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**Iloilo Science and Technology University**  
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**SUPPLEMENTAL/BID BULLETIN**  
**ADDENDUM No. 01**

This supplemental/bid bulletin is being issued to further clarify the **Terms of Reference** as an additional document for the **Procurement of Security Services**

Project Reference Number : **MC-GOODS-2023-07-17**  
Location of the Contract : **ISAT U-Miagao Campus, Miagao, Iloilo**  
Approved Budget : **PhP 1,470,000.00**

Please be informed of the **Term of Reference**

This Supplement Bid Bulletin shall form part of the Bidding Documents

For the guidance and information of all concerned.

  
**SOLIMAR F. MORADAS, DIT**  
BAC Chairman





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## TERM OF REFERENCE

**Project Title: Procurement of Security Services**

**Contract Duration: One (1) Year**

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### I. RATIONALE

As a leading educational institution in Region VI in terms of Science and Technology ISAT U has acquired properties and facilities worth millions of pesos, and the increase of its population in the different campuses. It is therefore, one of the main concerned of the administration is to protect, safeguard and preserved the said properties and more importantly to protect the lives of the people in the organization.

### II. APPROVED BUDGET FOR THE CONTRACT, STAFF COMPLEMENT, AND CONTRACT DURATION AND CONDITIONS

#### A. Approved Budget for the Contract

The total Approved Budget for the Contract ("ABC") for this project is One Million Four Hundred Seventy Thousand Pesos Only (Php 1,470,000.00), inclusive of all applicable taxes and fees, including administrative fee of not less than 20% but not more than 25% and other mandatory contributions due to concerned government agencies.

#### B. Staff Complement

Staff complement shall be comprised of five (5) security guards who shall have a shifting schedule of eight (8) hours a day from Monday to Sunday, to be deployed at the University Premises.

#### C. Contract Duration and Conditions

##### 1. Contract Duration

The contract for security services ("Contract") shall be for a period of twelve (12) months and is extendible on a month-to-month basis while ISAT U Miagao Campus is procuring for new contract for the same services. The security agency ("Service Provider"), upon assumption of its duty, shall be subject to performance evaluation which shall be the basis for retention of its services.

##### 2. Condition of Contract

The following are the conditions to be complied with by the Service Provider:

- a. The Service Provider shall comply with the Labor Code including but not limited to provisions requiring that wages shall paid at least twice a month. Within five (5) working days from the scheduled date of payment, the Security Agency shall submit to the ISAT University Miagao Campus proof of payment and/or remittances of the following:
  - Wages and overtime fees
  - 13<sup>th</sup> month pay of their deployed employees
  - Remittances to SSS, Pag-IBIG, Philhealth and BIR



The ISAT University Miagao Campus shall no case be liable for any interest penalty or for any delayed payments of the remittances to SSS, Pag-IBIG, Philhealth and BIR.

- b. The Service Provider shall submit to the ISAT University Miagao Campus its Compliance Certificate/Clearance from the DOLE and NLRC Certificate, stating that it is duly registered as legitimate contractor.
- c. The Service Provider shall require the designated security guards to always be neat and in proper uniform.
- d. The Service Provider shall make available all times trained and qualified relievers and/or replacements to ensure continuous and uninterrupted service in case of absences of the assigned guard for whatever reason; provided, however, that no security guard shall serve for more than eight (8) hours of duty per day except in case of emergency. Furthermore, in case of replacement, the name of the guard / s to be replaced shall be indicated in the Duty Detail Order and shall be presented, together with the Recall Order issued to the security guard who will be replaced, to the duly authorized of the ISAT University Miagao Campus, Chief Security Officer and to the Head of Safety, Security, Environment and Disaster Mitigation Management Office. In no case shall a security guard assume his post without presenting his Duty Detail Order and Recall Order to the Security Supervisor of ISAT University Miagao Campus.
- e. The ISAT University Miagao Campus has the right to demand from the Security Provider the immediate relief of security guards who are deemed undesirable or incompetent without the benefit of formal investigation or explanation. The ISAT University Miagao Campus shall then give a request for replacement to the Security Agency, which in turn, shall have twenty – four (24) hours from receipt if such request to provide a replacement. In all instances, the replacement should be acceptable to the ISAT University Miagao Campus.
- f. The ISAT University Miagao Campus has the right to reject any output or any task which fails to meet the minimum standards that may be agreed upon by the ISAT University Miagao Campus and the Security Agency. In such instances, the Security Agency shall make the necessary corrections or alterations to the output or task to meet the minimum standards agreed on.
- g. The Security Provider shall provide full coverage of medical and risk insurance to the security guards to be deployed to the ISAT University Miagao Campus, at its own expense.
- h. The Security Provider shall provide the following minimum equipment to the Security Guards, supported with photocopies of valid licenses, if applicable and a Certification from the Security Agency that these equipment are existing and that they pledge provide the equipment upon deployment:
  - a. Firearms with updated licenses' by the PNP Firearms and Explosive Division:
    - i. Hand gun with corresponding rounds of ammunition.
      1. Revolver 38 caliber, its equivalent or higher caliber 1 pc each guard.
      2. Shotguns, 12 gauge with emergency rounds of ammunition 1pcs.
  - b. Communication Radios with updated license issued by the NTC.
  - c. Other essential security paraphernalia for each deployed security guard:
    - i. Night sticks for each security guard on duty.
    - ii. Handcuffs
    - iii. Whistle
    - iv. Flashlight with batteries
    - v. Raincoat and rubber boots
    - vi. Traffic vests
    - vii. Side Bag with First Aid Kits
    - viii. Metal Detector
    - ix. Under chassis mirror



