Bid Supplement Abstract

Reference Number	**13300024**
Title	Procurement of Security Services (Manpower Only) for Fiscal Year 2027.
Category	Security Services

Type	Addendum
Bid Supplement No.	13300024-02
Title	Procurement of Security Services (Manpower Only) for Fiscal Year 2027.
Area of Delievery/Location	Negros Occidental
Delivery Period/Contract Duration	12 Month
Contact Person	Rowena De la Vida Prado
Description	Please see attached Terms of Reference

Note: Click the document name to view the attachment.

Document Name	Document Type	Content	Format
Terms of Reference	Electronic	Supporting Documents	Legal 8.5 x 14

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Project : **University-wide Security Services**
Contract Budget : **Php 12,684,000.00**[1]
Bid Validity : One hundred twenty (120) calendar days from submission of bid
Contract Duration : Twelve (12) months for CY 2027 – March 2028

TERMS OF REFERENCE

I. PROJECT INFORMATION

Project Title: University-wide Security Services

This project covers the engagement of a duly licensed Private Security Agency (PSA) to provide comprehensive, continuous, and professional security services across all campuses of Carlos Hilado Memorial State University (CHMSU), ensuring the safety and security of university personnel, students, visitors, facilities, equipment, and other institutional assets.

Approved Budget for the Contract (ABC): Php 12,684,000.00[1]

The Approved Budget for the Contract (ABC) represents the maximum allowable contract price, inclusive of all costs necessary for the full implementation of the security services. This includes, but is not limited to, personnel wages, statutory benefits, insurance, firearms, equipment, training, administrative overhead, and agency fees. Any bid exceeding the ABC shall be automatically disqualified.

Contract Duration: Twelve (12) months for CY 2027 – March 2028

The contract shall be effective for a fixed period of twelve (12) months covering Calendar Year 2027-March 2028. The contract shall commence upon approval by the Board of Regents and the issuance of the Notice to Proceed. No extension shall be implied unless expressly allowed by law and approved by the University.

Any extension, if allowed by law, shall be subject to approval by the appropriate University authorities.

Bid Validity: One hundred twenty (120) calendar days

All bids submitted shall remain valid and binding for a period of one hundred twenty (120) calendar days from the date of bid submission to allow sufficient time for bid evaluation, post-qualification, and approval.

II. ELIGIBILITY AND LEGAL QUALIFICATIONS OF BIDDERS

Only duly licensed Private Security Agencies (PSAs) legally authorized to operate in the Philippines shall be eligible to participate in the bidding.

Filipino Ownership Requirement

The PSA must be one hundred percent (100%) Filipino-owned and shall not employ more than two thousand (2,000) private security professionals.[2]

License to Operate

The PSA must possess a valid License to Operate (LTO) issued by the Chief, Philippine National Police (PNP), or a duly authorized representative. The LTO shall be valid for a maximum period of five (5) years and subject to renewal in accordance with law.[3]

Experience Requirement

The PSA must have at least one (1) year of experience in providing campus, institutional, or similar security services, demonstrating familiarity with academic environments and public-sector operations.

Financial Capacity

The PSA must have a Net Financial Contracting Capacity (NFCC) at least equal to the Approved Budget for the Contract, ensuring financial capability to sustain uninterrupted security operations throughout the contract duration.

III. MANDATORY GOVERNMENT COMPLIANCE DOCUMENTS *(submitted during bidding)*

The bidder shall submit certified true copies of the following documents. Original documents shall be made available for validation upon request.

