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Philippine Government
Procurement Opportunities

Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 5573916
Procuring Entity CARLOS HILADO MEMORIAL STATE COLLEGE
Title Procurement of Security Services for Four (4) Campuses
Area of Delivery Negros Occidental

Solicitation Number:	CHMSC 18-021-0817-S	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	4
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Security Services	Date Published	18/08/2018
Approved Budget for the Contract:	PHP 4,606,000.00	Last Updated / Time	17/08/2018 17:53 PM
Delivery Period:	1 Year/s	Closing Date / Time	11/09/2018 09:30 AM
Client Agency:			
Contact Person:	Ma. Lorena Fernandez Jugos Administrative Assistant II Mabini Street, Brgy Zone 1 Talisay City Negros Occidental Philippines 6115 63-34-7128404 63-34-7128404 chmsc_bacsec@yahoo.com		

Description

Republic of the Philippines
 CARLOS HILADO MEMORIAL STATE COLLEGE
 BIDS AND AWARDS COMMITTEE
 Talisay City, Negros Occidental
 Telefax Nos. (034) 712-8404

INVITATION TO BID FOR THE PROCUREMENT OF SECURITY SERVICES
 FOR FOUR (4) CAMPUSES
 CHMSC 18-021-0817-S

1. The Carlos Hilado Memorial State College, through the Corporate Budget for the Contract of 2018 approved by the governing Board, intends to apply the sum FOUR MILLION SIX HUNDRED SIX THOUSAND PESOS & 00/100 (Php 4,606,000.00) ONLY being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF SECURITY SERVICES FOR FOUR (4) CAMPUSES. Bids received in excess shall be automatically rejected at bid opening.

2. The Carlos Hilado Memorial State College now invites bids for PROCUREMENT OF SECURITY SERVICES FOR FOUR (4) CAMPUSES, as follows:

ONE (1) LOT SECURITY SERVICES (24 Security Guards) Php 4,606,000.00
=====

Delivery of Goods is required within one (1) year immediately upon receipt of Notice to Proceed. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using the non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the CARLOS HILADO MEMORIAL STATE COLLEGE and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.

The BAC Secretariat
Brgy. Zone I, Mabini St.,
Talisay City, Negros Occidental

5. A complete set of Bidding Documents may be acquired by interested Bidders on August 18 – September 10, 2018 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00) Only.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the CARLOS HILADO MEMORIAL STATE COLLEGE, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The CHMSC will hold a Pre-Bid conference on August 28, 2018 at 10:00 A.M. at the CHMSC Conference Room, 4/F Administration Bldg. Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental, which shall be opened only to all interested parties who have purchased the Bidding Documents.

7. Bids must be duly received by the BAC Secretariat at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental on or before 9:30 A.M., September 11, 2018. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on 10:00 A.M., September 11, 2018, at the same venue and address. Bids will be opened in the presence of the bidders' representatives who choose to attend at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental. Late bids shall not be accepted.

8. The Carlos Hilado Memorial State College reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

DR. PERLA G. GUILLENA
Head, BAC Secretariat
Carlos Hilado Memorial State College
Brgy. Zone 1, Mabini St.,
Talisay City, Negros Occidental
Telefax No. (034) 712-8404

ROSALINDA S. TUVILLA, LLB
BAC Chairperson

Line Items					
Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Security Services for Four (4) Campuses (Twenty-Four (24) Security Guards)	1	Lot	4,606,000.00

Pre-bid Conference

Date	Time	Venue
28/08/2018	10:00:00 AM	CHMSC Conference Room, 4/F Administration Bldg. Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental

Created by Rowena De la Vida Prado
Date Created 17/08/2018

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Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Security Services for Four (4) Campuses (Twenty-Four (24) Security Guards)	1	Lot	4,606,000.00

