



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12744464

Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY

Title Procurement of Security Services (Manpower Only) for the University (2nd Publication)

Area of Delivery Negros Occidental

Solicitation Number:	CHMSU 26-008-0127-S	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	7
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Security Services	Date Published	28/01/2026
Approved Budget for the Contract:	PHP 10,570,000.00	Last Updated / Time	27/01/2026 16:52 PM
Delivery Period:	10 Month/s	Closing Date / Time	24/02/2026 09:00 AM
Client Agency:			
Contact Person:	Rowena De la Vida Prado Administrative Assistant II Mabini Street Talisay City Negros Occidental Philippines 6115 63-34-7120005 Ext.142 63-939-9296624 bac.sec@chmsu.edu.ph		

Description

CARLOS HILADO MEMORIAL STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
TALISAY CITY, NEGROS OCCIDENTAL

INVITATION TO BID
FOR THE PROCUREMENT OF SECURITY SERVICES (MANPOWER ONLY)
FOR THE UNIVERSITY (2ND PUBLICATION)
CHMSU 26-008-0127-S

1. Carlos Hilado Memorial State University, through the Corporate Budget for the Contract of 2026 approved by the governing Board (MDS & INCOME), intends to apply the sum of TEN MILLION FIVE HUNDRED SEVENTY THOUSAND PESOS (Php 10,570,000.00) ONLY being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF SECURITY SERVICES (MANPOWER ONLY) FOR THE UNIVERSITY (2ND PUBLICATION). Bids received in excess of the ABC shall be automatically rejected at bid opening.

ONE (1) LOT SECURITY SERVICES (MANPOWER ONLY) Php 10,570,000.00
=====

2. Carlos Hilado Memorial State University now invites bids for the above Procurement Project. Delivery of the Services is required by Ten (10) Months 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 UNIVERSITY 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 January 28 – February 24 (9:00A.M.) from 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 GPPB, in the amount of Twenty-Five Thousand Pesos (Php 25,000.00) Only. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

6. The CHMSU will hold a Pre-Bid conference on 9:30 A.M., February 4, 2026 at Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental and or through video conferencing or webcasting via Zoom Meeting with ID No. 540 036 7488, Meeting Password 020426, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental, (ii) online or electronic submission at bac.sec@chmsu.edu.ph or (iii) both on or before 9:00 A.M., February 24, 2026. Late bids shall not be accepted.

Bids may be submitted through electronic mail to bac.sec@chmsu.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 labelled as "First Envelope_Name of Company_Project Reference Number" and "Second Envelope_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 09:30 A.M., February 24, 2026, 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. 540 036 7488, Meeting Password 022426. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The Carlos Hilado Memorial State University 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 Sections 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:

MS. LIGAYA E. FUENTES, Ph.D.
Head-BAC Secretariat
Carlos Hilado Memorial State University
Brgy. Zone 1, Mabini St.,
Talisay City, Negros Occidental
Email Add.: bac.sec@chmsu.edu.ph
Telephone Nos.: (034) 454-0529; 454-0584 local 142
Mobile No.: 0920-5833046
Website: chmsu.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents: chmsu.edu.ph

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

MA. RIZA T. MANALO, Ph.D.
BAC Chairperson
Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Security Services (Manpower Only)	1	Lot	10,570,000.00

Pre-bid Conference

Date	Time	Venue
04/02/2026	9:30:00 AM	Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental and or through video conferencing or webcasting via Zoom Meeting with ID No. 540 036 7488, Meeting Password 020426

Created by Rowena De la Vida Prado
Date Created 27/01/2026

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CARLOS HILADO MEMORIAL STATE UNIVERSITY
RECORDS MANAGEMENT OFFICE

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000928

DATE: JAN 27 2026 TIME: 11:30

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Bids and Awards Committee

INVITATION TO BID FOR THE PROCUREMENT OF SECURITY SERVICES (MANPOWER ONLY) FOR THE UNIVERSITY (2ND PUBLICATION) CHMSU 26-008-0127-S



1. Carlos Hilado Memorial State University, through the Corporate Budget for the Contract of 2026 approved by the governing Board (MDS & INCOME), intends to apply the sum of **TEN MILLION FIVE HUNDRED SEVENTY THOUSAND PESOS (Php 10,570,000.00) ONLY** being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF SECURITY SERVICES (MANPOWER ONLY) FOR THE UNIVERSITY (2ND PUBLICATION)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

ONE (1) LOT SECURITY SERVICES (MANPOWER ONLY) PhP 10,570,000.00

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RECEIVED
GREEN CHMSU EXCELSIOR!