III.I FIRST BID ENVELOPE – TECHNICAL DOCUMENTS

Technical and Eligibility Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)
- Valid Mayor's or Business permit issued by the city or municipality where the principal place and the branch office of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
- Statement of the bidder's Single Largest Completed Contract;
- Net Financial Contracting Capacity (NFCC) Computation or committed Line of Credit (LoC);
- Statement of all the bidder's ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- *[if applicable]* JVA or in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful;
- Bid Security in the prescribed form, amount, and validity period in accordance with the ITB;
- Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable;
- Omnibus Sworn Statement; and
- For foreign Bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product
- Company Profile and organizational structure
- List of clients within the last three (3) years indicating:
    - Name and nature of organization
    - Type of business activity
    - Number of PSP and reserves deployed
    - Contract duration
    - Contact persons and details
    - Client certification, particularly for school or institutional clients
- Inventory of equipment acquired within the last three (3) years, with detailed descriptions and acquisition dates

Labor and Social Protection Compliance

To ensure compliance with labor laws and the protection of private security professionals, the PSA shall submit:

- Proof of paid remittances to the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Pag-IBIG Fund within the last six (6) months prior to bid submission.
- DOLE Clearance issued at least one (1) month prior to bid submission, certifying that the PSA has no pending labor case.
- DOLE Certification of Registration under Department Order No. 174, proving authority to engage in legitimate job contracting and subcontracting.
- DOLE Rule 1020 Registration of Establishment, confirming compliance with occupational safety and health standards.[4]

For PSAs with centralized remittances, certifications from the main office shall be accepted. However, DOLE clearances must be issued by the DOLE office having jurisdiction over the branch office participating in the bidding and the area where PSPs shall be deployed.

Failure to submit or maintain valid labor and social protection compliance documents shall be a ground for disqualification or contract termination, as applicable.

Tax Compliance

The PSA shall submit:

- BIR Registration Certificate
- Valid BIR Clearance as of the date of bid opening
- Certified true copies of the latest VAT, Withholding, and Income Tax Returns stamped received by the BIR
- Certified true copies of the latest VAT, Withholding, and Income Tax Returns stamped received by the BIR
- Audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;

Firearms and Regulatory Licenses

- Judicial License to Own and Possess Firearms (LTOPF)
- Firearms Registration issued by the PNP-Firearms and Explosives Office (FEO)
- Updated list of registered firearms owned and possessed by the PSA, duly certified by PNP-FESAGS[7]

III.2 SECOND BID ENVELOPE – FINANCIAL DOCUMENTS ***(submitted during bidding)***

The bidder shall submit the following financial documents:

- Original and duly signed (all pages): Bid Form which includes the Bid price;
- Original and duly signed (all pages): Price Schedules in accordance with the ITB;
- Cost Breakdown; and
- *[if applicable]* Certificate of Domestic Preference, in accordance with the ITB.

IV. PRIVATE SECURITY PROFESSIONALS (PSP)

General Qualifications

All PSPs deployed to CHMSU shall:

- Be at least college level, preferably BS Criminology students or graduates
- Be not less than twenty-three (23) nor more than forty-five (45) years of age
- Preferably meet minimum height requirements of 5'4" for men and 5'2" for women

- Have a Body Mass Index (BMI) within the healthy range of 18.5–24.9

Female PSPs shall be deployed only in areas expressly identified by CHMSU.

Licensing and Clearances ***(presented during post-qualification activity and submitted prior deployment)***

Each Private Security Professional (PSP) shall possess the following:

- A valid License to Exercise Security Profession (LESP) issued by the Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA), valid for at least one (1) year from the start of the contract.[5]
- National Bureau of Investigation (NBI) Clearance
- Philippine National Police (PNP) Clearance
- Court Clearance (MTC/MTCC/MCTC and RTC) for offenses involving moral turpitude
- Medical and Physical Examination Certificate
- Psychological / Psychoneurotic Test Result
- Drug Test Result
- Personal Data Sheet (PDS)
- Proof of Accident Insurance Coverage

Mandatory Trainings

All PSPs must have completed the following:

- Pre-licensing requirements
- Periodic and non-periodic in-service training
- Gun handling and gun safety training
- Emergency response and first aid training

The original copies of the LESP and training certificates, together with photocopies of the above-listed documents, shall be presented during post-qualification activity and submitted prior to the deployment and replacement of any relieved or pulled-out PSP, subject to management approval.

Sanctions

The deployment of PSPs with invalid LESP or incomplete documentary requirements shall constitute sufficient ground for contract revocation. Any unpaid or uncollected amounts shall be withheld in favor of the University, without prejudice to other legal remedies.