Description

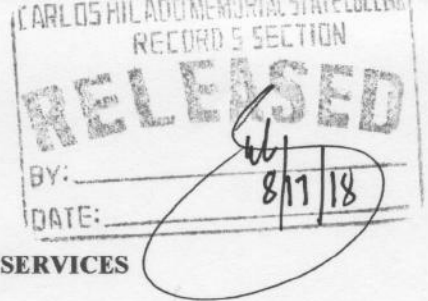
Republic of the Philippines
 DIVISION OFFICE - REGIONAL STATE OFFICE
 REGIONAL STATE OFFICE
 Talisay City, Negros Occidental
 Telephone No. (035) 712-1111

INVITATION TO BID FOR THE PROCUREMENT OF SECURITY SERVICES FOR FOUR (4) CAMPUSES
 CHMSC-18-001-0017-5

1. The Office hereby invites interested bidders through the online budget for the purchase of 2018 approved by the contracting office. Bidders are to submit the bid amount for the purchase of 2018 approved by the contracting office. ONLY BIDDERS WHOSE BIDS DO NOT EXCEED THE BUDGET FOR THE PROCUREMENT OF SECURITY SERVICES FOR FOUR (4) CAMPUSES. Bids received in excess shall be automatically rejected at the opening.



Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
BIDS AND AWARDS COMMITTEE
Talisay City, Negros Occidental
Telefax Nos. (034) 712-8404



INVITATION TO BID FOR THE PROCUREMENT OF SECURITY SERVICES
FOR FOUR (4) CAMPUSES
CHMSC 18-021-0817-S

1. The *Carlos Hilado Memorial State College*, through the *Corporate Budget for the Contract of 2018 approved by the governing Board*, intends to apply the sum **FOUR MILLION SIX HUNDRED SIX THOUSAND PESOS & 00/100 (Php 4,606,000.00) ONLY** being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF SECURITY SERVICES FOR FOUR (4) CAMPUSES**. Bids received in excess shall be automatically rejected at bid opening.
2. The *Carlos Hilado Memorial State College* now invites bids for **PROCUREMENT OF SECURITY SERVICES FOR FOUR (4) CAMPUSES**, as follows:

ONE (1) LOT SECURITY SERVICES (24 Security Guards) Php 4,606,000.00

Delivery of Goods is required within **one (1) year immediately upon receipt of Notice to Proceed**. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

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It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the **CARLOS HILADO MEMORIAL STATE COLLEGE**, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

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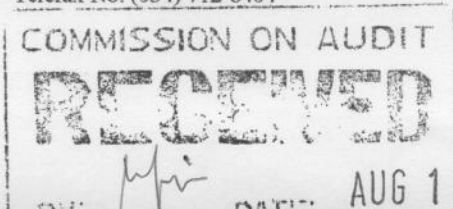
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8. The *Carlos Hilado Memorial State College* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

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Rosalinda S. Tuvilla
ROSALINDA S. TUVILLA, LLB
BAC Chairperson

DATE: **AUG 17 2018**



Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
Talisay City, Negros Occidental
Tel. No. 712-0420



Project: **Provision of College-wide Security Services for CHMSC**
Contract budget: 4,606,000.00
Bid validity: 120 days from submission of bid.
Contract duration: 1 year (FY 2019)

TERMS OF REFERENCE

Eligibility of Bidders

1. The Security Agency must be 100% Filipino owned.
2. It must be duly licensed by the Philippine National Police (PNP) – Security Agencies Guards Supervision Division (SAGSD), registered and a member of PADPAO with proper operating permits and other statutory requirements.
3. It must have been continuously operating as such for at least five (5) years with at least one (1) year experience in campus security.
4. Net Financial Contracting Capacity (NFCC) at least equal to ABC.

Government Mandatory Compliance Documents

1. With valid PNP-SAGSD certified License to Operate as a Security Agency.
2. Certified true copy of SEC or DTI registration; Certified true copies of latest corporate and financial reports as submitted to and stamped received by SEC.
3. The proof of paid remittances for the following government agencies: SSS, PHILHEALTH and PAG-IBIG will be in the form of a certification issued by the said agencies within the last six (6) months from date of bid submission.
4. DOLE DO 174 (Sec 14) compliant.
5. DOLE clearance issued within last three (3) months.