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BY: [Signature] DATE: JAN 27 2026
OFFICE OF THE AUDITOR



bac.sec@chmsu.edu.ph
 (034) 712 0005 local 142
 chmsu.edu.ph



Carlos Hilado Memorial State University

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A leading GREEN institution of higher learning in the global community by 2030

Bids and Awards Committee

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MA. RIZA T. MANALO, Ph.D.
BAC Chairperson



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 chmsu.edu.ph

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Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, CARLOS HILADO MEMORIAL STATE UNIVERSITY wishes to receive Bids for the **PROCUREMENT OF SECURITY SERVICES (MANPOWER ONLY) FOR THE UNIVERSITY (2ND PUBLICATION)** with identification number **CHMSU 26-008-0127-S**.

The Procurement Project (referred to herein as “Project”) is composed of **One (1) Lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2026** in the amount of **TEN MILLION FIVE HUNDRED SEVENTY THOUSAND PESOS AND 00/100 (Php 10,570,000.00) ONLY.**

2.2. The source of funding is:

NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under ITB Clause 18.

7. Subcontracts

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a **Pre-Bid Conference** for this Project on **February 04, 2026, 9:30 A.M.** at the Bidding Rm., 2/F Supply and Property Management Bldg., CHMSU Talisay Campus.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB Clause 5.3** should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

11.5. Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the BDS, which shall be not less than the percentage of the ABC in accordance with the schedule in the BDS.
- 14.2. The Bid and bid security shall be valid until **June 25, 2026**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the IB.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the IB. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by ITB Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid. The Bidder shall

submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the BDS.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB 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, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p class="list-item-l1">a. PROCUREMENT OF SECURITY SERVICES (MANPOWER ONLY) FOR THE UNIVERSITY (2ND PUBLICATION)</p> <p class="list-item-l1">b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p class="list-item-l1">a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p class="list-item-l1">b. The amount of not less than <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.</p>
19.3	ONE (1) LOT SECURITY SERVICES (MANPOWER ONLY) Php 10,570,000.00
20.2	Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).
21.2	No further instructions.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

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 found in Section IV.

The Special Conditions of Contract (SCC) 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 the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC 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 the GCC should be incorporated herein.

Section V. Special Condition of Contract

GCC Clause	
1.1(g)	The Procuring Entity is Carlos Hilado Memorial State University (CHMSU)
1.1(i)	The Supplier is _____.
1.1(j)	The Funding Source is <u>INCOME and MDS</u> in the amount of <u>TEN MILLION FIVE HUNDRED SEVENTY THOUSAND PESOS AND 00/100 (Php 10,570,000.00)</u>
1.1(k)	The Project Sites are CHMSU Talisay, Alijis, Fortune Towne, Binalbagan and Fermin Campuses
5.1	<p>The Procuring Entity's Address for Notices is:</p> <p>DR. MA. RIZA T. MANALO BAC Chairperson CARLOS HILADO MEMORIAL STATE UNIVERSITY BRGY. ZONE 1, MABINI STREET TALISAY CITY, NEGROS OCCIDENTAL</p> <p>Contact Person: c/o <u>MS. LIGAYA E. FUENTES, PhD</u> <u>OIC-Head, BAC Secretariat</u></p> <p>Fax and Telephone No.: <u>(034) 454 – 0584 / 454 - 0529 local 142</u></p> <p>The Supplier's address for the Notices is:</p> <p>_____</p> <p>_____</p>
5.2.6	<p>All bid prices for a duration of ten (10) months shall be fixed and shall not be adjusted during contract implementation, except for the following:</p> <ol style="list-style-type: none"> a. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding, b. Increase in tax; and c. If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of security personnel, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded. <p>The procuring entity shall ensure that the foregoing allowable price adjustment are specified under Section 8.1 of the Special Conditions off Contract of the PBDs.</p>

