



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**

Item	Specification	Statement of Compliance																																																								
1.	<p>Description: Provision of Security Services</p> <p>Brief Description: Supply of seventy-eight (78) 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: Thirty-One Million Four Hundred Fourteen Thousand Two Pesos and 20/100 (₱31,414,002.20) 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 seventy-eight (78) security personnel broken down as follows:</p> <table border="1" data-bbox="375 1278 997 1906"> <thead> <tr> <th data-bbox="375 1278 695 1350">LOCATION</th> <th data-bbox="695 1278 821 1350">No. of Security Personnel</th> <th data-bbox="821 1278 907 1350">DAY SHIFT</th> <th data-bbox="907 1278 997 1350">NIGHT SHIFT</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 1350 695 1451">Main Campus including two (2) Security Officers</td> <td data-bbox="695 1350 821 1451">29</td> <td data-bbox="821 1350 907 1451">19</td> <td data-bbox="907 1350 997 1451">10</td> </tr> <tr> <td data-bbox="375 1451 695 1486">Trece Campus</td> <td data-bbox="695 1451 821 1486">4</td> <td data-bbox="821 1451 907 1486">2</td> <td data-bbox="907 1451 997 1486">2</td> </tr> <tr> <td data-bbox="375 1486 695 1522">Silang Campus</td> <td data-bbox="695 1486 821 1522">4</td> <td data-bbox="821 1486 907 1522">2</td> <td data-bbox="907 1486 997 1522">2</td> </tr> <tr> <td data-bbox="375 1522 695 1558">Carmona Campus</td> <td data-bbox="695 1522 821 1558">4</td> <td data-bbox="821 1522 907 1558">2</td> <td data-bbox="907 1522 997 1558">2</td> </tr> <tr> <td data-bbox="375 1558 695 1593">Rosario Campus</td> <td data-bbox="695 1558 821 1593">7</td> <td data-bbox="821 1558 907 1593">4</td> <td data-bbox="907 1558 997 1593">3</td> </tr> <tr> <td data-bbox="375 1593 695 1629">Imus Campus</td> <td data-bbox="695 1593 821 1629">8</td> <td data-bbox="821 1593 907 1629">4</td> <td data-bbox="907 1593 997 1629">4</td> </tr> <tr> <td data-bbox="375 1629 695 1665">Cavite City Campus</td> <td data-bbox="695 1629 821 1665">6</td> <td data-bbox="821 1629 907 1665">3</td> <td data-bbox="907 1629 997 1665">3</td> </tr> <tr> <td data-bbox="375 1665 695 1701">Tanza Campus</td> <td data-bbox="695 1665 821 1701">2</td> <td data-bbox="821 1665 907 1701">1</td> <td data-bbox="907 1665 997 1701">1</td> </tr> <tr> <td data-bbox="375 1701 695 1736">Gen. Trias Campus</td> <td data-bbox="695 1701 821 1736">3</td> <td data-bbox="821 1701 907 1736">2</td> <td data-bbox="907 1701 997 1736">1</td> </tr> <tr> <td data-bbox="375 1736 695 1772">Bacoor Campus</td> <td data-bbox="695 1736 821 1772">4</td> <td data-bbox="821 1736 907 1772">2</td> <td data-bbox="907 1736 997 1772">2</td> </tr> <tr> <td data-bbox="375 1772 695 1808">Bacoor campus (new)</td> <td data-bbox="695 1772 821 1808">3</td> <td data-bbox="821 1772 907 1808">2</td> <td data-bbox="907 1772 997 1808">1</td> </tr> <tr> <td data-bbox="375 1808 695 1843">Naic Campus</td> <td data-bbox="695 1808 821 1843">4</td> <td data-bbox="821 1808 907 1843">2</td> <td data-bbox="907 1808 997 1843">2</td> </tr> <tr> <td data-bbox="375 1843 695 1906"><b>TOTAL:</b></td> <td data-bbox="695 1843 821 1906"><b>78</b></td> <td data-bbox="821 1843 907 1906"><b>45</b></td> <td data-bbox="907 1843 997 1906"><b>33</b></td> </tr> </tbody> </table>	LOCATION	No. of Security Personnel	DAY SHIFT	NIGHT SHIFT	Main Campus including two (2) Security Officers	29	19	10	Trece Campus	4	2	2	Silang Campus	4	2	2	Carmona Campus	4	2	2	Rosario Campus	7	4	3	Imus Campus	8	4	4	Cavite City Campus	6	3	3	Tanza Campus	2	1	1	Gen. Trias Campus	3	2	1	Bacoor Campus	4	2	2	Bacoor campus (new)	3	2	1	Naic Campus	4	2	2	<b>TOTAL:</b>	<b>78</b>	<b>45</b>	<b>33</b>	
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<b>QUALIFICATIONS OF SECURITY PERSONNEL</b>		
3.	<p><b>Security Officer(s):</b></p> <ul style="list-style-type: none"> <li>• Holder of a Baccalaureate Degree</li> <li>• Undergone Security Supervisory Course from a duly accredited Security Training Center.</li> <li>• Holder of a valid, unexpired Security Officer License.</li> <li>• Minimum of five (5) years' experience as a Detachment Commander in an educational institution.</li> <li>• Assistant Detachment Commander must have minimum of three (3) years' experience as Security Officer.</li> <li>• Certified Security Professional (CSP);</li> <li>• Have a valid Driver's License for two (2) or four (4) wheeled vehicle.</li> <li>• Preferably with added qualifications on VIP security, investigation and intelligence gathering.</li> <li>• Attended enhancement trainings/seminars for the last three years.</li> <li>• English Conversant</li> <li>• Computer Literate</li> </ul>	
4.	<p><b>Security Guard(s) must be –</b></p> <ul style="list-style-type: none"> <li>• At least college level.</li> <li>• English conversant.</li> <li>• Undergone Pre-Licensing Training Course/Refresher's Training Course from a duly accredited Security Training Center</li> <li>• Holder of a valid, unexpired Security Guard License.</li> <li>• Minimum 2 years' experience as security guard.</li> <li>• At least 5 feet and 3 inches tall for female and at least 5 feet and 6 inches tall for male.</li> <li>• Preferably between the ages of 25 to 55 years old.</li> </ul>	
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"> <li>• Barangay Clearance</li> <li>• Community Tax Certificate</li> <li>• Police Clearance</li> <li>• Prosecutor and City Court Clearance</li> <li>• NBI Clearance</li> <li>• Drug Test</li> <li>• Neuro Test Result</li> <li>• Medical Certificate</li> <li>• SOSIA Certified Photocopy of Security Guard License</li> </ul>	