6. Certified true copy of BIR Registration; BIR clearance of the participating bidder shall be valid on the date of opening of bids; Certified true copies of latest VAT, Withholding and Income Tax returns submitted and stamped received by the BIR.
7. Certified true copies of latest Mayor's Permit and Licenses.
8. List of registered firearms with complete description including serial and license number duly certified by Philippine National Police (PNP) – Security Agencies Guards Supervision Division (SAGSD)

Bidder's Documents

- Letter Offer indicating and/or with the following attachments:
- Company Profile and organizational set up
- List (from the latest contract) of clients with guard post of not less than fifty(50) guards and at least one hundred (100) reserve, indicating:
 - Company
 - Kind of organization
 - Business activity
 - Number of guards
 - Contract inclusive dates
 - Contact person and contact details
 - Certification from the client school as to experience duly certified by the institution.
- List of Equipment with detailed description and dates of acquisition (e.g. car/motorcycle and other necessary equipment).
- HR/Admin Policies:
 - Posting/Turnover Policies
 - Security Training Programs
 - Hiring Standards
 - Employee Retention Programs
 - Incident Reporting and Handling Policies
- Copy of Proposed Security Management Plan with the following format and contents:
 - I. Introduction
 - II. Objectives
 - III. Policy Strategy Formulation
 - IV. Security Management Procedure
 1. Hiring Procedure
 2. Training/Re-training

3. Reporting System
4. Composition and Disposition of Guards
5. Duties and Function of Security Guards
 - a. Patrolling building installations and perimeters.
 - b. Guarding restricted areas against unauthorized entry.
 - c. Maintaining a control system for locks and keys.
 - d. Controlling the entry and movement of pedestrians and vehicles.
 - e. Preventing the loss or damage of campus property.
 - f. Enforcing campus/company policies, rules and regulations.
 - g. Enforcing employees', students', and visitors' ID system.
 - h. Carry out contingencies during bomb threat, fire, robbery, hostage or similar emergency situation and natural calamities.
 - i. Carrying out special assignments during period of emergency.
 - j. Coordinate monitoring of CCTV system with the duly authorized personnel of the college.

- V. Firearms and ammunitions
- VI. Communication equipment
- VII. Disciplinary action and/or administrative sanctions to be imposed on erring guards and private security agency personnel.
- VIII. Control Measures
- IX. Contingency Plan
- X. Transition Plan
- XI. Detailed Routine Operations
- XII. Innovative Approaches to campus security, such as joint trainings/drills on fire/disaster preparedness.

- Certificate of site inspection issued by Chief Administrative Officer of the college.

1. Other add-on services that may be offered (not indicated in the PR or TOR Example: Special Occasion/s that need/s security service but without charge).

Number and qualifications of guards

1. Thirty (3) Security Guards (4 lady guards, 1 for each campus)
 - Licensed security guards should have at least one year activity experience as security guard:
 - at least high school graduate;
 - not less than 23 but not more than 45 years of age;
 - with height measurement of at least 5' for women and 5'3" for men;

- Must weigh not more or less than five kilograms (5kg) from the standard weight corresponding to his/her height, age and sex;
- License validity should be not less than one (1) year.

The Service Provider shall also submit the following documentary requirements prior to posting:

- NBI clearance
- PNP clearance
- Barangay clearance
- Physical/Medical/Health Certificate
- Psychoneurotic test
- Drug test
- Personal Data Sheet

- The guards shall have completed an appropriate/recognized security training program.
- The service provider may also submit medical aid training program attended by the guards assigned.

2. At least two (2) additional security personnel as reserve force to support extraordinary requirements during periods of need, without additional cost to the college.

3. Manpower Requirement.

Campus	No. of Guards
Talisay	10
Alijis	6
Fortune Towne	4
Binalbagan	4
Total	24

Firearms (including accessories and ammunitions)

1. All Agency guards on duty should have one (1) unit 9mm caliber pistol, tazer/stun gun, and
2. Four (4) units 12 gauge shotguns, one (1) unit per campus.

