



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-two (72) 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-four Million One Hundred Ninety-one Thousand Two Hundred Sixty-two and 44/100 Pesos (₱ 34,191,262.44)) 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-two (72) security personnel broken down as follows:</p> <table border="1" data-bbox="325 1279 991 1924"> <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>24</td> <td>16</td> <td>8</td> </tr> <tr> <td>Trece Campus</td> <td>4</td> <td>2</td> <td>2</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>7</td> <td>4</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>4</td> <td>2</td> <td>2</td> </tr> <tr> <td>Bacoor campus (new)</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td>Naic Campus</td> <td>4</td> <td>2</td> <td>2</td> </tr> <tr> <td><b>TOTAL:</b></td> <td><b>72</b></td> <td><b>41</b></td> <td><b>31</b></td> </tr> </tbody> </table>	LOCATION	No. of Security Personnel	DAY SHIFT	NIGHT SHIFT	Main Campus including two (2) Security Officers	24	16	8	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	2	1	1	Bacoor Campus	4	2	2	Bacoor campus (new)	3	2	1	Naic Campus	4	2	2	<b>TOTAL:</b>	<b>72</b>	<b>41</b>	<b>31</b>	
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### QUALIFICATIONS OF SECURITY PERSONNEL

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>• Preferably a Certified Security Professional (CSP) or Certified Campus Security Manager (CCSM).</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 training's/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</li> <li>• 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 Officer and Security Guard License</li> <li>• SOSIA Certified Photocopy of Security Officer and Security Guard Training Certificate (PLTC/RTC/BSSC)</li> </ul>	

	<p><i>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</i></p> <p>The university reserves the right to approve, based on 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 are 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 PNP-SOSIA</li> <li>• Rules and Regulations of PADPAO</li> <li>• Presidential Decrees</li> <li>• Other security related 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</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>• 4 for Imus Campus</li> <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>• 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>• 9 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>• 1 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>• 22 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>• 5 for Imus Campus</li> <li>• 4 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>• 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> </ul>	
15.	<p>4-Wheels Vehicle</p> <ul style="list-style-type: none"> <li>• 1 for Main Campus (Indang)</li> <li>• 1 for Rosario Campus</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>Security Vest/Gloves</p> <ul style="list-style-type: none"> <li>• 24 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 Campous</li> <li>• 2 for Tanza Campus</li> <li>• 2 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>• 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>• 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>• 16 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>• 2 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 Framerate, 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	
30.	To conduct a thorough Physical Security Survey of the university in coordination with CvSU's Civil Security Unit. The Physical Security Survey Report shall be an integral part of the Bid Documents.	
<b>OBLIGATIONS</b>		
31.	<p>The AGENCY to ensure -</p> <p><b>Fifteen (15) days upon Notice of Award</b>, 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 <b>four (4) complement security guards</b> during special events or occasions at the Main Campus (Indang) at NO EXTRA COST to the university.</li> </ul>	
32.	<p>The Agency guarantees that it has its 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 for the last three (3) years with partnered accredited security training center will be</p>	



	<p>submitted together with copies of the Opening and Closing Report where names of their security personnel are clearly indicated.</p> <p>All documentary requirements pertaining to this section will be an integral part of the Bid Documents.</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 always manned.</p> <p>Provide <b>one (1) regular reliever for every six (6) security guards</b> 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.</p>							
35.	<p>The university will not pay any unauthorized duty of guards exceeding 12 hours. Only straight duties due to change shift will be considered by the University.</p>							
36.	<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 monthly.</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>							
<b>PERFORMANCE CRITERIA</b>								
37.	<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" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">1. Quality of Service Delivered</th> <th style="text-align: left;">40%</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">a. Implementation of a control system in the workplace and security jurisdiction for the safety and security to life and property.</td> <td style="text-align: center;">20%</td> </tr> <tr> <td style="padding-left: 20px;">b. Responsiveness to client's needs and to complaints and/or incident reports.</td> <td style="text-align: center;">10%</td> </tr> </tbody> </table>	1. Quality of Service Delivered	40%	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%	
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<b>COMMITTEE ON PERFORMANCE EVALUATION</b>																																								
38.	<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 immediately preceding</li> </ul>																																							

	<p>eleven (11) months under contract by adopting the above-performance criteria.</p> <ul style="list-style-type: none"><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><li>• The result of the performance evaluation is non-appealable.</li></ul>	
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Prepared by:

  
**ROMULO L. GOMEZ**  
Director, UCSS

Noted:

  
**ENGR. RENATO B. CUBILLA**  
TWG Member, Security, Janitorial  
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TWG Chair, Security, Janitorial  
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