V. MANPOWER DEPLOYMENT

The University requires a total of thirty-five (35) Private Security Professionals (PSPs) to be deployed across all campuses of Carlos Hilado Memorial State University (CHMSU), in accordance with the approved deployment schedule, as follows:

Campus	Number of PSPs
Talisay	13
Alijis	7
Fortune Towne	7
Binalbagan	6
Fermin	2
Total	**35**

Of the total number of PSPs to be deployed:

- Four (4) shall be female PSPs, with one (1) female PSP assigned per campus, except for the Fermin Campus.

The Private Security Agency (PSA) shall maintain a pool of reserve PSPs to ensure the availability of relievers and to support extraordinary security requirements, subject to the following conditions:

- The University may request the provision of at least two (2) additional PSPs as a reserve force during periods of need.
- Deployment of reserve PSPs shall be subject to prior approval by the University.
- Payment for reserve PSPs subject to applicable contract rates, as stated in the contract.
- Payment of any overtime services rendered as requested by the University shall only be allowed and paid when the need arises.

VI. SECURITY MANAGEMENT PLAN ***(presented during post-qua and submitted during deployment)***

The PSA shall submit a Security Management Plan detailing:

1. Security objectives and policy framework
2. Risk assessment and preventive strategies
3. Guard deployment and supervision
4. Incident response and reporting protocols
5. Training and retraining programs
6. Coordination mechanisms with CHMSU offices
7. Emergency and disaster preparedness
8. Innovative approaches to campus security

The Security Management Plan shall form part of the post-qualification evaluation and shall be finalized and implemented upon contract award.

VII. SCOPE OF SERVICES

The Private Security Agency (PSA) shall provide security services on a twenty-four-hour, seven-day-a-week (24/7) basis in all campuses of Carlos Hilado Memorial State University (CHMSU).

The scope of services shall include, but shall not be limited to, the following:

A. General Security Services

- Always maintain continuous security presence and vigilance within the University premises.
- Maintain a pool of reserve PSPs to ensure the availability of relievers whenever the need arises.

B. Access Control and Inspection

- Enforce campus rules, regulations, and policies.
- Enforce employees', students', and visitors' identification (ID) systems.
- Conduct inspection of bags, personal belongings, and other items brought into and taken out of the University premises.
- Perform plain-view inspection of vehicles belonging to incoming and outgoing personnel, students, guests, and visitors of any CHMSU unit.
- Deny entry to individuals or withhold equipment in the absence of the required gate entry or exit pass.
- Deny entry to individuals or vehicle who refuse to abide with the Campus Security and Safety Protocols.

C. Incident Reporting and Accountability

- Immediately report any loss, damage, or incident involving University property, equipment, vehicles, or facilities during the PSPs' tour of duty.

- Prepare and submit incident reports for all security-related events, duly reviewed and verified by the Organic Security Supervisor and noted by the Chief Administrative Officer – Administration/Executive Director / Administrative Officer V.
- Assume responsibility for any injury, damage to property, or loss arising from assault, arson, theft, robbery, mischief, or other unlawful acts or negligence committed during the PSPs' tour of duty.

D. Compliance and Submissions

- Submit to the University the results of mandatory semi-annual drug testing for all deployed PSPs, conducted by a government-accredited drug testing laboratory.
- Submit proof of Firearms Proficiency (Gun Handling and Gun Safety) Training conducted in accordance with applicable laws and regulations.

E. Support to University Operations

- Assist CHMSU in enforcing compliance with the prescribed University dress code upon entry to the campus.
- Conduct regular checking of fire extinguishers within assigned areas to ensure that units are present, accessible, properly mounted, and within valid inspection or refill dates, and immediately report any missing, damaged, or expired fire extinguishers to the appropriate University office for corrective action.
- Deploy University-owned vehicles, when necessary, to support security operations, subject to the policies, prior authorization, and control of the General Services Unit (GSU), and in full compliance with all applicable University rules on vehicle dispatch, utilization, and accountability.