Materials and Equipment

1. Mobile Transport
 - One (1) bicycle each campus, to be maintained by the Security Agency.

2. Communication (all duly licensed by the National Telecommunications Commission)
 - All Agency guards on duty should have a fully operational VHF/UHF radio capable of interfacing/interconnecting with existing CHMSC communication equipment.
 - One (1) VHF/UHF radio for every Executive Director.
3. Lighting
 - Eight (8) heavy duty solar/rechargeable LED floodlights/searchlight; 6 hours rechargeable battery life, Integrated charger and adaptor; High and low beam selector; ICC-standard LED bulb; Auto overcharge protection/discharge protection; Weather proof. Two (2) units each campus.
4. Other Equipment
 - Complete set of uniform for each security guard including rain gear (e.g. coat and boots), whistle, club/night stick, handcuff and first aid kit.
 - Reflectorized traffic vest and gloves for every campus guard post.
 - Metal detector for every campus.
 - Vehicle inspection mirror one (1) per campus guard post.

Bid Price Computation

The bid price computation shall comply with the following:

1. Wages shall be in accordance with the latest wage order in Region VI, RTWPB Wage Order No. RBVI-23 and other wage laws/statutory obligation prescribed by law;

Scope of Services

1. The Agency shall provide security on 24/7 basis.
2. The Agency shall have a pool of reserve guards to insure the presence of adequate relievers whenever the need arises.
3. The Agency shall assign female guards only in areas expressly identified by CHMSC.
4. The Agency shall submit to the College the results of mandatory semi-annual drug-testing for all its deployed security personnel taken from Government Accredited drug testing laboratory.

5. The Agency shall be responsible to CHMSC for any injury or damage to or loss of property during the hours of duty of the assigned guards due to assault, arson, theft, robbery or mischief or any unlawful acts or negligence.

- During its watch, ALL losses of equipment, materials, CHMSC vehicles that belong to the unit and other properties, due to any cause, reported within 24 hours from its/their loss as certified by the Executive Directors concerned and concurred by the Chief Administrative Officer, chargeable against the Agency.

6. The Agency, in coordination with CHMSC security guards, may inspect:

- Bags
- Things
- Vehicles of incoming/outgoing personnel and guests of any CHMSC unit under its watch
- Inquire and ask proof from any person, student or employee of their authority or permit, duly signed by the Executive Director, to enter the premises or conduct any experiment or activity inside the buildings during non-official

hours such as will not list...

4. Payment shall be made every fifteenth (15th) day and at the end of each month for security services rendered per billing submitted by the Security Agency and shall be supported by a properly accomplished payroll showing the gross amount earned, deductions and the net amounts payable to the Security Guards and properly signed daily time records, together with the official receipt and remittance list of the previous quarter's statutory remittances (SSS, PhilHealth, Pag-ibig). The number of Security Guards considered for billing purposes shall not exceed those listed in the duly approved guard deployment roster covering the billing period.

5. The Security Agency hereby binds itself to pay its employees assigned in accordance with the provisions of the pertinent laws and/or other legal issuances governing security agencies. The Security Agency shall solely be responsible for the payment of all indemnities to its guards, which may arise under existing laws and shall comply with the provisions of all other Philippine laws relative to its employees. For information purposes, the Security Agency shall, every end of the month, submit to Client reports and/or information concerning illness and/or accidents occurring or befalling its employees assigned to CHMSC. If CHMSC becomes liable to any employee of the Security Agency under the provisions of any law resulting from the Security Agency's failure to comply with said law, the Security Agency shall reimburse CHMSC for all payments made to said employee, including the cost of suit as the case maybe. The Security Agency shall, together with its billings, submit to CHMSC a sworn statement certifying that it has paid the salaries, wages and/or benefits due to its guards under the law for the billing period.

Period of Termination

1. The contract of services shall be for a period of one (1) year commencing upon approval of the Board of Trustees and issuance of Notice to Proceed.
2. The contract of services may also be terminated if the Agency receives an overall rating of "poor" during the quarterly evaluation period.
3. Any violation of the terms and conditions shall give CHSMC the right to terminate the contract.
4. In the situations above, CHSMC shall notify the Agency of its position/decision in writing by registered mail or by personal service. Contract termination shall only take effect after thirty (30) calendar days from the Agency's receipt of written notice thereof.