- i. All bid prices for the twelve (12) months duration shall be fixed and shall not be adjusted during the contract implementation, except in the following instances:
  - a. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding.
  - b. Increase of taxes.
  - c. Increase in monthly contributions such as Philippine Health Insurance (Philhealth), Home Development Mutual Fund (PagIBIG), Social Security Services (SSS) and other authorized by the Philippine Government.
  - d. If during the term of the contract the ISAT University sees the need to add or reduce the number of security guards, the resulting cost of the said addition or reduction, shall in no case exceed the ABC for the relevant year.
- j. The Service Provider shall be responsible and liable for the cost of any loss, damage, or injury that may be suffered by the ISAT University Miagao Campus, its officers or employees when such loss, damage or injury is due to the fault or negligence of the Security Agency or its security guards, provided that such loss, damage, or injury is made known to the Security Agency within twenty-four (24) hours of its occurrence or discovery. This provision shall include any loss, damage or injury to property belonging to ISAT University Miagao Campus or any of its officers or employees.
- k. The Service Provider shall be issuing a Duty Detail Order for security guards to be assigned to the ISAT University Miagao Campus, including relievers and replacements. The Duty Detail Order shall be presented by the security guard to the duly authorized representative of the ISAT University Miagao Campus upon assumption of duty.
- l. The security guards to be dispatched shall be subjected to the screening, evaluation, and approval of ISAT University Miagao Campus.
- m. The Service Provider shall ensure that the security guards to be dispatched shall have proper and complete training on emergency response procedure.
- n. The Security Agency shall be responsible in coordinating with the Chief Security Officer and the Safety, Security, Environment and Disaster Mitigation Management Office for security concerns.

### III. SCOPE OF SERVICES

- Enforce rules, regulation, and policies of the ISAT University Miagao Campus.
- Maintain peace and order in the ISAT University Miagao Campus.
- Respond to any emergencies within the ISAT University Miagao Campus premises.
- Safety and security of personnel, student, and properties of the ISAT University Miagao Campus.
- Monitor/log equipment and materials which are brought in and out of the ISAT University Miagao Campus.
- Open and close the University gates.
- Check I.D.s of students, faculty, and staff within the ISAT University Miagao Campus premises.
- Control traffic and assign parking space of vehicles inside the ISAT University Miagao Campus.
- Monitor/report suspicious activities and personalities inside the ISAT University Miagao Campus.
- Check visitors and issue Visitor's I.D. upon entering ISAT University Miagao Campus.
- Check vehicles pass of vehicle upon entering ISAT University Miagao Campus.
- Check /log in and out of University vehicles.
- Put off/switch on of security and perimeter lights within the ISAT University Check visitors and issue Visitor's I.D. upon entering ISAT University Miagao Campus premises.



- Conduct security check on doors, windows, offices, comfort rooms, classrooms, laboratories and padlocks within ISAT University Check visitors and issue Visitor's I.D. upon entering ISAT University Miagao Campus premises after office hours.
- Report unsafe areas in the University premises to the Chief Security Officer for administrative action.
- Crowd control during special functions, activities, and emergency situations.
- Prepare and submit daily Activity and Situation Report to cover all activities and incidents related to the implementation of security operations for the areas of responsibility as well as any untoward incidents that transpired during the day.
- Respond to all alarms and act appropriately / accordingly.
- Strictly abide and implement all policies of the ISAT University Miagao Campus.
- Perform other duties that may be assigned from time to time.