VIII. FIREARMS, EQUIPMENT, AND LOGISTICS *(submitted during deployment)*

The issuance, possession, storage, inventory, and authorized bearing of firearms by Private Security Professionals (PSPs) shall strictly comply with applicable laws and regulations.[6]
The following rules shall govern firearms use and control:

A. Firearms Issuance ***(provided during deployment)***

- For every PSPs deployed during night shift from 6PM to 6AM in each campus, the PSA shall issue one (1) 9mm caliber pistol to each on duty PSPs.
- Each PSP deployed during day shift from 6AM to 6PM shall be equipped with a taser or stun gun.
- The PSA shall allocate a total of five (5) units of 12-gauge shotguns for CHMSU, to be distributed to each campus, with adequate ammunition provided for each unit.

B. Firearms Accessories and Ammunition ***(provided during deployment)***

- Each issued pistol shall be provided with at least two (2) magazines, each with a full load of ammunition.
- Adequate ammunition shall be maintained at all times to ensure operational readiness.

C. Storage and Safekeeping ***(provided during deployment)***

- The PSA shall provide a firearms vault or its equivalent, compliant with applicable PNP and Firearms and Explosives Office (FEO) safety and security standards, to securely store all firearms, accessories, and ammunition when not in use.
    - Firearms shall be secured in accordance with safety and regulatory standards at all times.

D. Inventory and Monitoring ***(performed during existence of contract)***

- A monthly inventory of all firearms issued to PSPs shall be conducted by the PSA.
- Inventory records shall be made available for inspection by the University upon request.

E. Firearms Proficiency and Training ***(performed during existence of contract)***

- The PSA shall conduct semi-annual Firearms Proficiency Training, including gun handling and gun safety, at an accredited and licensed firing range within the area of the PSA's location.
- The conduct of such training shall be duly witnessed by the University's authorized representative to ensure compliance.

F. Authorized Bearing of Firearms ***(performed during existence of contract)***

- PSPs shall be allowed to bear firearms only during their authorized tour of duty from 6:00 PM to 6:00 AM, while in proper uniform and within the University premises.
- Bearing of firearms outside university premises shall be allowed only when PSPs are assigned to escort or secure large amounts of cash or valuables, with proper authorization.

IX. SUPPLIES, MATERIALS, AND EQUIPMENT ***(provided during existence of contract)***

The Private Security Agency (PSA) shall provide, issue, and maintain all supplies, materials, and equipment necessary for the effective performance of security services. All equipment issued to Private Security Professionals (PSPs) shall be of ISO-certified standard quality and shall be kept in good working condition throughout the contract period.

A. Mobile Transport

- One (1) bicycle for each campus, to be regularly maintained by the PSA.

B. Communication Equipment

- UHF radios for all PSPs on duty.
- One (1) UHF radio for every Executive Director / Chief Administrative Officer – Administration.

C. Uniforms

- Two (2) complete sets of uniforms shall be issued to each PSP.
-
    - One (1) set shall be shouldered by the PSA.
    - One (1) set shall be paid through salary deduction from the PSP.

D. Other Security and Safety Equipment

The PSA shall provide the following:

- Complete rain gear (e.g., raincoat and boots)
- Whistle
- Club/Nightstick
- Handcuffs
- Complete first aid kit
- Reflectorized traffic vest and gloves for every campus guard post
- One (1) functional metal detector with complete battery for every campus
- One (1) functional stun gun with battery for every campus
- One (1) vehicle inspection mirror per campus guard post, convex type, with a minimum dimension of twelve (12) square inches

E. Office Supplies

The PSA shall provide the following office supplies to support security operations:

- Logbooks – twelve (12) pieces for each campus
  - Three (3) sets per campus/post (entrance, vehicle, exit, including roving)
- Tickler notebook for each security guard
- Ballpoint pens – two (2) boxes with fifty (50) pieces per box, color blue

X. FINANCIAL PROVISIONS AND PAYMENT

A. Bid Price Computation and Cost Breakdown

As part of the bid submission, the Private Security Agency (PSA) shall submit a detailed and itemized cost breakdown of its bid price.

