

IB 2021-21
PROCUREMENT SECURITY SERVICES FOR BENGUET AGRIPINOY TRADING CENTER (BAPTC)

DEPLOYMENT OF TWELVE SECURITY GUARDS

SECTION VII-
TECHNICAL
SPECIFICATIONS



TECHNICAL SPECIFICATIONS

PROCUREMENT SECURITY SERVICES FOR BENGUET AGRI- PINOY TRADING CENTER (BAPTC)

Item	Specifications	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
Provision of Security Services		
	The Security Services of the Agency shall include: safeguarding protecting and securing the employees/workers, students, guests, campus, research projects, green houses, laboratory facilities and the land reservation including other properties. Installations found there in against intruders, loggers, forest arsonist and/or thieves and robbers to prevent loss, harm damage or injury, in accordance with its undertakings	
1.1	PROCUREMENT ENTITY’S PREFERENCE:	
	The Benguet State University shall give preference to security agencies based in Baguio and Benguet and those with clients in Baguio and Benguet for the Purpose of better coordination and management	
1.2	GUARDING SCHEME: The Agency shall adopt a guarding Scheme in consultation and in coordination with the Chief Security Officer (CSO) of the Benguet State University and shall post guards in accordance thereof, in the premises of Benguet State University throughout the eight (8) hours, 3 shifts daily, including Saturdays, Sundays and Holidays.	
	The Agency shall use variable shifting of guards for each regular guard post at Benguet State University- Land Reservation Areas. As required by the Institution, the Agency must conduct site inspection and assessment of the university Land Reservation Areas and propose the optimum number of security guards to protect and secure the area.	
	Upon request of the Benguet State University, the security agency shall provide security guards during special occasions such as graduation, charter day celebration, foundation day and other special occasions which the CSO would determine that additional	

	deployment of guards is deemed necessary at the expense of the Agency. The Agency shall assign 1 Detachment Commander and 3 shifts in charge. The Detachment Commander and the shift in charge shall be paid by the Agency.	
1.3	TRAINING: The Agency shall provide appropriate trainings of their guards on disaster responses, security trainings, Bomb Detection Awareness, costumer relation and Values Orientation. Any doubts or suspicion for possible bombs must be reported to the Benguet State University authorities and or nearest Police Station within the area.	
1.4	UNIFORM AND EQUIPMENT: The AGENCY shall provide the BENGUET STATE UNIVERSITY with guards who shall always be in proper and complete uniform with licensed firearms and other paraphernalia and first aids kits as may be necessary.	
1.5	SECURITY LICENSE: All security guards assigned to the premises of the Benguet State University must be duly licensed as Security guard and must have complied with the requirements and regulations prescribed by laws like drugs, and decrees as well as Executive Orders, Regulations prescribed by the Chief, Philippine National Police and Local Ordinance if any,	
1.6	SALARIES AND BENEFITS: The AGENCY shall give the appropriate salaries and benefits to the guards on time and in accordance with the provisions allowed by law in which case, salaries should be based on PADPAO RATES	
1.7	UNIVERSITY GUIDELINES AND POLICIES: The Benguet State University shall furnish the AGENCY from time to time copies of the guidelines and general policies in addition to the needs and requirements of the BSU and shall be responsible for the strict compliance and implementation of the said guidelines, policies, rules and regulations, details or methods of implementing the same. The Benguet state University shall provide the guards assigned with all the necessary FORMS or Log Books for recording purposes to be accomplished by the guards and shall form part of the Benguet State University records.	
1.8	RESPONSIBILITY: The AGENCY shall assume full responsibility for the proper performance of duties of security guards during their watch hours resulting to any loss and/or damage to the Benguet State University. The latter shall be free from any and all liabilities	
	The Agency shall submit photocopy of 201 files of their security guards and relievers to the Security Office once the contract is awarded.	
	The Agency shall maintain sub-agency office within BSU for immediate solutions to request, delegation of work, accessibility, and to fast tract processing of payments	
	The Agency shall be held accountable in the event of loss & damages of properties & harm to personnel of the Benguet State University.	
	The Agency shall bind itself to indemnify the Benguet State University for any loss or damage, destruction and injury that may be incurred by the Benguet State University as a result of negligence, fault, laxity, unlawful act or misconduct of the AGENCY by its security guards or resulting from theft, pilferage, robbery, arson and illegal acts of third persons, except when such loss or damage is clearly established to be due to fortuitous and unforeseen events or acts of God, provided that such losses damages, or injuries shall be reported in writing to the AGENCY or its guards on duty immediately or within 24 hours from date of discovery to enable the AGENCY to make the appropriate investigation	
	However, in case the Benguet State University within 24 hours finds it difficult to serve notice to the AGENCY, a police blotter thereof shall serve the purpose of the above statement. The AGENCY shall	