#### IV. QUALIFICATIONS OF SECURITY GUARDS AND SECURITY AGENCY

The following are the qualification of the Security Guards and Security Agency:

##### A. Qualifications of Security Guards

The bidder shall warrant that every security guard assigned to the ISAT University Miagao Campus possesses the following qualifications:

1. Must be a Filipino Citizen.
2. At least 2<sup>nd</sup> year college or should have earned at least 72 units in college and/or high school graduate with adequate knowledge in communicating skills.
3. Should have at least one (1) year of relevant experience as a security guard or its equivalent.
4. Must be physically and mentally fit, at least 5'0" tall and be at least 21 years old and not more than 50 years old.
5. Must have passed and undergone regular security service training, psychological evaluation test, neuro – psychiatric examination and drug test. The security guard must submit results taken within the last six (6) months.
6. Must be of good moral character, courteous, alert and without any pending criminal case filed in court or any police record involving criminal acts.
7. Must be duly licensed and properly screened and cleared by PNP, NBI and other government offices issuing clearances for employment (*submit certificate / clearance shall be valid as of the date of opening of bid and subject to renewal, if the same should expire during the contract implementation*).
8. Must have relevant training on emergency response (*submit a certificate of attendance / participation*).
9. Capable of assimilating written and / or oral instructions in Hiligaynon, Filipino and English and can render intelligible person.
10. Must be in proper uniform and maintain good grooming (*preferably military haircut in male*).

##### B. Qualifications of Security Agency

The bidder must be:

1. Be a member of PADPAO or any other association duly recognized by the PNP-CSG-SOSIA and licensed to operate by the latter.
2. Have been engaged in the business for at least five (5) years.
3. Have at least one (1) completed similar contract with a government agency within three (3) years prior to the deadline of submission and opening of bids. Have at least fifty (50) security guards deployed per year from 2017 to 2020.
4. Have a good reputation as attested by previous / current clients.





## V. CONCEPT OF IMPLEMENTATION

### A. PRE – DEPLOYMENT PHASE

In coordination with ISAT University and the outgoing security provider, the incoming security provider shall organize an advance team who will conduct a pre – deployment orientation onsite. At the expense of the winning bidder, the said advance team shall render duties side by side with the personnel of the outgoing security provider two (2) days before the formal assumption.

### B. SERVICE TAKE OVER / DEPLOYMENT PHASE

1. A minimum of eight (8) hours before expiration of the security contract of the outgoing security contractor, the incoming security force listed in the manning detail order must attend a briefing to be conducted by the Security Supervisor. Thereafter, they shall be posted alongside with the outgoing security guards to get acquainted with their new assignments.
2. With the consent of the officers of both parties, staff of the outgoing security provider shall pass through the security searching and frisking procedures upon their departure from the premises of ISAT University Miagao Campus. All office equipment, furniture, paintings, vehicles, and other items with significant value that is to be brought outside the ISAT University Miagao Campus compound shall accompanied by GATE Pass issued by the Administrative Officer.
3. Authorized representative of the outgoing security contractor shall be required to make proper endorsement of accountability to the authorized representative of the incoming security contractor in the presence of the Security Coordinator prior to their departure.
4. A list of incoming security personnel who will take over duties at the ISAT University Miagao Campus together with their individual bio – data and licenses and mandatory clearances (as stipulated in the Bid Documents) shall be submitted three (3) days in advance to the SSDDMMO Office for his scrutiny and approval.
5. During the actual takeover of duties at the ISAT University Miagao Campus, the security guards shall be accompanied and closely supervised by a Senior Official of the incoming security contractor (agency).
6. All incoming security personnel who will assume to take over duties shall report in proper uniform with head gears and paraphernalia, prescribed equipment (as prescribed in the submitted Technical Specification) and all necessary documents such as duty detail order, guards license, copy of firearms license, and individual company ID.

### C. LOGISTICS

1. Security Contractor shall provide the security force with the minimum equipment required under the bidding rules such as firearms, VHF radios and other equipment deemed necessary in the effective implementation of security policies, rules and regulations of ISAT University Miagao Campus.
2. The Security Contractor shall also provide the daily time record (DTR), other logistical supplies such as logbooks, uniforms and paraphernalia.