The cost breakdown shall:

- Clearly indicate the basis of all cost components, including but not limited to:
  - Wages and salaries
  - Statutory benefits and mandatory contributions
  - Administrative and operational costs
  - Equipment, firearms, uniforms, and supplies
  - Insurance and training costs
  - Discount offers, if applicable (should be reflected in per item of the cost breakdown)
    - **Example:**

Wages and Salaries	*xx*
Less: Discount offer (if applicable)	*(x)*
Administrative and operational cost	*xx*
Less: Discount offer (if applicable)	*(x)*
Equipment, firearms, uniforms and supplies	*xx*
Insurance and training costs	*xx*
Less: Discount offer (if applicable)	*(x)*

***Note:** No lump-sum discount amount shall be reflected in the cost breakdown without clear identification of the specific item or component to which it is applied, in order to safeguard the basic and mandatory pay intended for services. In accordance with Republic Act No. 12009, discounts may be allowed only when expressly itemized and properly documented, ensuring that such deductions do not compromise the lawful compensation due to service providers.

- Identify and justify any additional fees proposed, which shall be:
  - Reasonable and equitable;
  - Consistent with prevailing market rates; and
  - Directly related to the scope, complexity, and level of security services to be provided.

The submitted cost breakdown shall form part of the bid evaluation and post-qualification review, and shall serve as the basis for verifying compliance with wage laws and other statutory obligations.

B. Wages and Statutory Benefits

Wages of all deployed Private Security Professionals (PSPs) shall be in full compliance with all applicable labor laws and wage issuances, and shall be based on the following:

- The latest Wage Order issued by the Regional Tripartite Wages and Productivity Board (RTWPB) – Region VI, particularly Wage Order No. RBVI-29 or the recent wage order effective 2027 if applicable.
- All other applicable wage laws, statutory benefits, and mandatory contributions prescribed by law, including but not limited to SSS, PhilHealth, Pag-IBIG, and other labor-related obligations.

No payment below the prescribed minimum wage and statutory benefits shall be allowed.

C. Billing and Supporting Documents

Billing for security services rendered shall be supported by the following documents:

- Properly accomplished payroll, indicating the gross amount earned, deductions, and net pay of each Private Security Professional (PSP), together with proof of remittances to the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Pag-IBIG Fund, duly signed and/or certified by the concerned agencies, covering the corresponding billing period;
- Duly signed Daily Time Records (DTRs) of all deployed PSPs for the billing period;
- A sworn statement certifying that the PSA has fully paid the salaries, wages, and benefits due to its PSPs in accordance with law for the billing period covered.
- A monthly billing statement shall be submitted to CHMSU within 15days of the succeeding month for processing of payment for the services rendered during the month.

  (e.g. Billing Month Jan 30, 2027; deadline of submission of billing statement: Feb 15, 2027)

  If the due date falls on a non-working day, due date will be automatically move to the next business day. Failure to comply with this stipulation shall be dealt with accordingly.

The number of PSPs billed shall not exceed those listed in the approved guard deployment roster and Purchase Order, except when augmentation is expressly requested and approved by the University. Any overtime services rendered as requested by the university shall be billed separately.

D. Performance Security Bond

Prior to the signing of the contract, the Private Security Agency (PSA) shall post a Performance Security Bond in the form and amount prescribed under Republic Act No. 12009 and its Implementing Rules and Regulations.

- The Performance Security Bond shall guarantee the faithful performance of contractual obligations and answer for any outstanding liabilities, obligations, or damages incurred by the University arising from or in connection with the contract.
- The bond shall be co-terminus with the contract duration, including any approved extension, plus sixty (60) working days thereafter.

XI. TERMINATION OF CONTRACT

The contract may be terminated for poor performance, violations, or deceitful acts, including failure to comply with labor laws, firearms regulations, reporting requirements, and other material obligations under this Terms of Reference, subject to due process and written notice.

