance for use of the security guard.</p>	
10.	The AGENCY shall provide raincoats and rainboots for each guard detailed at CvSU.	
11.	<p>Heavy Duty Rechargeable Flashlight</p> <ul style="list-style-type: none"> •5 for Main Campus (Indang) •1 for Trece Campus •1 for Silang Campus •1 for Carmona Campus •2 for Rosario Campus •2 for Imus Campus •2 for Cavite City Campus •1 for Tanza Campus •1 for Gen. Trias Campus •1 for Bacoor Campus •1 for Naic Campus 	
12.	<p>Firearms</p> <p>Long Firearms – 12 guage Shotgun with Complete number of Ammunition</p> <ul style="list-style-type: none"> • 4 for Main Campus (Indang) • 1 for Naic Campus <p>Short Firearms – 9 mm Pistol with complete number of ammunition</p> <ul style="list-style-type: none"> • 17 for Main Campus (Indang) • 1 for Trece Campus • 2 for Silang Campus • 2 for Carmona Campus • 3 for Rosario Campus • 5 for Imus Campus • 3 for Cavite City Campus • 1 for Tanza Campus • 1 for Gen. Trias Campus 	

	<ul style="list-style-type: none"> • 2 for Bacoor Campus • 1 for Naic Campus 	
13.	<p>VHF Radio w/ License (Motorola Brand)</p> <ul style="list-style-type: none"> •20 for Main Campus (Indang) •2 for Trece Campus •3 for Silang Campus •3 for Carmona Campus •4 for Rosario Campus •6 for Imus Campus •4 for Cavite City Campus •2 for Tanza Campus •2 for Gen. Trias •3 for Bacoor Campus •3 for Naic Campus <p>Each VHF Radio must have its corresponding battery charger and spare battery (1:1)</p>	
14.	<p>Under Chassis Mirror</p> <ul style="list-style-type: none"> • 2 for Main Campus (Indang) • 1 for Silang Campus • 1 for Rosario Campus • 1 for Imus Campus • 1 for Cavite City Campus • 1 for Naic Campus 	
15.	<p>Motorcycle (Yamaha, 150cc)</p> <ul style="list-style-type: none"> •2 Single Motorcycle for Main Campus (Indang) •1 Single Motorcycle for Silang Campus •1 Motorcycle with sidecar for Rosario Campus 	
16.	<p>Watchman Clock Guard Patrol System with 40 stations for Main Campus (Indang)</p>	
17.	<p>4-Wheels Vehicle</p> <ul style="list-style-type: none"> •1 for Main Campus (Indang) 	
18.	<p>Bicycle</p> <ul style="list-style-type: none"> •1 for Trece Campus •1 for Carmona Campus •1 for Imus Campus •1 for Cavite City Campus •1 for Naic Campus 	
19.	<p>Traffic Vest/Gloves</p> <ul style="list-style-type: none"> •26 for Main Campus (Indang) •2 for Trece Campus •4 for Silang Campus •4 for Carmona Campus •6 for Rosario Campus •8 for Imus Campus •6 for Cavite City Campus •2 for Tanza Campus •2 for Gen. Trias •3 for Bacoor Campus •4 for Naic Campus 	
20.	<p>Garrett Tactical Handheld Metal Detector</p>	

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21.	<ul style="list-style-type: none"> •One (1) unit high-performance desktop computer with printer, scanner and copier for reporting, recording and monitoring purposes •One (1) Unit Computer Table and Chair 	
22.	<p>Binocular</p> <ul style="list-style-type: none"> •1 for Main Campus (Indang) •1 for Rosario Campus <p>Night vision goggles</p> <ul style="list-style-type: none"> •1 for Main Campus (Indang) 	
23.	<p>Golf Umbrella</p> <ul style="list-style-type: none"> •10 for Main Campus (Indang) •1 for Trece Campus •2 for Silang Campus •2 for Carmona Campus •3 for Rosario Campus •3 for Imus Campus •3 for Cavite City Campus •1 for Tanza Campus •1 for Gen. Trias •1 for Bacoor Campus •1 for Naic Campus 	
24.	<p>Android Cell Phone</p> <ul style="list-style-type: none"> •2 for Main Campus (Indang) 	
25.	<p>CCTV</p> <ul style="list-style-type: none"> • 40-channel high-definition digital video recorder with 4TB internal Hard Disk Drive • Two (2) 32-inch LED high-definition monitor • Forty (40) High-Definition, High Framerate, and Weatherproof CCTV cameras • Five (5) 4TB external hard disk drive 	
26.	<p>Lapel Mic</p> <ul style="list-style-type: none"> • 4 for Main Campus (Indang) 	
27.	<p>Megaphone</p> <ul style="list-style-type: none"> •2 for Main Campus (Indang) •1 for each satellite campus 	
28.	<p>One (1) Unit Bundy Clock with timecards for Main Campus (Indang)</p>	
29.	<p>Supply Record Books with Page Numbers for the different posts and transactions</p>	