	<ul style="list-style-type: none"> <li>• SOSIA Certified Photocopy of Security Guard Training Certificate (PLTC/RTC)</li> </ul> <p>Note: <i>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</i></p> <p>The university reserves the right to approve, on the basis of personnel files furnished by the Agency, the 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 biodata together with all the above-mentioned documentary requirements of its candidates.</p>	
6.	<p>All Security Guards must have completed the following seminars/training <b><u>two (2) months prior to deployment</u></b> to CvSU –</p> <ul style="list-style-type: none"> <li>• Bomb Detection and Disposal Seminar</li> <li>• Firefighting Seminar</li> <li>• Disaster Preparedness</li> <li>• Anti-Terrorism Seminar</li> <li>• Basic First Aid and Adult CPR</li> <li>• Proficiency, Care and Handling of Firearms</li> </ul> <p><b>Note: Training Certificates of the foregoing must be included in 201 files of its candidates to be submitted to the university</b></p> <p>The following training must be conducted in coordination with CvSU <b><u>three (3) days prior to actual deployment</u></b> to CvSU –</p> <ul style="list-style-type: none"> <li>• Orientation on Gender Sensitivity</li> <li>• Anti-Sexual Harassment Law</li> <li>• Safe Space Act (Bawal Bastos Law)</li> <li>• CvSU VMGO, Policies and Standards</li> <li>• CvSU Safety and Environmental Awareness Policies</li> </ul>	
7.	<p>Uniform of all security guards–</p> <ul style="list-style-type: none"> <li>• white long-sleeve uniform with complete accessory and patches as prescribed under RA 5478, RA 11917 and their IRR</li> <li>• Prescribed shoes for each guard is Black Charol (Wet Look, 5 holes and rubber sole)</li> </ul>	
8.	<p>Discipline, Administration and Operation of the Security Guards shall conform with the following:</p> <ul style="list-style-type: none"> <li>• RA 5487</li> <li>• RA 11917</li> <li>• Rules and Regulations of PADPAO</li> <li>• Presidential Decrees</li> <li>• Other laws and orders</li> </ul>	

### EQUIPMENT/SUPPLIES REQUIREMENTS

9.	<p>The following shall comprise the Basic Equipment of a security personnel which shall be made mandatory and ready for their use while performing their duties:</p> <ul style="list-style-type: none"> <li>• Prescribed Basic Uniform</li> <li>• Nightstick/baton</li> <li>• Whistle</li> <li>• Timepiece (synchronized)</li> <li>• Writing pen</li> <li>• Notebook and duty checklist</li> <li>• Flashlight</li> <li>• First Aid Kit</li> <li>• Service Firearms</li> <li>• Handcuffs</li> <li>• Search/Metal detector/frisking gadgets for those assigned in entrance/exit</li> <li>• Raincoats and rainboots</li> <li>• Communication Radio (two-way radio)</li> <li>• Security vest for those assigned in facilitating traffic flow</li> <li>• Vehicles:             <ul style="list-style-type: none"> <li>➤ Van</li> <li>➤ Motorcycle</li> <li>➤ Motorcycle with sidecar</li> <li>➤ Bicycle</li> </ul> </li> </ul> <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 equipment.</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.	<p>Heavy Duty Rechargeable Waterproof Flashlight (700 lumens)</p> <ul style="list-style-type: none"> <li>• 8 for Main Campus (Indang)</li> <li>• 2 for Trece Campus</li> <li>• 2 for Silang Campus</li> <li>• 2 for Carmona Campus</li> <li>• 3 for Rosario Campus</li> <li>• 3 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 Bacoor Campus (New)</li> <li>• 2 for Naic Campus</li> </ul>	