	<p>d. The Financial Proposal shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract.</p> <p>e. Procuring entities shall expressly provide, under <i>Section VII. Technical Specifications</i>, which shall form part of the Contract under Section 13.1 of the General Conditions of the Contract of the PBDs, that the Private Security Agency shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include, among others, the following: (i) quality of service delivered; (ii) time management, (iii) management and suitability of the personnel; (iv) contract administration and management; (v) provision of regular progress reports.</p> <p>f. Before end of each year, procuring entities shall conduct an assessment or evaluation of the performance of the Private Security Agency based on the set of performance criteria prescribed under <i>Section VII. Technical Specifications</i>.</p> <p>g. Based on its assessment, the procuring entity may pre-terminate the contract for failure by the Private Security Agency to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated 22 December 2004.</p>
6.2	<p>Delivery and Documents –</p> <p>Delivery of the Security Services shall be made by the Private Security Agency on a Monthly basis covering the period of 10 months for F.Y 2026. Upon delivery of the Security Services to the Project Site, the Private Security Agency shall notify the PROCURING ENTITY and present the following documents to the PROCURING ENTITY:</p> <p>a. Original and four (4) copies of Monthly Deployment Report (MDR) duly accomplished by the Private Security Agency at the end of each month stating the names of the security personnel, salary rates and actual attendance;</p>
	<p>b. Proof of remittance of Premiums to SSS, PhilHealth, PAG-IBIG and ECC for the benefit of the security personnel.</p> <p>c. The Private Security Agency shall provide Security Services for CHMSU as provided for in the terms of reference.</p> <p>d. The Private Security Agency shall comply with all relevant laws, rules and regulations pertaining to the employment of labor, existing or which hereafter be enacted including but not limited to the Labor Code of the Philippines, Social Security Law, Employees Compensation, Philippine Health Insurance Fund and Home Development Mutual Fund.</p>

	<p>e. All obligations under the provisions of the above-enumerated laws, other related pertinent statutes and existing CHMSU internal Rules and Regulations presently in force and effect shall be complied with and strictly observed.</p> <p>f. Should the Private Security Agency fail to comply with its obligation under the above-enumerated laws and other related pertinent statutes, CHMSU shall have the option to either rescind this Contract or deduct from the service fee any amount due and demandable from the Private Security Agency for its obligations to CHMSU including interest and penalties, if any. This option is without prejudice on the right of CHMSU to confiscate the bond filed by the Private Security Agency, as well as to avail of other remedies provided by law.</p> <p>g. The Private Security Agency shall report all its employees to SSS, PhilHealth, PAG-IBIG for coverage and their contribution as well as all amortization for salary/education/calamity and other loans shall be updated.</p> <p>h. The Private Security Agency shall execute a sworn statement, before CHMSU pays the consideration or part thereof under this Contract, that the Private Security Agency shall submit a copy of its official payrolls duly signed by the Payroll Master/or equivalent and the President/Owner and signed by its worker assigned to perform the services every time the consideration is paid by CHMSU.</p> <p>i. It is expressly and manifestly understood and agreed upon that all employees and/or workers of the Private Security Agency are not employees and/or laborers of CHMSU. Neither is there any employee-employer relationship between CHMSU and the Private Security Agency.</p> <p>j. The Private Security Agency shall not sub-contract the performance of the service subject of this Contract or any part thereof without prior written conformity of CHMSU.</p> <p>k. The Private Security Agency shall immediately restore/repair/replace/pay any loss/es or damage/s caused to the CHMSU-owned properties/pending investigation by the Agency and validated by Management.</p> <p>l. The Private Security Agency shall make all payments of salaries/compensation to service personnel through individual Automated Teller Machine (ATM) services.</p>
10.4	Not applicable
13.4(c)	No further instructions.
16.1	<p>The inspections and tests that will be conducted is:</p> <p>Spot inspections on the performance of security personnel at any time it may deem necessary.</p>

	CHMSU or its representative shall have the right to inspect at any point during the existence of the contract to confirm their conformity to the Contract specifications at no extra cost to CHMSU and at the expense of the Private Security Agency.
17.3	No further instructions.
17.4	No further instructions.
21.1	<p>No additional provision</p> <p>If the Private Security Agency is a joint venture, all partner to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>

Section VI. Schedule of Requirements

University-Wide Security Services (CY 2026)

The Schedule of Requirements defines the scope, quantity, and duration of the security services to be provided in accordance with the Revised Terms of Reference dated January 23, 2026 (Revised TOR 1.23.26).