Deployment and Discipline of Guard Details


1. CHMSC and the Agency shall agree on the details of deployment and supervision of security guard details provided by the Agency under a Security Management Plan

which shall be finalized and agreed upon between them within 15 days from execution of the contract. Failure of the Agency to timely secure CHMSC approval of its proposed Security Management Plan may result in the pre-termination of the contract.

2. The Agency shall be responsible for instilling discipline among the ranks of its security guards. CHMSC shall maintain the prerogative of requiring the suspension or replacement by the Agency of security guards details found to perform poorly or who violate CHMSC rules or standards. The Agency shall be jointly and severally liable with the guard/s concerned in the event that the latter shall be guilty of inflicting damage to property or injury to persons within CHMSC premises as a consequence of their wrongful act or omission in the performance of their functions.
3. CHMSC retains its prerogative of formulating and enforcing security measures within the campuses. The Agency shall assist CHMSC in enforcing such measures and policies without question.
4. The Chief Administrative Officer shall exercise supervisory control over the agency guards through and with the Executive Director and or his/her designated authorized representative.
5. Guards relieved from a campus with any violations cannot be reassigned to other campuses.
6. Any violation or omission to the terms and conditions stated herein will automatically be fined the amount of Thirty Thousand Pesos (Php30,000.00) for each offense.

Emergency and Disaster Management

The Agency shall likewise assist CHMSC in the provision of emergency and disaster management services whenever required. To this end, the Agency shall continue to provide its guard details with training and equipment needed to address potential emergency (bomb threat, fire, robbery, hostage situation) or disaster risk situations (earthquake, typhoon, flood) that may afflict the CHSMC community.


PHILIP A. C. ESTACION
Technical Working Group

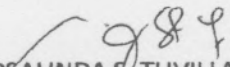
MARIA AGNES A. NAGPATON
Technical Working Group

PROF. ROGELIO ESPINOSA
Technical Working Group

HERNIE BACROYA
Technical Working Group

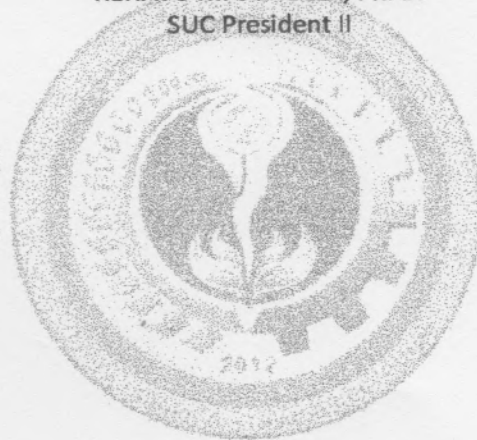
ELENUEL GENOVA
Technical Working Group

Recommending Approval:


ROSALINDA S. TUVILLA, LLB
Chief Administrative Officer

Approved:

RENATO M. SOROLLA, Ph. D.
SUC President II



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Security Services Personnel	24 Security Guards	24 Security Guards	FY 2018-2019

TERMS OF REFERENCE

Eligibility of Bidders

1. The Security Agency must be 100% Filipino owned.
2. It must be duly licensed by the Philippine National Police (PNP) – Security Agencies Guards Supervision Division (SAGSD), registered and a member of PADPAO with proper operating permits and other statutory requirements.
3. It must have been continuously operating as such for at least five (5) years with at least one (1) year experience in campus security.
4. Net Financial Contracting Capacity (NFCC) at least equal to ABC.

Government Mandatory Compliance Documents

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3. The proof of paid remittances for the following government agencies: SSS, PHILHEALTH and PAG-IBIG will be in the form of a certification issued by the said agencies within the last six (6) months from date of bid submission.
4. DOLE DO 174 (Sec 14) compliant.
5. DOLE clearance issued within last three (3) months.
6. Certified true copy of BIR Registration; BIR clearance of the participating bidder shall be valid on the date of opening of bids; Certified true copies of latest VAT, Withholding and Income Tax returns submitted and stamped received by the BIR.