11.	<p>Firearms</p> <p><b>Long Firearms</b> – 12 guage shotgun with complete number of ammunitions</p> <ul style="list-style-type: none"> <li>• 2 for Main Campus (Indang)</li> <li>• 1 for Naic Campus</li> </ul> <p><b>Short Firearms:</b></p> <p>– 9mm Pistol with complete number of ammunitions</p> <ul style="list-style-type: none"> <li>• 19 for Main Campus (Indang)</li> <li>• 2 for Trece Campus</li> <li>• 2 for Silang Campus</li> <li>• 2 for Carmona Campus</li> <li>• 4 for Rosario Campus</li> <li>• 4 for Imus Campus</li> <li>• 3 for Cavite City Campus</li> <li>• 1 for Tanza Campus</li> <li>• 2 for Gen. Trias Campus</li> <li>• 2 for Bacoor Campus</li> <li>• 2 for Bacoor Campus (New)</li> <li>• 1 for Naic Campus</li> </ul>	
12.	<p>VHF Radio with License</p> <ul style="list-style-type: none"> <li>• 25 for Main Campus (Indang)</li> <li>• 3 for Trece Campus</li> <li>• 3 for Silang Campus</li> <li>• 3 for Carmona Campus</li> <li>• 5 for Rosario Campus</li> <li>• 6 for Imus Campus</li> <li>• 4 for Cavite City Campus</li> <li>• 2 for Tanza Campus</li> <li>• 3 for Gen. Trias Campus</li> <li>• 3 for Bacoor Campus</li> <li>• 3 for Bacoor Campus (new)</li> <li>• 3 for Naic Campus</li> </ul> <p>Each VHF Radio must have its corresponding battery charger and spare battery (1:1)</p>	
13.	<p>Under Chassis Mirror</p> <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 Bacoor Campous (New)</li> <li>• 1 for Naic Campus</li> </ul>	

14.	<p>Motorcycle (Yamaha, 150cc)</p> <ul style="list-style-type: none"> <li>• 2 Single Motorcycle for Main Campus (Indang)</li> <li>• 1 Single Motorcycle for Silang Campus</li> <li>• 1 Single Motorcycle with sidecar for Main Campus</li> <li>• 1 Single Motorcycle with sidecar for Rosario Campus</li> </ul>	
15.	<p>4-Wheels Vehicle</p> <ul style="list-style-type: none"> <li>• 1 for Main Campus (Indang)</li> </ul>	
16.	<p>Bicycle</p> <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> <li>• 1 for Bacoor Campus (New)</li> <li>• 1 for Naic Campus</li> </ul>	
17.	<p>Guard Tour Patrol System with 40 stations for Main Campus (Indang)</p>	
18.	<p>Traffic Vest/Gloves</p> <ul style="list-style-type: none"> <li>• 27 for Main Campus (Indang)</li> <li>• 4 for Trece Campus</li> <li>• 4 for Silang Campus</li> <li>• 4 for Carmona Campus</li> <li>• 7 for Rosario Campus</li> <li>• 8 for Imus Campus</li> <li>• 6 for Cavite City Campus</li> <li>• 2 for Tanza Campus</li> <li>• 3 for Gen. Trias Campus</li> <li>• 4 for Bacoor Campus</li> <li>• 3 for Bacoor Campus (New)</li> <li>• 4 for Naic Campus</li> </ul>	
19.	<p>Garrett Tactical Handheld Metal Detector</p> <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 Bacoor Campus (New)</li> <li>• 1 for Naic Campus</li> </ul>	

