

OPEN OPPORTUNITIES

*Kindly use Google Chrome Browser

Input Bid ID
Carlos Hilado Memorial State College
Input Title
--Select Bussiness Category--
dd/mm/yyyy
<input type="button" value="Search"/> <input type="button" value="Clear"/>

Export to Excel

Bid ID	Procuring Entity	Title	Approved Budget of Contract	Procurement Mode	Business Category	Publish Date	Closing Date	Contact Person	Agency/Document Link
115784	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Security Services for the Four (4) Campuses	Php 6,810,000.00	Public Bidding	Security Services	2020-11-13 00:00:00	2020-12-03 14:00:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph
			CHMSC 21-005-1112-S						
115748	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Janitorial Services (Manpower Only) for the Four (4) Campuses	Php 5,070,000.00	Public Bidding	Janitorial Services	2020-11-13 00:00:00	2020-12-03 13:00:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph
115629	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Termite Treatment and Control for the Four (4) Campuses	Php 1,600,000.00	Public Bidding	Pest Control Services	2020-11-13 00:00:00	2020-12-03 09:30:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph
115628	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Termite Treatment and Control for the Four (4) Campuses	Php 1,600,000.00	Public Bidding	Pest Control Services	2020-11-13 00:00:00	2020-12-03 09:30:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph
115849	CARLOS HILADO MEMORIAL STATE COLLEGE	Completion of Hometel Improvement (Labor and Materials) - Talisay Campus, Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental	Php 772,983.86	Public Bidding	Construction Projects	2020-11-13 00:00:00	2020-12-03 08:30:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph



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 THE FOUR (4) CAMPUSES
CHMSC 21-005-1112-S

1. The *Carlos Hilado Memorial State College*, through the *Corporate Budget for the Contract of 2021 approved by the governing Board*, intends to apply the sum of **SIX MILLION EIGHT HUNDRED TEN THOUSAND PESOS & 00/100 (Php 6,810,000.00) ONLY**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF SECURITY SERVICES FOR THE FOUR (4) CAMPUSES**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Carlos Hilado Memorial State College* now invites bids for the above Procurement Project. Delivery of the Goods is required by **One (1) Year upon receipt of Notice to Proceed**. Bidders should have completed, within two (2) 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.

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

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

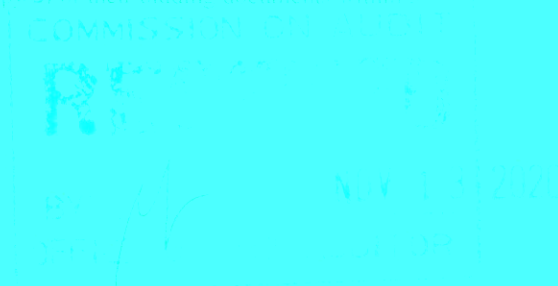
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 13 – December 3, 2020 (9:30P.M.)** to the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPH in the amount of **One Thousand Pesos (Php 10,000.00) ONLY**. The Procuring Entity shall allow the bidder to present as proof of payment for the fees.

The CHMSC will hold a **Pre-Bid conference** on **2:30 P.M., November 20, 2020** at **Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone I, Mabini St., Talisay City, Negros Occidental**, and/or through video conferencing or webcasting via **Zoom Meeting with ID No. 797 389 7583**, Meeting Password: 112020, which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat through physical submission at the **Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone I, Mabini St., Talisay City, Negros Occidental**, or online or electronic submission at <https://www.chmsc.edu.ph/bidding> or both on or before **2:00 P.M., December 3, 2020**. Late bids shall not be accepted.

Bids may be submitted through electronic mail to chmsc@chmsc.edu.ph, provided that the bidding documents are compressed into two (2) separate archived folders (zip or rar format) and which each folder shall be labeled as: **First Folder: Name of Company, Project Reference Number**, and **Second Folder: Name of Company, Project Reference Number**, and each is uniquely password protected.

Bidders must submit the printed copies (Original, Copy 1, and Copy 2) of their bidding documents within **3 calendar days** from bid opening.