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 - Contact person and contact details
 - Certification from the client school as to experience duly certified by the institution.
- List of Equipment with detailed description and dates of acquisition (e.g. car/motorcycle and other necessary equipment).
- HR/Admin Policies:
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 - Security Training Programs
 - Hiring Standards
 - Employee Retention Programs
 - Incident Reporting and Handling Policies
- Copy of Proposed Security Management Plan with the following format and contents:
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 - III. Policy Strategy Formulation
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 1. Hiring Procedure
 2. Training/Re-training
 3. Reporting System
 4. Composition and Disposition of Guards
 5. Duties and Function of Security Guards
 - a. Patrolling building installations and perimeters.
 - b. Guarding restricted areas against unauthorized entry.
 - c. Maintaining a control system for locks and keys.

- d. Controlling the entry and movement of pedestrians and vehicles.
- e. Preventing the loss or damage of campus property.
- f. Enforcing campus/company policies, rules and regulations.
- g. Enforcing employees', students', and visitors' safety.

g. Coordinate monitoring of CCTV system with the duly authorized personnel of the college.

Plan and/or administrative sanctions to be imposed on and private security agency personnel.

Plan

Plan

Plan

Approaches to campus security, such as joint on fire/disaster preparedness.

Inspection issued by Chief Administrative Officer of the

may be offered (not indicated in the PR or TOR Example: security service but without charge).

guards

1 lady guards, 1 for each campus)

guards should have at least one year activity experience as

school graduate;

23 but not more than 45 years of age;

measurement of at least 5' for women and 5'3" for men;

not more or less than five kilograms (5kg) from the

weight corresponding to his/her height, age and sex;

activity should be not less than one (1) year.

Provider shall also submit the following documentary prior to posting:

clearance

- VII. Disciplinary erring guards
- VIII. Control Measure
- IX. Contingency
- X. Transition Plan
- XI. Detailed Rules
- XII. Innovative trainings/drills

Certificate of site inspection college.

- 1. Other add-on services that Special Occasion/s that need

Number and qualifications of guards

- 1. Thirty (3) Security Guards
 - > Licensed security guard:
 - at least high school graduate;
 - not less than 23 but not more than 45 years of age;
 - with height measurement of at least 5' for women and 5'3" for men;
 - not more or less than five kilograms (5kg) from the weight corresponding to his/her height, age and sex;
 - activity should be not less than one (1) year.

- The Service requirement
 - o NBI clearance
 - o PNP clearance
 - o Barangay clearance

- Physical/Medical/Health Certificate
 - Psychoneurotic test
 - Drug test
 - Personal Data Sheet
- The guards shall have completed an appropriate/recognized security training program.
 - The service provider may also submit medical aid training program attended by the guards assigned.
2. At least two (2) additional security personnel as reserve force to support extraordinary requirements during periods of need, without additional cost to the college.
 3. Manpower Requirement.

Campus	No. of Guards
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Alijis	6
Fortune Towne	4
Binalbagan	4
Total	24

Firearms (including accessories and ammunitions)

1. All Agency guards on duty should have one (1) unit 9mm caliber pistol, tazer/stun gun, and
2. Four (4) units 12 gauge shotguns, one (1) unit per campus.

Materials and Equipment

1. Mobile Transport
 - One (1) bicycle each campus, to be maintained by the Security Agency.
2. Communication (all duly licensed by the National Telecommunications Commission)
 - All Agency guards on duty should have a fully operational VHF/UHF radio capable of interfacing/interconnecting with existing CHMSC communication equipment.
 - One (1) VHF/UHF radio for every Executive Director.
3. Lighting

- Eight (8) heavy duty solar/rechargeable LED floodlights/searchlight; 6 hours rechargeable battery life, Integrated charger and adaptor; High and low beam selector; ICC-standard LED bulb; Auto overcharge protection/discharge protection; Weather proof. Two (2) units each campus.