Schedule of Requirements Table

Item No.	Description	Quantity	Total	Delivery / Duration
1	Security Services Personnel (Private Security Professionals)	Thirty-Five (35) PSPs	35 PSPs	Ten (10) months (CY 2026)

A. Description of Requirement

The Procuring Entity requires the engagement of a duly licensed Private Security Agency (PSA) to provide continuous, professional, and comprehensive security services on a twenty-four hour, seven-day-a-week (24/7) basis across all campuses of Carlos Hilado Memorial State University (CHMSU).

B. Manpower Coverage

The PSA shall deploy a total of Thirty-Five (35) Private Security Professionals (PSPs), distributed as follows:

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

- At least four (4) female PSPs, with one (1) female PSP per campus, except Fermin Campus.

- PSPs shall be deployed on shifting schedules to ensure uninterrupted security coverage.
- The PSA shall maintain a pool of reserve PSPs, including the availability of at least two (2) additional PSPs, subject to University request and approval, to serve as relievers or to support extraordinary security requirements.

C. Delivery Period / Contract Duration

- Security services shall commence upon approval of the Board of Regents and issuance of the Notice to Proceed (NTP).
- The services shall be rendered for a fixed period of ten (10) months covering Calendar Year 2026 only.
- No extension shall be implied unless expressly allowed by law and approved by the University.

D. Statement of Compliance

Bidders must state either “Comply” or “Not Comply” against each requirement in this Schedule of Requirements. Statements of “Comply” or “Not Comply” must be supported by evidence in the Bid and cross-referenced to that evidence. Evidence shall include manpower deployment schedules, personnel rosters, certifications of availability of guards and reserve personnel, sworn statements, and other relevant documents, as applicable.

Any statement not supported by evidence or found to be false during bid evaluation, post-qualification, or contract execution shall render the Bid liable for rejection and may be considered fraudulent in accordance with ITB Clause 3.1(1.2) and/or GCC Clause 2.1(a.2).

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
1	<p>General Requirement. The Procuring Entity shall engage a duly licensed Private Security Agency (PSA) to provide continuous, comprehensive, and professional security services on a 24/7 basis for all campuses of Carlos Hilado Memorial State University (CHMSU) for ten (10) months covering Calendar Year 2026, in accordance with the approved Terms of Reference</p>	<p>Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification. Statements of “Comply” or “Not Comply” must be supported by evidence in the Bid and cross-referenced to that evidence. Evidence shall be in the form of official certifications, licenses, clearances, personnel rosters, deployment schedules, training certificates, insurance policies, sworn statements, and other relevant documents, as applicable.</p> <p>Any statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented shall render the Bid under evaluation liable for rejection. Any statement in the Bidder’s Statement of Compliance or the supporting evidence that is found to be false during bid evaluation, post-qualification, or contract execution shall be considered fraudulent and shall render the Bidder liable for prosecution in accordance with ITB Clause 3.1(1.2) and/or GCC Clause 2.1(a.2).</p>