Termination shall take effect thirty (30) calendar days after receipt of written notice. Termination shall be without prejudice to the enforcement of the Performance Security Bond and other remedies available to the University under law.

XII. CONTINUING COMPLIANCE AND REPORTORIAL REQUIREMENTS

The Private Security Agency (PSA) shall submit monthly proof of remittances to the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Pag-IBIG Fund covering all deployed Private Security Professionals (PSPs).

Failure to comply with this requirement shall be a ground for withholding of payment or contract termination, as applicable.

Prepared by:

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Chief Administrative Office – Administrative Service Division

Noted by:

JAY B. ESTRELLAS, EdD
Vice President for Administration & Finance

REFERENCES

1. **GAA** and **STF**
2. **Republic Act No. 11917**, Chapter II, Section 4
3. **Republic Act No. 11917**, Chapter II, Section 5
4. **Republic Act No. 11917**, Chapter II, Sections 6–7
5. **Republic Act No. 11917**, Chapter II, Section 10
6. **Republic Act No. 11917**, Chapter III, Sections 12–13

BIDDER'S COMPLIANCE CHECKLIST

(This serves as reference of the documents required by CHMSU for submission. Kindly check the box if requirements are met)

Project: University-wide Security Services (CY 2027 – March 2028)
(All items are mandatory unless otherwise stated)

I. ELIGIBILITY & LEGAL QUALIFICATIONS

☐ 100% Filipino-owned Private Security Agency (PSA)
☐ Employs not more than 2,000 Private Security Professionals (PSPs)
☐ At least one (1) year experience in campus, institutional, or similar security services
☐ Net Financial Contracting Capacity (NFCC) at least equal to the ABC

II. LICENSE TO OPERATE & REGULATORY COMPLIANCE

☐ Valid License to Operate (LTO) issued by the Chief, PNP or duly authorized representative
☐ LTO is current and valid at the time of bid submission

III. CORPORATE & REGISTRATION DOCUMENTS

☐ SEC Registration Certificate (for corporations), including:
  ☐ Latest General Information Sheet (GIS)
  ☐ Latest Audited Financial Statements
☐ OR DTI Registration Certificate (for sole proprietorships)
☐ CDA Registration Certificate
☐ All documents submitted as certified true copies
☐ Original documents available for validation upon request

IV. LABOR, SOCIAL PROTECTION & DOLE COMPLIANCE

☐ Proof of paid remittances for the last six (6) months prior to bid submission:
  ☐ Social Security System (SSS)
  ☐ Philippine Health Insurance Corporation (PhilHealth)
  ☐ Pag-IBIG Fund
☐ DOLE Clearance, issued at least one (1) month prior to bid submission
☐ DOLE Certification of Registration under DO 174 (legitimate job contracting)
☐ DOLE Rule 1020 Registration of Establishment (OSH compliance)
☐ For PSAs with centralized remittances:
  ☐ Certification from the Main Office
  ☐ DOLE Clearance issued by the DOLE office having jurisdiction over the deployment area

V. TAX & LOCAL GOVERNMENT COMPLIANCE

☐ BIR Registration Certificate
☐ Valid BIR Clearance as of the date of bid opening
☐ Certified true copies of latest:
  ☐ VAT Returns
  ☐ Withholding Tax Returns
  ☐ Income Tax Returns (BIR-stamped)
☐ Valid Mayor's / Business Permit for:
  ☐ Principal Office
  ☐ Branch Office with jurisdiction over deployment area

VI. FIREARMS REGISTRATION

☐ Judicial License to Own and Possess Firearms (LTOPF)
☐ Firearms Registration issued by PNP–Firearms and Explosives Office (FEO)
☐ Updated list of registered firearms, duly certified by PNP-FESAGS

VII. BIDDER'S TECHNICAL DOCUMENTS

☐ Company Profile and Organizational Structure
☐ List of clients within the last three (3) years, indicating:
  ☐ Name and nature of organization
  ☐ Type of business activity
  ☐ Number of PSPs and reserves deployed
  ☐ Contract duration
  ☐ Contact persons and details
  ☐ Client certification (particularly for school/institutional clients)
☐ Inventory of equipment acquired within the last three (3) years, with:
  ☐ Detailed descriptions
  ☐ Acquisition dates