4. Other Equipment

- Complete set of uniform for each security guard including rain gear (e.g. coat and boots), whistle, club/night stick, handcuff and first aid kit.
- Reflectorized traffic vest and gloves for every campus guard post.
- Metal detector for every campus.
- Vehicle inspection mirror one (1) per campus guard post.

Bid Price Computation

The bid price computation shall comply with the following:

1. Wages shall be in accordance with the latest wage order in Region VI, RTWPB Wage Order No. RBVI-23 and other wage laws/statutory obligation prescribed by law;

Scope of Services

1. The Agency shall provide security on 24/7 basis.
2. The Agency shall have a pool of reserve guards to insure the presence of adequate relievers whenever the need arises.
3. The Agency shall assign female guards only in areas expressly identified by CHMSC.
4. The Agency shall submit to the College the results of mandatory semi-annual drug-testing for all its deployed security personnel taken from Government Accredited drug testing laboratory.
5. The Agency shall be responsible to CHMSC for any injury or damage to or loss of property during the hours of duty of the assigned guards due to assault, arson, theft, robbery or mischief or any unlawful acts or negligence.
 - During its watch, ALL losses of equipment, materials, CHMSC vehicles that belong to the unit and other properties, due to any cause, reported within 24 hours from its/their loss as certified by the Executive Directors concerned and concurred by the Chief Administrative Officer, chargeable against the Agency.
6. The Agency, in coordination with CHMSC security guards, may inspect:
 - Bags
 - Things
 - Vehicles of incoming/outgoing personnel and guests of any CHMSC unit under its watch

- Inquire and ask proof from any person, student or employee of their authority or permit, duly signed by the Executive Director, to enter the premises or conduct any experiment or activity inside the buildings during non-official hours, such as but not limited to office equipment and peripherals.
- And, to bar entrance, or hold equipment for lack of such proof.

Right to Vary Security Services Requirement

1. CHMSC shall have the right to vary its security services requirements, and the number of guards or deployment of guards may be increased/decreased or changed by the President or his duly authorized representative anytime with-in 24 hours upon receipt of the written notice.
2. There shall be no adjustment in contract amount/unit prices except as may otherwise be allowed by law or GPPB regulations.

Manner of Payment

1. The Agency shall provide a Performance Bond in the form and amount prescribed by R.A. 9184 and its implementing Rules and Regulations prior to the signing of contract.
2. The Performance Bond will answer for the Agency's outstanding obligations, liabilities, and damages suffered by CHMSC arising out of, or in connection with, the contract of service.
3. The Performance Bond shall be co-terminus with the duration of the contract of services, including its extension/s, plus sixty (60) working days thereafter.
4. Payment shall be made every fifteenth (15th) day and at the end of each month for security services rendered per billing submitted by the Security Agency and shall be supported by a properly accomplished payroll showing the gross amount earned, deductions and the net amounts payable to the Security Guards and properly signed daily time records, together with the official receipt and remittance list of the previous quarter's statutory remittances (SSS, PhilHealth, Pag-ibig). The number of Security Guards considered for billing purposes shall not exceed those listed in the duly approved guard deployment roster covering the billing period.
5. The Security Agency hereby binds itself to pay its employees assigned in accordance with the provisions of the pertinent laws and/or other legal issuances governing security agencies. The Security Agency shall solely be responsible for the payment of all indemnities to its guards, which may arise under existing laws and shall comply with the provisions of all other Philippine laws relative to its employees. For information purposes, the Security Agency shall, every end of the month, submit to Client reports and/or information concerning illness and/or accidents occurring or befalling its employees assigned to CHMSC. If CHMSC becomes liable to any

employee of the Security Agency under the provisions of any law resulting from the Security Agency's failure to comply with said law, the Security Agency shall reimburse CHMSC for all payments made to said employee, including the cost of suit as the case may be. The Security Agency shall, together with its billings, submit to CHMSC a sworn statement certifying that it has paid the salaries, wages and/or benefits due to its guards under the law for the billing period.

