IB 2021-20

PROCUREMENT SECURITY SERVICES FOR BENGUET STATE UNIVERSITY- LA TRINIDAD CAMPUS

DEPLOYMENT OF FORTY-SIX SECURITY SERVICES



SECTION VII-TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS

IB 2021-20: DEPLOYMENT OF FORTY-SIX SECURITY SERVICES for Benguet State University- La Trinidad Campus

Item	Specifications	Statement of Compliance
Drovision	of Security Services to Benguet State University -La Trinidad Campus	[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 unamended 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.]
1.1	The Security Services of the Security 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 PROCUREMENT ENTITY'S PREFERENCE:	
1.1	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	

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	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	
1.3	guards on disaster responses, security trainings, Bomb Detection	
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	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	
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	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	
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	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	
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	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	
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	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	
1.10	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 the 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	
1.13	by the head of the AGENCY or personal introduction. POLICIES ON SUSPENSION, AGENCY policies on suspension of guards	
1.13	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				
	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 (FB type) and two 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 BSU La Trinidad Campus			
	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)			
	143. 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: 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			
	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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N	ame of Bidder over Printed Name
	Date