

Summary of Guards Assignment

Description	Statement of Compliance
<p>A. POST/LOCATION (DAY SHIFT / 0600H – 1800H)</p> <ol style="list-style-type: none"> 1. Detachment Commander 2. Gate # 1 (Student Entrance) 3. Gate # 1 (Assist) 4. Gate # 1 (Vehicle Entrance) 5. Gate # 2 (Entrance and Exit CLA Lobby and Roving COS/CLA) 6. Gate # 3 (Student Entrance) 7. Gate # 3 (Assist) 8. Gate # 3 (Vehicle Entrance) 9. Exit Gate (Beside BIT Building) 10. Administration Building (Information) 11. Hostel (Information) 12. IRTC Building Entrance/Roving 13. COE Building Entrance/Roving 14. Roving Guard (CIT/CAFA/CIE) 15. Roving Guard (Ground) 16. Hostel Gate 17. University President Escort 	<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameters of the equipment offered. Statements of "Comply" or "Not Comply" must be appeared 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 date, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid</p>

1	The supplier shall provide TUP security guard who shall be assigned in the University Manila-Campus and render on daily basis. The number may be increased at the discretion of the University as the exigency of the service so requires or as the security situation so demands.	30	Twelve (12) hours per shift per guard on a daily basis including Saturday, Sundays and Holidays	Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameters of the
2	The supplier shall assign to TUP uniformed and adequately trained security personnel with duly licensed firearms and sufficient ammunitions at all times during the tour of duty with adequate licenses and permits from appropriate government agencies and fully equipped with supplies necessary for the successful implementation of their job.		Twelve (12) hours per shift per guard on a daily basis including Saturday, Sundays and Holidays	equipment offered. Statements of "Comply or "Not Comply" must be appeared 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,
3	For the safety and protection of TUP, the Supplier shall render free of charge of the following: 3.1.1 Security Coordinator/Detachment Commander to handle security concerns with vehicle and communication system.		During contract duration	unconditional statements of specification and compliance issued by the manufacturer, samples, independent test date, etc., as appropriate. A statement that is not supported by evidence or is
	3.1.2 Conduct a general security survey of the area being guarded.		Once every quarter	subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either
	3.1.3 Conduct security training course.		Semi-annual	in the Bidders

18. Asst. Detachment Commander

19. Gate # 1

20. Gate # 3

21. Gate # 4 Roving Guard (GAPT / IRTC Building)

22. Administration (Information)

23. Hostel (Information)

24. Hostel Gate/Roving Guard (CIE Ground Floor and Parameter)

25. COE Building / Roving Guard (ESEP / CAP / Ripalda Building)

26. Roving Guard (COS/CLA Ground)

27. Roving Guard (CIT/CAFA Building)

C. TUP Cuenca, Batangas Campus

28. Entrance gate - Day Shift (0600H – 1800H)

29. Roving Guard and Reliever - Day Shift (0600H – 1800H)

30. Roving Guard - Night Shift (1800 – 0600H)

regarded as a subcontractor and render the Bidder of supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a.2) and/or GCC Clause 2.1 (a.2).

			<p>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 of supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a.2) and/or GCC Clause 2.1 (a.2).</p>
	3.1.4 Provide other security-related services with background on investigation, surveillance, investigation of incidents, lie detection, polygraph and asset recovery.	During contract duration	
	3.1.5 Round the clock spot inspection by competent security inspector to ensure compliance with security procedures, rules and regulations including maintenance of cleanliness in their respective posts.	Random Inspection	
	3.1.6 Conduct seminars to continually develop and upgrade the skills and knowledge of the security personnel to responsibility among them.	Twice a year	
	3.1.7 Formation of guards to institute the alertness and discipline to maintain the desired maximum efficiency in the performance of their assigned tasks.	Daily	
	3.1.8 Provide seminar and training on personal security awareness and disaster preparedness for employees of TUP.	Twice a year	