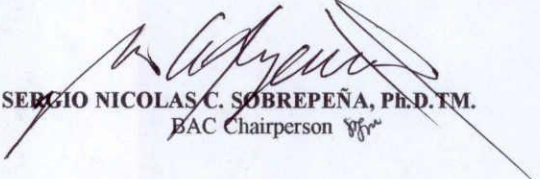
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **2:30 P.M., December 3, 2020**, at the **Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental through Zoom Meeting ID No. 797 389 7583, Meeting Password 120320** . Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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 35.6 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MRS. MA. KRISTINA G. MEDALLA
Head, BAC Secretariat
Carlos Hilado Memorial State College
Brgy. Zone 1, Mabini St.,
Talisay City, Negros Occidental
Email Add.: bac.sec@chmsc.edu.ph
Telefax No. (034) 712-8404
Website: chmsc.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents: chmsc.edu.ph

For online bid submission: bac.sec@chmsc.edu.ph


SERGIO NICOLAS C. SOBREPEÑA, Ph.D. TM.
BAC Chairperson

COMPUTED PRICE BREAKDOWN

Name of the Project: PROCUREMENT OF SECURITY SERVICES

1	Daily Wage Rate		
2	Average Salary per Month (Daily Wage Rate x 393.5 days/12 months)		
3	Add: Other Benefits		
	13 th Month Pay (Average Salary per Month x 1/12)		
	5 Days Incentive Pay (Average Salary per Month x .016)		
4	Add: Night shift differential (average salary/mo. X 10%)		
A.	TOTAL MONTHLY AMOUNT PAID DIRECTLY TO SECURITY STAFF (#2 - 4)		
5	Add: Payable to Government (Employer Share)		
	SSS Premium + ECC		
	Philhealth Premium		
	Pag-ibig Premium		
B.	TOTAL AMOUNT PAYABLE TO GOVERNMENT (Total Sum of #5)		
C.	TOTAL AMOUNT PAID TO JANITOR AND GOVERNMENT (A + B)		
6	Add: Agency Fee (10 % of C)		
D.	OVERALL TOTAL (C + #6)		
7	12% Value Added Tax (Agency Fee x 12%)		
E.	TOTAL CONTRACT PRICE (D + 7)		
8	Number of Security Staff		
F.	TOTAL MONTHLY CONTRACT PRICE (E X 8)		
G.	TOTAL ANNUAL CONTRACT PRICE (Total Monthly Contract Price x 12 Months)		

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

Section III is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB included in Section II, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Section II must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

For foreign-assisted projects, the Bid Data Sheet to be used is provided in Section IX- Foreign-Assisted Projects.

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is CARLOS HILADO MEMORIAL STATE COLLEGE</p> <p>The name of the Contract is PROCUREMENT OF SECURITY SERVICES FOR THE FOUR (4) CAMPUSES</p> <p>The identification number of the Contract is 115784/CHMSC 21-005-1112-S</p>
1.2	<p>The lot(s) and reference is/are:</p> <p style="text-align: center;"><i>ONE (1) LOT SECURITY SERVICES Php6,810,000.00</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the 2021 Corporate Budget of the College approved by the governing Board, in the amount of SIX MILLION EIGHT HUNDRED TEN PESOS & 00/100 (Php6,810,000.00) Only.</p> <p>The name of the Project is: PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	<p><i>For the procurement of Non-expendable Supplies and Services:</i> The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on November 20, 2020, 2:30 p.m. at Bidding Room, 2/F Supply and

	Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental.
10.1	The Procuring Entity's address is: CARLOS HILADO MEMORIAL STATE COLLEGE Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental SERGIO NICOLAS C. SOBREPEÑA, Ph.D.TM BAC Chairperson Tel. No. (034) 712-8404 <u>bac.sec@chmsc.edu.ph</u>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <i>two (2) years</i> prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is SIX MILLION EIGHT HUNDRED TEN PESOS & 00/100 (Php6,810,000.00) Only . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable
17.1	Bids will be valid until <i>April 2, 2021</i> (120 c.d. from the date of bid opening)
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 1. The amount of not less than Php136,200.00 [<i>Insert 2% of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

	2. The amount of not less than Php340,500.00 [<i>Insert 5% of ABC</i>] if bid security is in Surety Bond.
18.2	The bid security shall be valid until <i>April 2, 2021</i> (120 c.d. from the date of bid opening)
20.1	Each Bidder shall submit <i>1 (one)</i> original and <i>2 (two)</i> copies of the first and second components of its bid.
21	The address for submission of bids is Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Talisay City, Negros Occidental The deadline for submission of bids is: DATE: December 3, 2020 TIME: 2:00 p.m.
24.1	The place of bid opening is Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Talisay City, Negros Occidental The deadline for submission of bids is: DATE: December 3, 2020 TIME: 2:30 p.m.
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	Grouping and Evaluation of Lots – <i>All items to be grouped together to form one complete Lot that will be awarded to one Bidder to form one complete contract.</i> Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

	<p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <p><i>ONE (1) LOT SECURITY SERVICES Php6,810,000.00</i></p>
28.4	No further instructions.
29.2	<p>Clearances from the following agencies:</p> <ol style="list-style-type: none"> 1. Social Security System (SSS) 2. PhilHealth 3. PAG-IBIG 4. DOLE
32.4(f)	<p>Additional contract documents relevant to the Project:</p> <ol style="list-style-type: none"> 1. List of personnel to be assigned, with their complete qualification and experience data

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC.