2	<p>Manpower Requirements and Deployment. The PSA shall deploy a total of Thirty-Five (35) Private Security Professionals (PSPs) distributed as follows:</p> <table border="1" data-bbox="272 341 890 831"> <thead> <tr> <th>Campus</th><th>Number of PSPs</th></tr> </thead> <tbody> <tr> <td>Talisay</td><td>13</td></tr> <tr> <td>Alijis</td><td>7</td></tr> <tr> <td>Fortune Towne</td><td>7</td></tr> <tr> <td>Binalbagan</td><td>6</td></tr> <tr> <td>Fermin</td><td>2</td></tr> <tr> <td>Total</td><td>35</td></tr> </tbody> </table> <ul style="list-style-type: none"> • At least four (4) female PSPs, with one (1) female PSP per campus, except Fermin Campus. • PSPs shall be deployed on shifting schedules to ensure uninterrupted security coverage. • The PSA shall maintain a pool of reserve PSPs to serve as relievers and for extraordinary security needs, subject to University approval 	Campus	Number of PSPs	Talisay	13	Alijis	7	Fortune Towne	7	Binalbagan	6	Fermin	2	Total	35	
Campus	Number of PSPs															
Talisay	13															
Alijis	7															
Fortune Towne	7															
Binalbagan	6															
Fermin	2															
Total	35															
3	<p>Qualifications of Private Security Professionals (PSPs)</p> <ol style="list-style-type: none"> 1. All PSPs assigned to CHMSU shall meet the following minimum qualifications: <ul style="list-style-type: none"> • At least college level, preferably BS Criminology graduates or students • Age: 23–45 years old • Preferred height: <ul style="list-style-type: none"> • Male – 5'4" • Female – 5'2" • BMI: Within healthy range (18.5–24.9) 2. Each PSP must possess valid and current documentary requirements including, but not limited to: <ul style="list-style-type: none"> • License to Exercise Security Profession (LESP) issued by PNP-SOSIA • NBI Clearance • PNP Clearance • Medical, Physical, Psychological, and Drug Test Results • Personal Data Sheet (PDS) • Proof of Accident Insurance Coverage 															

4	<p>Scope of Security Services The PSA shall perform the following services:</p> <p>4.1 General Security</p> <ul style="list-style-type: none"> • Maintain continuous security presence and vigilance • Protect University personnel, students, visitors, facilities, and assets <p>4.2 Access Control and Inspection</p> <ul style="list-style-type: none"> • Enforce campus rules, ID systems, and dress code • Conduct bag, personal item, and vehicle inspections • Deny entry or withhold equipment without proper gate pass <p>4.3 Incident Reporting and Accountability</p> <ul style="list-style-type: none"> • Immediately report incidents involving loss, damage, or injury • Prepare incident reports certified by the Executive Director and concurred by the VPAF/CAO-Admin • Assume responsibility for damages or losses caused by negligence or unlawful acts during duty 	
5	<p>Firearms, Ammunition, and Control The issuance and control of firearms shall strictly comply with PNP and Firearms and Explosives Office (FEO) regulations.</p> <p>5.1 Firearms Issuance</p> <ul style="list-style-type: none"> • One (1) 9mm pistol for every two (2) PSPs per campus • PSPs without pistols shall be issued taser or stun guns • Five (5) units of 12-gauge shotguns allocated university-wide, with adequate ammunition <p>5.2 Accessories and Ammunition</p> <ul style="list-style-type: none"> • Each pistol shall have two (2) magazines, each with full ammunition load <p>5.3 Storage and Inventory</p> <ul style="list-style-type: none"> • PSA shall provide a secured firearms vault • Monthly firearms inventory to be conducted and made available for inspection <p>5.4 Training</p> <ul style="list-style-type: none"> • Semi-annual firearms proficiency training (gun handling and safety) at an accredited firing 	

	<p>range, witnessed by CHMSU representatives</p> <p>5.5 Authorized Bearing</p> <ul style="list-style-type: none"> • Firearms may only be carried during authorized tour of duty (6:00 PM – 6:00 AM), in uniform, and within University premises • Firearms may be carried outside campus only for authorized cash or valuables escort 	
6	<p>Supplies, Materials, and Equipment</p> <p>6.1 Mobile Transport</p> <ul style="list-style-type: none"> • One (1) bicycle per campus, maintained by the PSA <p>6.2 Communication</p> <ul style="list-style-type: none"> • UHF radios for all PSPs on duty • One (1) UHF radio for each Executive Director / CAO-Admin <p>6.3 Uniforms</p> <ul style="list-style-type: none"> • Two (2) complete uniform sets per PSP: <ul style="list-style-type: none"> ◦ One (1) set c/o PSA ◦ One (1) set via salary deduction <p>6.4 Security and Safety Equipment</p> <ul style="list-style-type: none"> • Rain gear (coat and boots) • Whistle, club/nightstick, handcuffs • Complete first aid kit • Reflectorized traffic vest and gloves per campus • One (1) metal detector per campus • One (1) stun gun per campus • One (1) vehicle inspection mirror per guard post, convex type, minimum 12 sq. inches <p>6.5 Office Supplies</p> <ul style="list-style-type: none"> • Logbooks – twelve (12) pieces per campus • Three (3) logbook sets per post (entrance, vehicle, exit/roving) • Tickler notebook for each PSP • Ballpoint pens – two (2) boxes per campus (50 pcs/box, blue) 	
7	<p>Compliance and Reporting</p> <ul style="list-style-type: none"> • Submission of semi-annual drug test results • Submission of firearms proficiency training certificates • Monthly submission of proof of SSS, PhilHealth, and Pag-IBIG remittances • Non-compliance shall be ground for withholding of payment or contract termination 	