	<p>Response Team or back-up during special occasions like anniversary celebration, Christmas Party, Graduations, visits of government dignitaries, etc.</p>	Quarterly
4	<p>The security guard shall be hired by the Supplier and this contract shall not be deemed in any way as to constitute a contract of employment by and between the TUP and any of the security guards hired by the Supplier, but merely as a contract for the Supplier to render security and investigative services to the TUP. It is therefore understood that the security guards are employees of the Supplier</p>	During contract duration
5	<p>The Supplier hereby holds itself responsible and liable for the loss or damage that may cause to TUP's properties, and installation, as well as the properties of its officers, personnel, and guests duly accounted for and placed under the custody of the guard at the guarded premises arising from theft, pilferage, robbery, malicious mischief, vandalism, and for the protection of the lives and safety of the TUP officials, personnel, visitors/guests and clientele, if their due investigation such losses or damages where due to the negligence, omission, of fault of the security guard on duty.</p>	During contract duration

	<p>performance of duties by the security guards employed by it during the watch hours. The TUP is specifically release from any act or omission of the security guards of the Supplier.</p>		Contract duration
7	<p>The TUP shall have the right to inspect the guards on detail of the premises and at any time request for the replacement of any guard assigned to it.</p>		During contract duration
8	<p>The security guard including the roving patrol shall register their time-in and time-out and sign a book bound logbook provided in their post. At the end of the month, the Supplier shall submit the summary report to support the monthly statement of account to be forwarded to TUP.</p>		Daily and Monthly
9	<p>To ensure the effectiveness in safeguarding and protecting the TUP properties, a "gate pass" containing description of the property must be duly filed out and signed by the concerned officials allowing the said property to be brought out of the guarded premises.</p> <p>In this connection, the TUP will furnish the Supplier a copy of the respective specimen signatures of the approving officials of authorities.</p>		Daily

	<p>ship shall not be the responsibility of the Supplier. Hence, for the Supplier to be responsible in such cases, the TUP agrees that all outgoing vehicles shall be subject to inspection by the guard on duty.</p>		
11	Submit/provide clearance from the Department of Labor and Employment.		During contract duration
12	Copy of the record property brought inside the guarded premises but not included in the inventory list shall be furnish to the Supplier.		As need arises
13	The Supplier shall provide security gears and support equipment:		As prescribed in the security plan
	<p>a. Transportation System: The Supplier shall provide the Chief, CSU for efficient dispatch vehicle necessary for the efficient security operation.</p>	2-way Radio Handheld Motorola Brand 23 pcs.	During contract duration
	<p>b. Transportation System: The Supplier shall provide the Chief, CSU for efficient dispatch vehicle necessary for the efficient security</p>	Motor cycle 1 pc.	During contract duration

	<p>c. Firearms and Ammunitions Each post must be provided with a duly licensed firearm and ammunitions, to be kept within the immediate reach of the guard on post and protected from access by unauthorized person.</p>	<p>9mm pistol 14 units</p>	<p>During contract duration</p>
	<p>The Supplier shall provide a duly licensed firearm to the University Officials: President, Chief, Civil Security Unit and two (2) security personnel for President to be used for self defense/protection. Permit to carry the said firearms should be asked from the PNP by the Supplier. The Agency will pay for the daily four (4) hours overtime services of the close-in security.</p>	<p>Cal. 40 pistol (Glock) 4 units</p>	<p>During contract duration</p>
	<p>In case there is a gun ban from the government, the said Supplier should secure permit to carry the said firearms.</p>		<p>During contract duration</p>