Period of Termination

1. The contract of services shall be for a period of one (1) year commencing upon approval of the Board of Trustees and issuance of Notice to Proceed.
2. The contract of services may also be terminated if the Agency receives an overall rating of "poor" during the quarterly evaluation period.
3. Any violation of the terms and conditions shall give CHSMC the right to terminate the contract.
4. In the situations above, CHSMC shall notify the Agency of its position/decision in writing by registered mail or by personal service. Contract termination shall only take effect after thirty (30) calendar days from the Agency's receipt of written notice thereof.

Deployment and Discipline of Guard Details

1. CHMSC and the Agency shall agree on the details of deployment and supervision of security guard details provided by the Agency under a Security Management Plan which shall be finalized and agreed upon between them within 15 days from execution of the contract. Failure of the Agency to timely secure CHMSC approval of its proposed Security Management Plan may result in the pre-termination of the contract.
2. The Agency shall be responsible for instilling discipline among the ranks of its security guards. CHMSC shall maintain the prerogative of requiring the suspension or replacement by the Agency of security guards details found to perform poorly or who violate CHMSC rules or standards. The Agency shall be jointly and severally liable with the guard/s concerned in the event that the latter shall be guilty of inflicting damage to property or injury to persons within CHMSC premises as a consequence of their wrongful act or omission in the performance of their functions.
3. CHMSC retains its prerogative of formulating and enforcing security measures within the campuses. The Agency shall assist CHMSC in enforcing such measures and policies without question.
4. The Chief Administrative Officer shall exercise supervisory control over the agency guards through and with the Executive Director and or his/her designated authorized representative.

5. Guards relieved from a campus with any violations cannot be reassigned to other campuses.
6. Any violation or omission to the terms and conditions stated herein will automatically be fined the amount of Thirty Thousand Pesos (Php30,000.00) for each offense.

Emergency and Disaster Management

The Agency shall likewise assist CHMSC in the provision of emergency and disaster management services whenever required. To this end, the Agency shall continue to provide its guard details with training and equipment needed to address potential emergency (bomb threat, fire, robbery, hostage situation) or disaster risk situations (earthquake, typhoon, flood) that may afflict the CHSMC community.



Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "or at least equivalent."

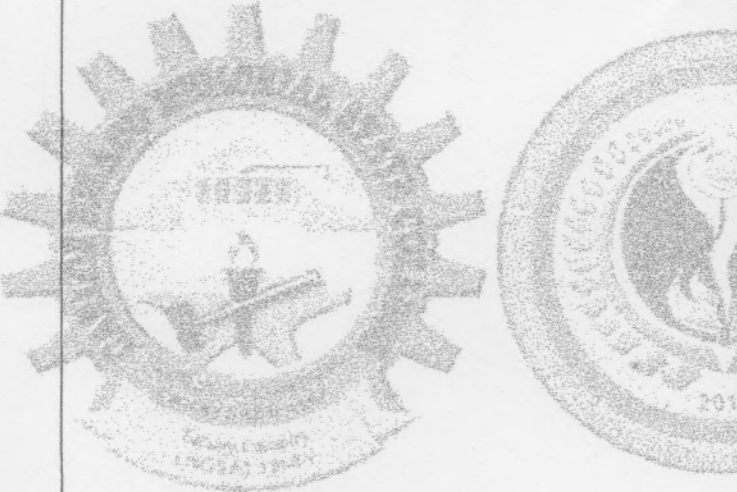
References to brand names cannot be used when the Funding Source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.



Technical Specifications

Item	Specification	Statement of Compliance
		<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is</p>

		<p>subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).</p>												
1	<p>Manpower Requirements: The Security Agency shall provide CHMSC with Twenty-Four (24) Security Guards with the following schedule, to wit:</p>													
	<p style="text-align: center;">Manpower Requirements</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Campus</th> <th style="text-align: center;">No. of Guards</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Talisay</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">Alijis</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">Fortune Towne</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">Binalbagan</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">24</td> </tr> </tbody> </table>	Campus	No. of Guards	Talisay	10	Alijis	6	Fortune Towne	4	Binalbagan	4	Total	24	
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