20.	One (1) Unit high-performance desktop computer with printer, scanner, and copier with Computer Table and Chair	
21.	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>	
22.	Golf Umbrella <ul style="list-style-type: none"> <li>• 13 for Main Campus (Indang)</li> <li>• 2 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> <li>• 3 for Cavite City Campus</li> <li>• 1 for Tanza Campus</li> <li>• 2 for Gen. Trias Campus</li> <li>• 2 for Bacoor Campus</li> <li>• 2 for Bacoor Campus (new)</li> <li>• 2 for Naic Campus</li> </ul>	
23.	Android Cell Phone <ul style="list-style-type: none"> <li>• 2 for Main Campus (Indang)</li> </ul>	
24.	CCTV <ul style="list-style-type: none"> <li>• 40-channel high-definition digital video recorder with 4TB internal Hard Disk Drive</li> <li>• Two (2) 32-inch LED high-definition monitor</li> <li>• Forty (40) High-definition High Frame-rate, and weatherproof CCTV cameras</li> <li>• Five (5) 4TB external hard disk drive</li> </ul>	
25.	Lapel Mic <ul style="list-style-type: none"> <li>• 4 for Main Campus (Indang)</li> </ul>	
26.	Megaphone <ul style="list-style-type: none"> <li>• 2 for Main Campus (Indang)</li> <li>• 1 for each satellite campus</li> </ul>	
27.	One (1) Unit Bundy Click with timecards for Main Campus (Indang)	

28.	Supply Record Books with Page Numbers for the different posts and transactions.	
29.	One (1) Unit Digital Camera for documentation purposes for Main Campus (Indang)	
<b>OBLIGATIONS</b>		
30.	<p>The AGENCY to ensure -</p> <p>Fifteen (15) days upon Notice of Award, the Agency's security specialist will conduct a <b>Security Risk Assessment</b> 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 &amp; night spot inspections</p> <p>Provide the following after-care services -</p> <ul style="list-style-type: none"> <li>• attends and assists security matters or concerns and request military and police assistance as needed</li> <li>• Phone-patch contact with the agency (24 hours a day)</li> <li>• Intelligence and investigation services (overt/covert)</li> <li>• Quarterly assessment on security measures</li> <li>• Quarterly Troop Formation and Security Training for all security guards</li> <li>• Provide at least four (4) complement security guards during special events or occasions at the Main Campus (Indang) at NO EXTRA COST to the university</li> </ul>	
31.	<p>The Agency guarantees that it has it's own duly accredited Security Training Center to provide the University with security personnel who are properly trained in all aspects of security and safety. Unexpired permit to operate, organizational structure and other documentary requirements to be submitted.</p> <p>In case the Agency does not own a duly accredited Security Training Center but has partnered with a duly accredited Security Training Center then copy of the memorandum of agreement with partnered accredited security training center will be submitted.</p> <p>All documentary requirements pertaining to this section will be an integral part of the Bid Documents.</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.															
32.	The Agency to ensure that all authorized posts are manned at all times.  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 six (6) day work week basis as a mandatory weekly day off is required.															
33.	The university will not pay any unauthorized duty of guards exceeding 12 hours.															
34.	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.  The Agency shall also ensure compliance with the retirement benefits and retirement plans under RA 7641, RA 1161 as amended by RA 8282.															
<b>PERFORMANCE CRITERIA</b>																
35.	<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 (as per GPBB Resolution No. 24-2007, Section 5.4 dated September 28, 2007)</p> <table border="1"> <tr> <td><b>1. Quality of Service Delivered</b></td> <td><b>40%</b></td> </tr> <tr> <td>a. Implementation of a control system in the workplace and security jurisdiction for the safety and security to life and property.</td> <td>20%</td> </tr> <tr> <td>b. Responsiveness to client's needs and to complaints and/or incident reports.</td> <td>10%</td> </tr> <tr> <td>c. Availability of firearms, communication devices and/or motor vehicles</td> <td>5%</td> </tr> <tr> <td>d. Courtesy and decorum</td> <td>5%</td> </tr> <tr> <td><b>2. Management and Suitability of Personnel</b></td> <td><b>25%</b></td> </tr> <tr> <td>a. Supervision and accountability</td> <td>8%</td> </tr> </table>	<b>1. Quality of Service Delivered</b>	<b>40%</b>	a. Implementation of a control system in the workplace and security jurisdiction for the safety and security to life and property.	20%	b. Responsiveness to client's needs and to complaints and/or incident reports.	10%	c. Availability of firearms, communication devices and/or motor vehicles	5%	d. Courtesy and decorum	5%	<b>2. Management and Suitability of Personnel</b>	<b>25%</b>	a. Supervision and accountability	8%	
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<b>COMMITTEE ON PERFORMANCE EVALUATION</b>																																
	<ul style="list-style-type: none"> <li>• The University shall create a Committee on Performance Evaluation (COPE) for Security Services composed of a Chairperson, Vice Chairperson and three (3) members to evaluate the performance of the Service Provider.</li> <li>• The Chairperson and Vice-Chairperson shall be of Director level while the three (3) members shall be of Office/Unit Level.</li> <li>• 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.</li> <li>• The average of the five (5) ratings of the COPE should not be less than 80% to qualify for their extension of the contract for another period.</li> </ul>																															

	<ul style="list-style-type: none"><li>• The result of the performance evaluation is non-appealable.</li></ul>	
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