	<p>The Supplier shall provide efficient equipment for monitoring purposes of the daily activities within the vicinity of the TUP such as surveillance cameras, metal detectors, security x-ray scanner (walk through metal detector), etc.</p>	<p>surveillance Night Vision Camera with built-in recorder)</p>	<p>(As prescribed in the Security Plan)</p>
	<p>e. Other Equipment for Security Personnel: Each security guard on duty shall be provided by the Supplier with equipment such as, but not limited to the following:</p>		<p>During contract duration</p>
	<p>a) First Aid Kits</p>	<p>30 pcs.</p>	
	<p>b) Pepper Sprays/Tear Gas</p>	<p>30 pcs.</p>	
	<p>c) Security and Safety Signs</p>	<p>30 pcs.</p>	
	<p>d) Megaphones</p>	<p>5 units</p>	
	<p>e.) Whistles and Flashlights</p>	<p>30 pcs.</p>	
	<p>e) Reflectorized vests</p>	<p>4 pcs.</p>	
	<p>f) Raincoat & Rubber Boots</p>	<p>30 pcs.</p>	
	<p>g) Hand cuffs</p>	<p>30 pcs.</p>	
	<p>h) Security X-ray scanner (walk through metal detector)</p>	<p>2 units</p>	
	<p>i) Metal Detector</p>	<p>5 units</p>	

	l) Watchman Clocks (10 station)	1 unit	
	m) Emergency lights	5 units	
	n) Search Lights and/or Heavy duty flash lights	5 units	
	o) 4-wheel vehicle on a need basis	-	
	p) Motorola quick charges with adaptor	18 units	
	q) Batteries per radio	23 units	
	r) Night Stick	1 piece per guard	
	s) Computer w/ printer	1 unit	
	t) Cassette tape recorder	1 unit	
	u) DVR with Monitor	4 units	
	v) Xerox Machine	1 unit	
	w) Digital camera, and	2 units	
	x) K9 snipping dog on a need basis	-	
	y) Others as required by the situation	-	

and Office Supplies for Administrative Personnel:			
e) Office supplies and forms			
f) Computer with printer	-		
g) Office furniture, and	-		
h) Others as required by the situation	-		

Other Requirements
<p>The minimum and basic qualifications / requirements of the Security Guard to be assigned as Client.</p> <p>A) AGE</p> <p>- Not less than 22 years old but not more than 45 years old at the time of assignment in TUP under contract.</p> <p>B) EDUCATION</p> <p>b.1 BS degree holder preferably BS in Criminology or other related discipline.</p> <p>b.2 At least second year college.</p> <p>b.3 Finished Criminal Investigation Course offered by the PNP, NBI and/or by the Police Development Training School.</p> <p>C) PERSONALITY /CHARACTER TRAITS</p> <p>c.1 Not less than 1.65 meters in height for male security guard and 1.54 meters for female security guard.</p> <p>c.2 Not less than 55 kilograms in weight</p> <p>c.3 Physically and mentally fit (with neuropsychiatric clearance from PNP and DOH).</p> <p>c.4 With good reputation, courteous and alert.</p> <p>c.5 Possess good public relations or knowledge on proper decorum.</p> <p>c.6 Of good moral character as certified by the Barangay Chairman/ Police District/ NBI.</p> <p>c.7 As of good grooming with military haircut.</p> <p>c.8 Assimilates written and oral instructions in English and/or Filipino and understand intelligible.</p>

d.2 Handling firearms.

d.3 Conducting investigations.

d.4 Writing reports and/or making documents.

E) LICENSES

e.1 Security guard license valid for at least one (1) year from the PNP SOSIA.

e.2 Carry firearms which are properly screened, cleared by the PNP, NBI, and other concerned government offices.

F) CLEARANCES /CERTIFICATES

f.1 Clearance for employment by the PNP and other government agencies issuing such clearances.

f.2 Honourable discharge documents (if with military background)

f.3 Clearances from PNP, AFP, NBI, and BOC stating that he has no previous conviction due to any criminal offense involving moral turpitude and has not been dishonourably discharged from the service.

f.4 Drug test stating that he/she is free from tetrahydrocannabinol, methamphetamine hydrochloride and other prohibited substances as certification of which shall be provided by the Client Security Unit every six (6) months.

f.5 No pending administrative case /pending criminal case.

Conforme:


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BAC Chairman