	be obliged to pursue any legal action against the culprits when it so desires	
1.9	WARRANTY: The AGENCY warrants to comply with its obligations as employer of the security guards to hold the Benguet State University free from any liability, cause or causes of action, claims or claims which may be filed against the AGENCY under this agreement or under the provisions of the labor code, and such other laws, rules and regulations, Presidential decrees, wage orders and similar legislation subject to adjustment upon proper representation and agreement of both parties. likewise the AGENCY shall hold the Benguet State University, its Officer and its employees or their heirs FREE from any liability, cause, /causes of action claim and/or demands which may be filed by its security guards of their heirs by reasons of their employment under this agreement or under the provisions of the Labor Code and other laws, decrees instructions or Orders which are now in effect or may hereinafter enacted.	
	Neither the AGENCY nor its guards/personnel shall be deemed the agent, representative employee or servant of the Benguet State University. The AGENCY shall assume full and sole responsibility for the payment of compensation, wages, salaries and overtime pay and other benefits for Injuries and ailments which may be suffered by the guards/personnel in the course of performing Security service to the BENGUET STATE UNIVERSITY	
1.10	SUPERVISOR AND PERIODIC INSPECTION OF GUARDS The AGENCY shall at its own expenses, make periodic and appropriate inspection of the guards assigned at the University premises and shall exercise disciplinary action, control, supervision and administration over security guard/personnel in accordance with the rules and regulations as well as that of the University and that Security Agency law and other related laws. The Benguet State University or its Officers and Supervisors shall have the right to inspect the guards of the AGENCY, with a view of determining the quality of the services rendered by the AGENCY personnel within the premises. It is expressly understood and agreed that the Benguet State University may at any time request for the immediate replacement of any security guard or personnel of the AGENCY assigned in the premises for reasons which the University believed to be prejudicial to its interest. However the guards/personnel assigned in the Benguet State University are in no sense deemed and considered as employee or agents of the Benguet State University	
1.11	SUPERVISION, MONITORING & EVALUATION: The AGENCY shall be under the supervision of the Benguet State University. Reports should be submitted to the Chief Security Officer of the University	
1.12	RELIEVERS AND RE-ASSIGNMENT: The agency shall inform the BSU in all instances should there be relievers or reassignment of new guards. Likewise, newly posted guards shall be properly introduced by the AGENCY either through a written introduction duly endorsed by the head of the AGENCY or personal introduction.	
1.13	POLICIES ON SUSPENSION, AGENCY policies on suspension of guards shall be forwarded to the BSU and shall be updated at all times such policies shall be in accordance with the Labor Code and should there be violations of policies by the guards, the BSU shall be properly informed. The agency shall observe due process in the request of change of security guards facing complaints by personnel of BSU. Should there be request for change of guards or complaints regarding the posted guards from Benguet State University-La Trinidad Campus, imposing sanctions shall be after due process.	
1.14	PRE-TERMINATION OF CONTRACT: The Benguet State University reserves the right to pre terminate the contract for justifiable reasons	

TECHNICAL / PROJECT REQUIREMENTS		
	1. Technical Specifications, with statement of compliance	
	2. Years of Experience (at least 5 years with at least satisfactory performance)	
	3. Organizational Set -up	
	4. List and Number of Registered Firearms (at least 2 long firearms and 5 hand guns, pledged if awarded the project)	
	5. List and Number of Communication devices (at least 6 hand held, 1 base radio, pledged if awarded the project)	
	6. List and Number of Motor-Powered Vehicles (at least one motor vehicle (pick-up type) and one motorcycle (jumper)and two (2) bicycle, pledged if awarded the project)	
	7. List and Number of Licensed Guards pledge to the project (supported of licenses and Duty Detail, Detail Order)	
	8. Security Plan for the BAPTC	
	9. Recruitment and Selection Criteria	
	10. Company Rules on Discipline and Grievance	
	11. Completeness of Uniforms and other Paraphernalia (Sample Picture of personnel with standard/prescribed uniform & paraphernalia	
	12. Authenticated photocopy of Certificate of Membership/ Registration from Philippine Association of Detective and Protection Agency Operators (PADPAO), Inc.	
	13. Authenticated Photocopy of Valid License to Operate (LTO) issued by PNP- Security Agencies and Guards Supervision Division (PNP-SAGSD)	
	14. NLRC Certificate stating that there is no adverse decided case in areas where the security agency has on-going or completed contract	
	15. SSS Certificate of Compliance and Certification of Premium Payments	
	16. Philhealth Certificate of Compliance	
	17. PAG-IBIG Certificate of Compliance	
	18. DOLE Clearance of no pending case	
	19. Notarized Commitment to provide the following prior to deployment of security guards: <i>a. At least one day duration GMRC/ Costumer Service seminar/training and orientation on Free Space Act and Anti Sexual Harassment and other related or maybe required by BSU</i>	
	20. Certificate of Site Inspection (may not be a mandatory requirement however, it is understood that upon submission of bid, the bidder has already inspected the area and any circumstances pertaining the area would not affect its proposal or the implementation of the project.)	
	Note: for item nos. 4-7, are required to attached certifications, license number, lists, pictures and other related documents for verifications	
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Name of Bidder over Printed Name

Date