The provisions of this Section complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- (a) Information that complements provisions of Section IV must be incorporated.
- (b) Amendments and/or supplements to provisions of Section IV, as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of Section IV should be incorporated herein.

For foreign-assisted projects, the Special Conditions of Contract to be used is provided in Section IX-Foreign-Assisted Projects.

Special Conditions of Contract

GCC Clause	
1.1 (g)	The Procuring Entity is CARLOS HILADO MEMORIAL STATE COLLEGE
1.1(i)	The Supplier is
1.1 (j)	The Funding Source is the Government of the Philippines (GOP) through Corporate Budget of the College for 2020 approved by the governing Board, in the amount of SIX MILLION EIGHT HUNDRED TEN PESOS & 00/100 (Php6,810,000.00) Only.
1.1 (k)	The Project Site is Carlos Hilado Memorial State College, Talisay, Alijis, Fortune Towne and Binalbagan Campuses.
2.1	No further instructions.
5.1	The Procuring Entity's address for Notices is: SERGIO NICOLAS C. SOBREPENÑA, Ph.D.TM Chairperson, Bids and Awards Committee CARLOS HILADO MEMORIAL STATE COLLEGE BRGY. ZONE 1, MABINI STREET TALISAY CITY, NEGROS OCCIDENTAL Telefax No. (034) 712-8404/712-0420 loc. 142 The Supplier's address for Notices is: _____
6.2	Delivery and Documents – For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: <i>For Goods Supplied from Abroad, state “The delivery terms applicable to the Contract are DDP delivered Carlos Hilado Memorial State College, Talisay Campus, Alijis, Fortune Towne and Binalbagan Campuses. In accordance with INCOTERMS.”</i> <i>For Goods Supplied from Within the Philippines, state “The delivery terms applicable to this Contract are delivered at Carlos Hilado</i>

Memorial State College, Talisay, Alijis, Fortune Towne and Binalbagan Campuses. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:

For Goods supplied from within the Philippines:

Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:

- (i) Original and four copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;
- (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;
- (iii) Original Supplier’s factory inspection report;
- (iv) Original and four copies of the Manufacturer’s and/or Supplier’s warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity’s representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity’s representative at the Project Site.

For Goods supplied from abroad:

Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company by cable the full details of the shipment, including Contract Number, description of the Goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents as applicable with the documentary requirements of any letter of credit issued taking precedence:



The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- (b) in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts required are listed in Section VI Schedule of Requirements and the cost thereof are included in the Contract Price

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods for a period of *three (3) years*.

Other spare parts and components shall be supplied as promptly as possible, but in any case within *one (1) month* months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Insurance –

The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in

	<p>this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered <i>force majeure</i> in accordance with GCC Clause.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Patent Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
10.4	Not applicable
10.5	Payment using LC is not allowed.
11.3	The terms of payment : 30 days
13.4(c)	No further instructions
16.1	<p>The inspections and tests that will be conducted are:</p> <p>Inspection as to the Quality, Quantity, and Specifications of the items delivered.</p>
17.3	One (1) year after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.
17.4	The period for correction of defects in the warranty period is fifteen (15) days
21.1	No additional provision.



Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

*To be a leading GREEN institution of higher learning in the global community by 2030
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)*

Project: **Provision of College-wide Security Services 2021**
Contract budget: 6,810,000.00
Bid validity: 120 days from submission of bid.
Contract duration: 1 year

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) – Supervisory Office for Security and Investigation Agencies (SOSIA), 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-SOSIA 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 clearance issued within last three (3) months.
5. 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.
6. Certified true copies of Mayor's Permit



Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

*To be a leading GREEN institution of higher learning in the global community by 2030
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- 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.



Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

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- 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 (30) 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 extra ordinary requirements during periods of need, without additional cost to the college.
 3. Manpower Requirement.

Campus	No. of Guards
Talisay	12
Alijis	8
Fortune Towne	6
Binalbagan	4
Total	30

Firearms (including accessories and ammunitions)

1. All Agency guards on duty should have one (1) unit 9mm calibre pistol, pepper spray, and
2. Four (4) units 12 gauge shotguns, one (1) unit per campus.



Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

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(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)*

Materials and Equipment

1. Mobile Transport
 - One (1) bicycle for 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. 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 ostrich mirror one (1) per campus guard post.

Bid Price Computation

The bid price computation shall comply with the following:

Wages shall be in accordance with the latest wage order in Region VI, RTWPB Wage Order No. RBVI-25 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:



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- 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. 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



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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 to enforce its security rules and policies 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.

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.



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Miscellaneous Requirements

The Agency should submit documents showing updated quarterly remittances to SSS, PhilHealth, and Pag-ibig in favor of the security guards deployed in CHSMC.

