



UNIVERSITY OF THE PHILIPPINES MINDANAO

Office of the Vice Chancellor for Administration



LIST OF FIREARMS AND EQUIPMENT

Lot 2 – 9 Guards

A. FIREARMS:

- | | |
|------------|--------------------|
| 1. Two (2) | 9mm Caliber Pistol |
| 2. One (1) | 12 Gauge Shotguns |

B. COMMUNICATION:

- | | |
|-----------------|-------------------------------|
| 1. Three (3) | Portable Handheld Radios |
| 2. One (1) unit | Base Radio for Sports Complex |

C. OTHER EQUIPMENT:

- | | |
|--------------------|--|
| 1. One (1) set | Desktop Computer/ Printer / Consumables |
| 2. One (1) unit | XUV Vehicle for UP VIP (as may be requested) |
| 3. One (1) unit | Security Response Motor Vehicle (assigned in Campus)
(Brand New/Latest Model in good running condition) |
| 4. One (1) unit | Digital Camera (Brand New) |
| 5. One (1) unit | Metal Detector (Brand New) |
| 6. Three (3) units | Spot/ Search Lights (Brand New) |
| 7. Three (3) units | Umbrellas (big) |
| 8. Three (3) pairs | Raincoats |
| 9. Three (3) units | Flashlights |
| 10. One (1) unit | Under Chassis Convex Mirror |
| 11. Per Guard | Logbooks |
| 12. Per Building | Megaphone |
| 13. Per building | First Aid Kit |

Prepared by:


JOEL N. SAGADAL
Security Supervisor



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CRITERIA FOR SECURITY SERVICES

I. SECURITY GUARDS

1. At least 5'4" in height
2. Physically and mentally fit for the job as certified by an accredited hospital
3. Do not smoke
4. Do not drink (alcohol)
5. At least 21 years old but not more than 45 years old
6. At least two (2) years of experience as security guard
7. At least two (2) years of college education
8. Passed drug and psychological/ neurological tests
9. Trained to answer telephone calls
10. Trained to receive visitors/ guest
11. Trained to handle delicate situations
12. Trained to make reports and letter communications
13. No pending cases/ never been involved in any administrative or criminal cases.
14. With valid security license
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
16. Has no communication handicap
17. Can strictly implement University policies
18. Must wear proper uniform at all times and;
19. Must be polite, respectful, helpful and facilitative at all times.

II. SECURITY AGENCY

1. Must be in operation during the last three (3) years.
2. Must have a legitimate branch at Davao City.
3. Must have a functional guard equipment, gadgets and other accessories.
4. Must provide certification pertaining to serviceability of their issued firearms.
5. 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.
6. Must provide continuous training to guards assigned to UP Mindanao.
7. Can assist the University in making the campus a secure environment for all its constituents, guest and visitors.
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.
9. Can provide mobility (motorized vehicle) to its guards particularly the supervisor during his tour of duty.
10. Can provide security guards free of charge during special events involving the University or its constituents.
11. Submit to the University on a monthly basis, a copy of payroll, receipts of monthly remittances (SSS, Philhealth, Pag-IBIG, etc).
12. Update the University on a weekly basis, about the status of the campus security.
13. Assist the University in developing the implementing preventive measures against fire, bomb threats, robbers, and other forms of crime and emergencies.
14. Protect the property of the University inside the building with in the 204 hectares property.



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15. Implement measures that will prevent construction and improvements of houses and other structures owned by the informal settlers.
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.
17. Control of stray animals.
18. Assist the University in conducting investigations related to security matters in coordination with the PNP and other investigating bodies.
19. Facilitate the demolition of illegally constructed structures inside the University property.
20. Must provide a quick replacement system during emergency cases (i.e. assigned guards who failed to report or suddenly become ill).
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.
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*.
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.

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