CARLOS HILADO MEMORIAL STATE UNIVERSITY BIDS AND AWARDS COMMITTEE

Talisay City, Negros Occidental

Tel. Nos.: (034) 454-0529; 454-0584 Local 142

Mobile No.: 0920-5833046

Project Reference No: **CHMSU 26-008-0127-S**

CHMSU 26-008-0127-S

PROCUREMENT OF SECURITY SERVICES (MANPOWER ONLY) - 2ND PUBLICATION

Location of the Project: **FIVE (5) CAMPUSES**

page 1 of 1

BILL OF QUANTITIES

Date: _____

Signature of Bidder

Name of Firm

Date



Security Services Office

Project	: University-wide Security Services
Contract Budget	: Php 10,570,000.00¹
Bid Validity	: One hundred twenty (120) calendar days from submission of bid
Contract Duration	: Ten (10) months for CY 2026 only²

TERMS OF REFERENCE

I. PROJECT INFORMATION

Project Title

University-wide Security Services

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

Approved Budget for the Contract (ABC)

Php 10,570,000.00¹

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

Contract Duration

Ten (10) months for CY 2026 only²

The contract shall be effective for a fixed period of ten (10) months covering Calendar Year 2026 only. The contract shall commence upon approval by the Board of Regents and the issuance of the Notice to Proceed. No extension shall be implied unless expressly allowed by law and approved by the University.

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

Bid Validity

One hundred twenty (120) calendar days

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

II. ELIGIBILITY AND LEGAL QUALIFICATIONS OF BIDDERS

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



Security Services Office

Filipino Ownership Requirement

The PSA must be one hundred percent (100%) Filipino-owned and shall not employ more than two thousand (2,000) private security professionals.³

License to Operate

The PSA must possess a valid License to Operate (LTO) issued by the Chief, Philippine National Police (PNP), or a duly authorized representative. The LTO shall be valid for a maximum period of five (5) years and subject to renewal in accordance with law.⁴

Experience Requirement

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

Financial Capacity

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

III. MANDATORY GOVERNMENT COMPLIANCE DOCUMENTS

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

Corporate and Registration Documents

- SEC Registration Certificate (for corporations), including the latest General Information Sheet and audited financial statements; or
- DTI Registration Certificate (for sole proprietorships), as proof of legal personality and business name registration.

Labor and Social Protection Compliance

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

- Proof of paid remittances to the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Pag-IBIG Fund within the last six (6) months prior to bid submission.
- DOLE Clearance issued at least one (1) month prior to bid submission, certifying that the PSA has no pending labor case.
- DOLE Certification of Registration under Department Order No. 174, proving authority to engage in legitimate job contracting and subcontracting.
- DOLE Rule 1020 Registration of Establishment, confirming compliance with occupational safety and health standards.⁵



Security Services Office

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

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

Tax Compliance

The PSA shall submit:

- BIR Registration Certificate
- Valid BIR Clearance as of the date of bid opening
- Certified true copies of the latest VAT, Withholding, and Income Tax Returns stamped received by the BIR

Local Permits and Industry Membership

- Valid Mayor's/Business Permit for both the principal office and the branch office with jurisdiction over the deployment area
- Certificate of Membership from the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO), duly certified by the Chapter President

Firearms and Regulatory Licenses

- Judicial License to Own and Possess Firearms (LTOPF)
- Firearms Registration issued by the PNP-Firearms and Explosives Office (FEO)
- Updated list of registered firearms owned and possessed by the PSA, duly certified by PNP-FESAGS⁷

IV. BIDDER'S TECHNICAL DOCUMENTS

The bidder shall submit the following technical documents:

1. Letter of Offer indicating intent to provide the required security services
2. Company Profile and organizational structure
3. List of clients within the last three (3) years indicating:
 - Name and nature of organization
 - Type of business activity
 - Number of PSP and reserves deployed
 - Contract duration
 - Contact persons and details
 - Client certification, particularly for school or institutional clients
4. Inventory of equipment acquired within the last three (3) years, with detailed descriptions and acquisition dates



Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus

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

Security Services Office

V. PRIVATE SECURITY PROFESSIONALS (PSP)

General Qualifications

All PSPs deployed to CHMSU shall:

- Be at least college level, preferably BS Criminology students or graduates
- Be not less than twenty-three (23) nor more than forty-five (45) years of age
- Preferably meet minimum height requirements of 5'4" for men and 5'2" for women
- Have a Body Mass Index (BMI) within the healthy range of 18.5–24.9

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

Licensing and Clearances

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

- A valid License to Exercise Security Profession (LESP) issued by the Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA), valid for at least one (1) year from the start of the contract.⁶
- National Bureau of Investigation (NBI) Clearance
- Philippine National Police (PNP) Clearance
- Medical and Physical Examination Certificate
- Psychological / Psychoneurotic Test Result
- Drug Test Result
- Personal Data Sheet (PDS)
- Proof of Accident Insurance Coverage

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

Mandatory Trainings

All PSPs must have completed the following:

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

Sanctions

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

VI. MANPOWER DEPLOYMENT

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



Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus

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

Security Services Office

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

Of the total number of PSPs to be deployed:

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

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

- The University may request the provision of at least two (2) additional PSPs as a reserve force during periods of need.
- Deployment of reserve PSPs shall be subject to prior approval by the University.
- Payment for reserve PSPs subject to applicable contract rates, as stated in the contract.

VII. SECURITY MANAGEMENT PLAN

The PSA shall submit a Security Management Plan detailing:

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

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

VIII. SCOPE OF SERVICES

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

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

A. General Security Services

- Maintain continuous security presence and vigilance within the University premises at



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- Maintain a pool of reserve PSPs to ensure the availability of relievers whenever the need arises.

B. Access Control and Inspection

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

C. Incident Reporting and Accountability

- Immediately report any loss, damage, or incident involving University property, equipment, vehicles, or facilities during the PSPs' tour of duty.
- Prepare and submit incident reports for all security-related events, duly certified by the concerned Executive Director and concurred by the Vice President for Administration and Finance / Chief Administrative Officer – Administration.
- Assume responsibility for any injury, damage to property, or loss arising from assault, arson, theft, robbery, mischief, or other unlawful acts or negligence committed during the PSPs' tour of duty.

D. Compliance and Submissions

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

E. Support to University Operations

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

IX. FIREARMS, EQUIPMENT, AND LOGISTICS

The issuance, possession, storage, inventory, and authorized bearing of firearms by Private Security Professionals (PSPs) shall strictly comply with applicable laws and regulations.⁷



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The following rules shall govern firearms use and control:

A. Firearms Issuance

- For every two (2) PSPs deployed in each campus, the PSA shall issue one (1) 9mm caliber pistol.
- Each PSP not issued with a pistol shall be equipped with a taser or stun gun.
- The PSA shall allocate a total of five (5) units of 12-gauge shotguns for CHMSU, to be distributed to each campus, with adequate ammunition provided for each unit.

B. Firearms Accessories and Ammunition

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

C. Storage and Safekeeping

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

D. Inventory and Monitoring

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

E. Firearms Proficiency and Training

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

F. Authorized Bearing of Firearms

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

X. SUPPLIES, MATERIALS, AND EQUIPMENT

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



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A. Mobile Transport

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

B. Communication Equipment

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

C. Uniforms

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

D. Other Security and Safety Equipment

The PSA shall provide the following:

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

E. Office Supplies

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

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

XI. FINANCIAL PROVISIONS AND PAYMENT

A. Bid Price Computation and Cost Breakdown

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

The cost breakdown shall:

- Clearly indicate the basis of all cost components, including but not limited to:



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- Statutory benefits and mandatory contributions
- Administrative and operational costs
- Equipment, firearms, uniforms, and supplies
- Insurance and training costs
-
- Identify and justify any additional fees proposed, which shall be:
 - Reasonable and equitable;
 - Consistent with prevailing market rates; and
 - Directly related to the scope, complexity, and level of security services to be provided.