VIII. PRIVATE SECURITY PROFESSIONALS (PSPs)

A. General Qualifications (Roster Compliance)

☐ Total of 35 PSPs, deployed as required per campus
☐ At least four (4) female PSPs, one (1) per campus except Fermin
☐ At least college level (preferably BS Criminology)
☐ Age: 23 to 45 years
☐ Preferred height:
  ☐ 5'4" (men)
  ☐ 5'2" (women)
☐ BMI within the healthy range 18.5–24.9

B. Individual PSP Documentary Requirements (per guard)

☐ Valid License to Exercise Security Profession (LESP) issued by PNP-SOSIA
  ☐ LESP valid for at least one (1) year from contract start
☐ NBI Clearance
☐ PNP Clearance
☐ Court Clearance (MTC/MTCC/MCTC and RTC) for offenses involving moral turpitude
☐ Medical and Physical Examination Certificate
☐ Psychological / Psychoneurotic Test Result
☐ Drug Test Result
☐ Personal Data Sheet (PDS)
☐ Proof of Accident Insurance Coverage
☐ Original LESP and training certificates presented upon deployment

C. Mandatory Trainings (Certification Required)

☐ Pre-licensing training
☐ Periodic and non-periodic in-service training
☐ Gun handling and gun safety training
☐ Emergency response and first aid training
☐ Certification of valid LESP for all PSPs, duly certified by PNP-SOSIA

IX. MANPOWER DEPLOYMENT & RESERVES

☐ Deployment conforms to approved campus distribution
☐ Pool of reserve PSPs available for relievers and extraordinary requirements
☐ Willingness to deploy at least two (2) additional PSPs upon University request, subject to approval

X. SECURITY MANAGEMENT PLAN (POST-QUALIFICATION)

☐ Security objectives and policy framework
☐ Risk assessment and preventive strategies
☐ Guard deployment and supervision
☐ Incident response and reporting protocols
☐ Training and retraining programs
☐ Coordination mechanisms with CHMSU offices
☐ Emergency and disaster preparedness
☐ Innovative approaches to campus security

XI. FINANCIAL PROVISIONS, BILLING & PAYMENT COMPLIANCE

☐ Properly accomplished payroll for the billing period, indicating for each PSP:
  ☐ Gross amount earned
  ☐ Deductions
  ☐ Net pay
☐ Proof of remittances corresponding to the same billing period, covering:
  ☐ Social Security System (SSS)
  ☐ Philippine Health Insurance Corporation (PhilHealth)
  ☐ Pag-IBIG Fund
☐ Proof of remittances duly signed and/or certified by the concerned agencies *(or official system-generated certifications, where applicable)*
☐ Duly signed Daily Time Records (DTRs) of all deployed PSPs
☐ Sworn Statement certifying full payment of salaries, wages, and statutory benefits
☐ Number of PSPs billed does not exceed approved deployment roster and Purchase Order, except for approved augmentation

XII. BID PRICE COMPUTATION & COST BREAKDOWN

☐ Detailed and itemized cost breakdown submitted
☐ Wages compliant with RTWPB Region VI Wage Order No. RBVI-29 or recent Wage Order
☐ Statutory benefits fully provided (SSS, PhilHealth, Pag-IBIG, etc.)
☐ Administrative fees reasonable, equitable, and justified

XIII. PERFORMANCE SECURITY & CONTRACT COMPLIANCE

☐ Willingness to post Performance Security Bond in accordance with RA 12009
☐ Acceptance of 12-month contract for CY 2027 – March 2028 only
☐ Acceptance of termination, sanctions, and replacement provisions
☐ Commitment to submit monthly proof of remittances (SSS, PhilHealth, Pag-IBIG)

FINAL BIDDER SELF-CERTIFICATION

☐ All documents are complete and current
☐ No expired licenses, clearances, or certifications
☐ All submissions are consistent with the TOR
☐ Originals available for verification