### D. ADMINISTRATION

1. Organizational Structure – Annex “A”
2. Shifting Schedule – Annex “B”
3. Regular quarterly meeting with the Client or as necessary
4. Announced and unannounced visit / inspection will be conducted.
5. Client

## VI. OTHER REQUIREMENTS

The security agency on its account shall provide additional services to the ISAT University Miagao Campus, free of charge, namely:

1. Nightly inspection of the guards on post by designated agency inspectors.



2. Investigation of reports on security agency personnel irregularities in connection with their service / work, including investigation on reported losses. This task is handled by security agency investigators duly accredited by the PNP-SAGSD (former SOSIA).
3. Conduct of a bi-monthly Troop Inspection and Education (TIE) of the security guards to acquaint them on policies, rules, and regulations of ISAT University Miagao Campus.
4. Provide in-service training program and regular / continues training / seminars of security personnel.
5. Conduct by the security specialist of the security agency of a periodic review on the Security Risk Assessment of the detailed Detachment Commander, to evaluate the existing security measures and provide recommendations in case there is a need to change the security system.
6. In coordination with the law enforcement agencies, provide a continuous intelligence networking by soliciting / gathering of information from within the areas to detect any criminals operating near the said areas.
7. Proof of paid remittances from PAG-IBIG, SSS and PhilHealth or certifications / clearances for the period of January to December 2021 issued by the said offices.
8. Security Plan for the following (to be submitted by the winning bidder upon acceptance of Notice of Award):
  - a. Detailed measures and innovations to be undertaken to ensure that entry and exits of faculty, non-teaching personnel, students and guests are monitored, loss of equipment and valuables are minimize, and threat to property, faculty, non-teaching personnel, students and guests are secured.
  - b. For bomb threat, fire, robbery, hostage situation and natural calamities.
  - c. VIP Protocol
9. Curriculum Vitae of security guards with the following information:
  - a. Resume / Bio Data with recent Photo (2x2)
  - b. Diploma or school credentials
  - c. Appropriate and relevant security training, licenses and exams
  - d. Previous work experiences
10. Undertaking to pay their security guards and other private security personnel the prescribed benefits pursuant to applicable laws, rules and regulations.

*Security Plan shall take effect immediately after a security agency shall have been awarded the contract and the Notice to proceed rendering the security services for the Iloilo Science and Technology University*

## **VII. RESPONSIBILITIES OF ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**

The following shall be the responsibilities of the ISAT University Miagao Campus:

- Shall grant the Security Agency's authorized representative/s limited access to the ISAT University Miagao Campus premises to allow the former to perform its duties and responsibilities; provided, however, that such representative/s is/are accompanied by assigned government guard.
- Shall provide relevant documents needed by the Security Agency.
- Shall pay the winning bidder in accordance with the conditions set forth in Section IX hereof.

## **VIII. CONFIDENTIALITY CLAUSE**

- All information, data and documents concerning the business and affairs of the ISAT University Miagao Campus which are classified as confidential shall be treated with extreme secrecy by the Security Agency, Officers / Guards; and shall not be communicated or disclosed to any person or entity without prior written clearance from the ISAT University Miagao Campus.



- In the event that the Security Agency fails to comply with this Confidentiality Clause the ISAT University Miagao Campus shall have the option to apply pertinent provisions of R.A. 5487 and other applicable charges without prejudice to the filing of criminal charges.
- In the event that the disclosure of confidential information and on documents is made by the Security Agency to any person or entity after the termination of this contract with the ISAT University Miagao Campus, the latter shall have the right to seek redress and compensation through legal proceedings in a court of law.
- The ISAT University Miagao Campus may require the Security Agency or any of its security guards to enter into a Non – disclosure Agreement that shall further specify the confidentiality obligations of the Security Agency or any of its security guards.

#### **IX. PAYMENT SCHEME**

The ISAT University Miagao Campus will pay the Security Agency within fifteen (15) calendar days upon receipt of the State of Account or Billing Statement of a given period, proof of remittances, Original Copy of Daily Time Record.

#### **X. LIQUIDATED DAMAGES**

- Should there be any dispute related to the contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of the proceedings shall be in Iloilo City.
- In case of a court suit, the venue shall be the courts of competent jurisdiction in Iloilo City, to the exclusion of all other courts; and
- Any amendment or additional terms and conditions must be in writing, signed and acknowledged by the Parties.

Prepared by:

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Chief Security Officer  
ISAT U Miagao Campus

Noted by:

**(Sgd.) ENGR. JOEL M. FEROLINO**

Head, Safety, Security, Environment  
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Recommending Approval:

**(Sgd.) MARIA LUISA N. EIMAN**

Administrative Officer V

Approved by:

**(Sgd.) RAMON N. EMMANUEL, JR., Ph. D.**

Campus Administrator