Tie-Breaking Method

Where, after post qualification, an occurrence of a tie takes place among bidders determined and declared as the Lowest Calculated and Responsive Bid (LCRB), the measure to resolve the case is by "toss coin".

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 subsequently found to be contradicted by the evidence presented</p>

		<p>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 Error! Reference source not found. and/or GCC Clause Error! Reference source not found..</p>
1	<p>Manpower Requirements: The Security Agency shall provide CHMSC with Thirty</p>	

Materials and Equipment

1. Mobile Transport
 - One (1) bicycle for 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. 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 ostrich mirror one (1) per campus guard post.

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	30 Security Guards	30 Security Guards	One Year (FY 2021)

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) – Supervisory Office for Security and Investigation Agency (SOSIA), 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-SOSIA 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 clearance issued within last three (3) months.
5. 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.
6. Certified true copies of latest Mayor's Permit and Licenses.

7. List of registered firearms with complete description including serial and license number duly certified by Philippine National Police-Firearms Explosive Security and Guard Supervision (PNP-FESAGS)

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

- 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 (30) 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	12
Alijis	8
Fortune Towne	6
Binalbagan	4
Total	30

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

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4. Other Equipment

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- 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:

Wages shall be in accordance with the latest wage order in Region VI, RTWPB Wage Order No. RBVI-24 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.
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 - Bags
 - Things
 - Vehicles of incoming/outgoing personnel and guests of any CHMSC unit under its watch
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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

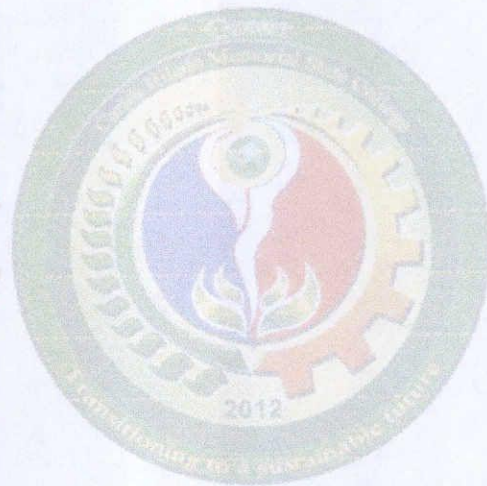
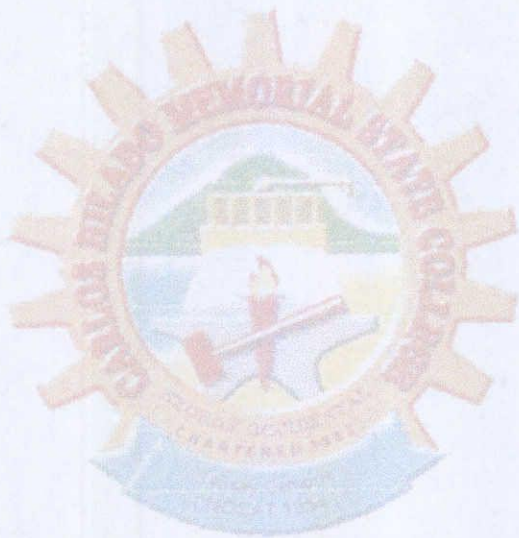
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The Agency shall likewise assist CHMSC in the provision of emergency and disaster management services whenever required. To this end, the Agency shall continue to provide its guard details with training and equipment needed to address potential emergency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





**CARLOS HILADO MEMORIAL STATE COLLEGE
BIDS AND AWARDS COMMITTEE**

Talisay City, Negros Occidental
Telefax No.: (034) 712-8404

Project Reference No: **115784/CHMSC 21-005-1112-S**
 Name of the Project: **PROCUREMENT OF SECURITY SERVICES**
 Location of the Project: **FOUR (4) CAMPUSES**

BILL OF QUANTITIES

Date: _____

Item No.	Qty	Unit	ARTICLES and DESCRIPTION	Unit Price	Total Price
			ONE (1) LOT		
			Thirty (30) Security Services		
			No. of Security Guards per Campus		
			Talisay Campus (Including Supervisor) - 12		
			Alijis Campus - 8		
			Fortune Towne Campus - 6		
			Binalbagan Campus - 4		
			Total - 30		
			-X-X-X-X-X-X-X-X-X-X-nothing follows-X-X-X-X-X-X-X-X-X-X-		
			TOTAL ABC = Php 6,810,000.00		
			PR # 21-004-1112 11-12-2020 (ABC = Php 5,537,000.00)		
			Income 02-164-21-01 01-04-2021/P.A. Estacion		
			PR # 21-005-1112 11-12-2020 (ABC = Php 1,273,000.00)		
			MDC 04-101-21-01 01-04-2021/P.A. Estacion		