30.	One (1) Unit Digital Camera for documentation purposes for Main Campus (Indang)	
OBLIGATIONS		
31.	<p>The AGENCY to ensure -</p> <p>Fifteen (15) days upon Notice of Award, the Agency's security specialist will conduct a Security Risk Assessment of the University, evaluate the existing security measures and provide recommendations in case there is a need to change the university security system</p> <p>OPNS Manager regularly meets with the Security Director;</p> <p>Assign two (2) Field Inspectors to conduct day and night spot inspections</p> <p>Provide the following after-care services:</p> <ul style="list-style-type: none"> • attends and assists security matters or concerns and request military and police assistance as needed • Phone-patch contact with the agency (24 hours a day) • Intelligence and investigation services (overt/covert) • Quarterly assessment on security measures • Quarterly Troop Formation and Security Training for all security guards • Provide at least four (4) complement security guards during special events or occasions at NO EXTRA COST to the university 	
32.	<p>The Agency guarantees that it has partnered with a duly accredited Security Training Center to provide the University with security personnel who are properly trained in all aspects of security and safety.</p> <p>Memorandum of Agreement with partner Accredited Security Training Center to be an integral part of the Bid Documents.</p> <p>In case the Agency operates their own Accredited Security Training Center, permit to operate as such and organizational structure to be submitted.</p>	
33.	<p>The AGENCY shall faithfully deliver to the University the supplies/instruments/ equipment/service stipulated in the bid proposal. The University reserves the right to withhold the payment of services rendered in case of non-delivery or delay in delivery.</p>	
34.	<p>The AGENCY to ensure that all authorized posts are manned at all times.</p> <p>Provide one (1) regular reliever for every six (6) security guards to ensure that all security personnel assigned with the 12-hour shift shall render duty on a 6-day work week basis as a mandatory weekly day-off is required.</p>	

	The University will not pay any unauthorized duty of guards exceeding 12 hours.	
35.	<p>The AGENCY shall faithfully comply with statutory remittances such as SSS, PAG-IBIG and PHILHEALTH. As a proof of compliance, it shall furnish the University copy of the receipt of premiums on a monthly basis.</p> <p>The Agency shall also ensure compliance with the retirement benefits and retirement plans under RA 7641, RA 1161 as amended by RA 8282.</p> <p>The Agency shall submit a copy of the retirement plan of their security personnel.</p>	

PERFORMANCE CRITERIA

	<p>The Agency should maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria:</p> <p>Performance Criteria <i>(as per GPBB Resolution No. 24-2007, Section 5.4 dated September 28, 2007)</i></p>																																	
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b. Tasks which are either important or urgent, but not both	1%
c. Tasks which are neither important nor urgent, but routine	1%
5. Provision of Regular Progress Reports	5%
a. Exception/Incident Report	2%
b. Monthly Deployment Report	2%
c. Other Reports that may be required by the University	1%

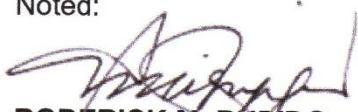
COMMITTEE ON PERFORMANCE EVALUATION


- The University shall create a Committee on Performance Evaluation (COPE) for Security Services composed of a Chairperson, a Vice Chairperson and three (3) members.
- The Chairperson and Vice-Chairperson shall be of Director level while the three (3) members shall be of Office/Unit Level.
- The COPE shall evaluate the performance of the Security Agency for the immediate preceding eleven (11) months under contract by adopting the above Performance Criteria.
- The average of the five (5) ratings of the COPE should not be less than 80% to qualify for the extension of the contract for another period.
- The result of the performance evaluation is non-appealable.

Prepared by:

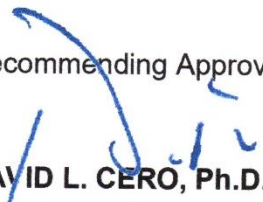

ROMULO L. GOMEZ
 Director, UCSS

Noted:


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


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

Recommending Approval:


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

Approved:


CAMILO A. POLINGA, PhD, ASEAN Engr.
 Vice President for Administrative & Support Services