

Date: 25 November 2020

BID BULLETIN NO. 02-2020

SUPPLY OF SECURITY SERVICES FY 2021
 This Bid Bulletin is issued to revise the Technical Specifications of Lot 2 as shown below:

TECHNICAL SPECIFICATIONS

ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	LIST OF FIREARMS AND EQUIPMENT	
2	Lot 2 – 9 Guards	
3	A. FIREARMS:	
4	1. Two (2) 9mm Caliber Pistol	
5	2. One (1) 12 Gauge Shotguns	
6	B. COMMUNICATION:	
7	1. Three (3) Portable Handheld Radios	
8	2. One (1) unit Base Radio for Sports Complex	
9	C. OTHER EQUIPMENT:	
10	1. One (1) set Desktop Computer/ Printer / Consumables	
11	2. One (1) unit XUV Vehicle for UP VIP (as may be requested)	
12	3. One (1) unit Security Response Motor Vehicle (assigned in Campus) (Brand New/Latest Model in good running condition)	
13	4. One (1) unit Digital Camera (Brand New)	
14	5. One (1) unit Metal Detector (Brand New)	
15	6. Three (3) units Spot/ Search Lights (Brand New)	
16	7. Three (3) units Umbrellas (big)	
17	8. Three (3) pairs Raincoats	
18	9. Three (3) units Flashlights	
19	10. One (1) unit Under Chassis Convex Mirror	
20	11. Per Guard Logbooks	
21	12. Per Building Megaphone	
22	13. Per building First Aid Kit	
23	CRITERIA FOR SECURITY SERVICES	
24	I. SECURITY GUARDS	
25	1. At least 5'4" in height	
26	2. Physically and mentally fit for the job as certified by an accredited hospital	
27	3. Do not smoke	
28	4. Do not drink (alcohol)	
29	5. At least 21 years old but not more than 45 years old	
30	6. At least two (2) years of experience as security guard	
31	7. At least two (2) years of college education	
32	8. Passed drug and psychological/ neurological tests	
33	9. Trained to answer telephone calls	
34	10. Trained to receive visitors/ guest	
35	11. Trained to handle delicate situations	
36	12. Trained to make reports and letter communications	
37	13. No pending cases/ never been involved in any administrative or criminal cases.	
38	14. With valid security license	
39	15. With valid Clearances, for at least six (6) months immediately preceding deployment/assignment, from the National Bureau Investigation, Philippine National Police, the Office of the Clerk of Court and Barangay of the place of residence	
40	16. Has no communication handicap	
41	17. Can strictly implement University policies	
42	18. Must wear proper uniform at all times and;	
43	19. Must be polite, respectful, helpful and facilitative at all times.	
44	II. SECURITY AGENCY	
45	1. Must be in operation during the last three (3) years.	
46	2. Must have a legitimate branch at Davao City.	
47	3. Must have a functional guard equipment, gadgets and other accessories.	
48	4. Shall be liable to pay the penalty as liquidated damages in the amount of TEN THOUSAND PESOS (P 10,000.00) per day per gun, radio, equipment or vehicle that the AGENCY failed to deploy and provide in the UNIVERSITY.	
49	5. Must provide continuous training to guards assigned to UP Mindanao.	
50	6. Must provide supervisors who can monitor and supervise security matters on a 24-hour basis.	

TECHNICAL SPECIFICATIONS

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51	7. Can assist the University in making the campus a secure environment for all its constituents, guest and visitors.	
52	8. No pending cases or never been involved in any cases that lead to suspension and termination of contract due to violation/ breach of contract.	
53	9. Can provide mobility (motorized vehicle) to its guards particularly the supervisor during his tour of duty.	
54	10. Can provide security guards free of charge during special events involving the University or its constituents.	
55	11. Submit to the University on a monthly basis, a copy of payroll, receipts of monthly remittances (SSS, Philhealth, Pag-IBIG, etc).	
56	12. Update the University on a weekly basis, about the status of the campus security.	
57	13. Assist the University in developing the implementing preventive measures against fire, bomb threats, robbers, and other forms of crime and emergencies.	
58	14. Protect the property of the University inside the building with in the 204 hectares property.	
59	15. Implement measures that will prevent construction and improvements of houses and other structures owned by the informal settlers.	
60	16. Pay to the UNIVERSITY the penalty as liquidated damages in the amount of TEN THOUSAND PESOS (P 10,000.00) for every illegal structure or improvement per day, until totally removed or demolished, if the AGENCY failed to take legal and lawful action within seven (7) days from either actual discovery by the parties herein of the illegal structure or improvements, or from receipt of written notice of such fact by the AGENCY from the UNIVERSITY, whichever is earlier.	
61	17. Control of stray animals.	
62	18. Assist the University in conducting investigations related to security matters in coordination with the PNP and other investigating bodies.	
63	19. Facilitate the demolition of illegally constructed structures inside the University property.	
64	20. Must provide a quick replacement system during emergency cases (i.e. assigned guards who failed to report or suddenly become ill).	
65	21. Assign a Security Supervisor Officer (SO) to conduct once a week monitoring , supervise inspection, troubleshoot problems and concerns related to campus security and guard deployment.	
66	22. Assign one security personnel to the UNIVERSITY as a Detachment Officer or head guard in a 24-hour duty, without additional cost to the UNIVERSITY, who shall be responsible for the day to day supervision, monitoring and deployment of the security personnel assigned at the UNIVERSITY. He shall submit to the OVCA every end of the week during the effectivity of this contract, a written daily report on observations and analysis as he may deem proper or as may be required by the UNIVERSITY, copy furnished the AGENCY.	
67	23. Upon execution of this contract, the AGENCY shall open an escrow account with any government bank, or deposit to the UP Mindanao Cash Office cash equivalent to 10% of the contract price or Manager's check issued by a commercial bank in favor of UP Mindanao, at the discretion of the UNIVERSITY. This is subject to the terms and conditions of the Escrow Agreement of the bank, all at the sole expense of the AGENCY. The Escrow Agreement and the Performance Security shall be an integral part of this contract to which compliance is mandatory.	

This shall be submitted along with the other bidding documents.

For information and guidance of all concerned.

Prof. ERWIN E. PROTACIO
Vice Chair, Bids and Awards Committee

Received by Bidder:

Name of Company

Signature over printed name/Date received