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

B. Wages and Statutory Benefits

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

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

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

C. Billing and Supporting Documents

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

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

The number of PSPs billed shall not exceed those listed in the approved guard deployment roster and Purchase Order, except when augmentation is expressly requested and approved by the University.

D. Performance Security Bond

Prior to the signing of the contract, the Private Security Agency (PSA) shall post a Performance Security Bond in the form and amount prescribed under Republic Act No. 9184 and its Implementing Rules and Regulations.



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

XII. TERMINATION OF CONTRACT

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

Termination shall take effect thirty (30) calendar days after receipt of written notice.

Termination shall be without prejudice to the enforcement of the Performance Security Bond and other remedies available to the University under law.

XIII. CONTINUING COMPLIANCE AND REPORTORIAL REQUIREMENTS

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

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

Prepared by:

SHARON A. JUANCE, PhD

OIC – Chief Administrative Office – Administrative Service Division

Noted by:

ATTY. JULIET D. PASUSTENTO

OIC-Vice President for Administration & Finance

REFERENCES

1. GAA and STF
2. **Internal reference note only:** This contract duration applies exclusively to CY 2026. Any reference to a January–December contract period pertains to a separate and future procurement cycle (CY 2027) and shall not affect this bidding.
3. Republic Act No. 11917, Article II, Section 4
4. Republic Act No. 11917, Article II, Section 5
5. Republic Act No. 11917, Article II, Sections 6–7
6. Republic Act No. 11917, Article II, Section 10
7. Republic Act No. 11917, Article III, Sections 12–13



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BIDDER'S COMPLIANCE CHECKLIST

Project: University-wide Security Services (CY 2026)

(All items are mandatory unless otherwise stated)

I. ELIGIBILITY & LEGAL QUALIFICATIONS

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

II. LICENSE TO OPERATE & REGULATORY COMPLIANCE

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

III. CORPORATE & REGISTRATION DOCUMENTS

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

IV. LABOR, SOCIAL PROTECTION & DOLE COMPLIANCE

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

V. TAX & LOCAL GOVERNMENT COMPLIANCE

- BIR Registration Certificate
- Valid BIR Clearance as of the date of bid opening
- Certified true copies of latest:
 - VAT Returns
 - Withholding Tax Returns
 - Income Tax Returns (BIR-stamped)



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- Valid Mayor's / Business Permit for:
 - Principal Office
 - Branch Office with jurisdiction over deployment area

VI. INDUSTRY MEMBERSHIP & FIREARMS REGISTRATION

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

VII. BIDDER'S TECHNICAL DOCUMENTS

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

VIII. PRIVATE SECURITY PROFESSIONALS (PSPs)

A. General Qualifications (Roster Compliance)

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

B. Individual PSP Documentary Requirements (per guard)

- Valid License to Exercise Security Profession (LESP) issued by PNP-SOSIA
 - LESP valid for at least one (1) year from contract start
- NBI Clearance
- PNP Clearance
- Medical and Physical Examination Certificate
- Psychological / Psychometric Test Results



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- Personal Data Sheet (PDS)
- Proof of Accident Insurance Coverage
- Original LESP and training certificates presented upon deployment

C. Mandatory Trainings (Certification Required)

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

IX. MANPOWER DEPLOYMENT & RESERVES

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

X. SECURITY MANAGEMENT PLAN (POST-QUALIFICATION)

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

XI. FINANCIAL PROVISIONS, BILLING & PAYMENT COMPLIANCE

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



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XII. BID PRICE COMPUTATION & COST BREAKDOWN

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

XIII. PERFORMANCE SECURITY & CONTRACT COMPLIANCE

- Willingness to post Performance Security Bond in accordance with RA 9184
- Acceptance of 10-month contract for CY 2026 only
- Acceptance of termination, sanctions, and replacement provisions
- Commitment to submit monthly proof of remittances (SSS, PhilHealth, Pag-IBIG)

FINAL BIDDER SELF-CERTIFICATION

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