

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:

For Goods supplied from within the Philippines:

Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following original documents to the Procuring Entity:

- i) Supplier's invoice showing the goods' description, quantity, unit price, and total amount;
- ii) Delivery receipt/note, railway receipt, or truck receipt;
- iii) Supplier's factory inspection report;
- iv) Manufacturer's and/or Supplier's warranty certificate;
- v) Certificate of origin (for imported Goods);
- vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For goods supplied from abroad:

Upon shipment, the Supplier shall immediately communicate and notify the Procuring Entity and the insurance company the full details of the shipment, including Contract Number, description of the goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following original documents as applicable with the documentary requirements of any letter of credit issued taking precedence:

- i) Supplier's invoice showing the goods' description, quantity, unit price, and total amount;
- ii) Negotiable, clean shipped on board bill of lading marked "freight prepaid", as well as a copy of the non-negotiable bill of lading;
- iii) Supplier's factory inspection report;
- iv) Manufacturer's and/or Supplier's warranty certificate;
- v) Certificate of origin (for imported goods);
- vi) Delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Project Site;

	vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and viii) Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site. For purposes of this Clause the Procuring Entity's Representative at the Project Site is <i>[insert name(s)]</i>. Incidental Services The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: a) performance or supervision of onsite assembly and/or startup of the supplied goods; b) furnishing of tools required for assembly and/or maintenance of the supplied goods; c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. The Contract price for the goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. Spare Parts The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier: a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b) in the event of termination of production of the spare parts: i) advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
--	--

	ii) following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. The spare parts required are listed in Section VI. Schedule of Requirements and the cost thereof are included in the Contract Price The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods for a period of <i>[insert here the time period specified. If not used insert time period of three times the warranty period]</i>. Other spare parts and components shall be supplied as promptly as possible, but in any case within 2 weeks of placing the order. Packaging The Supplier shall meet packaging standards for goods in accordance with existing laws and regulations, and as indicated in this Contract to prevent damage or deterioration during transit to their final destination. The packaging shall be durable enough to withstand rough handling, exposure to extreme temperatures, salt, precipitation, open storage, and other extreme conditions during transit. Packaging case sizes and weights shall consider the remoteness of the goods' final destination and the potential absence of heavy handling facilities at all transit points. The packaging, labeling, and documentation within and outside the packages shall comply strictly with special requirements as shall be expressly provided for in this Contract, including additional requirements, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant Hazardous Chemical classifications A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging, if practical. Otherwise, the packaging list is to be placed outside the secondary packaging.
--	--

	Insurance The Supplier shall fully insure the goods supplied under this Contract in a currency, local or tradeable and accepted by the <i>Bangko Sentral ng Pilipinas</i> against loss or damage incidental to manufacture, acquisition, transportation, storage, and delivery. The risk and ownership of the goods remain with the Supplier until their final acceptance by the Procuring Entity, unless otherwise specified in this Contract. Transportation The Supplier shall arrange and pay for the delivery of the goods, with the cost included in the Contract Price. When required under this Contract to deliver the goods CIF, CIP, or DDP, the Supplier shall ensure the transport of the goods to the port of destination or any other specified place of destination in the Philippines, as indicated in this Contract. The Supplier shall arrange for transport, insurance, and storage to the specified destination with the related costs included in the Contract Price. When required under this Contract to transport the goods to a specified place of destination within the Philippines, defined as the Project Site. The goods must be transported using carriers registered in the Philippines when the Supplier is required under this Contract to deliver the goods CIF (Cost, Insurance, and Freight), CIP (Carriage and Insurance Paid To), or DDP (Delivered Duty Paid). If no Philippine-registered carrier is available, the goods may be shipped using a non-Philippine carrier, provided the Supplier obtains and presents certification from the nearest Philippine consulate at the port of dispatch. If Philippine-registered carriers are available but their schedules would impede timely delivery or cause delays in the Supplier's performance of this Contract, the period of delay from when the goods were first ready for shipment to the actual date of shipment will be considered <i>force majeure</i> in accordance with GCC Clause 23. The Procuring Entity accepts no liability for the damage of goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of goods supplied from within the Philippines or supplied by domestic Suppliers, risk and ownership will not be deemed transferred to the Procuring Entity until their receipt and final acceptance at the final destination. Patent Rights The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof.
10.3	"The terms of payment shall be as follows: upon full delivery and final acceptance of the delivered items"

11.4	"Payment shall be made in <i>Philippine peso</i> .
11.5	"Payment using LoC is not allowed."
13.4(c)	<i>Specify additional conditions, if any, that must be met prior to the release of the performance security, otherwise, state "No further instructions".</i>
16.1	The inspections and tests that will be conducted are: Compatibility and full compliance with the conditions set in the Terms of Specifications.
17.3	One (1) year after acceptance by the Procuring Entity of the delivered Goods and Services The period for correction of defects in the warranty period is <i>14 calendar days</i> .
17.3(c)	"Not applicable."
17.4	No further instructions.
17.5	No further instructions.
20.2	"Not applicable."
21.1	No further instructions.

Section VI. Schedule of Requirements

The delivery schedule, expressed in weeks or months, indicates the required delivery date which shall be understood as the date the Goods are to be delivered to the project site.

“ ANNEX A - Number of Security Guards per Shift and Post”

SECURITY PERSONNEL			STAND BY POST	Area of coverage for monitoring and routine checks
1st Shift (0600-1400)	2nd Shift (1400-2200)	3rd Shift (2200-0600)		
2	2	2	MAIN GATE	OLD CAH, OLD CS, CNHS, NEW LIBRARY, CLINIC, BOOKSTORE, NEW CS, NEW CAH, RESEARCH BLDG, PITBI
1	1	1	BACK GATE	
2	2	2	MANALO CAMPUS	NEW GRADUATE SCHOOL BLDG./SCHOOL OF LAW BLDG.
2	2	2	SCHOOL OF MEDICINE	SOM PARKING AREA AND PERIMETER
1	1	1	ADMIN BUILDING	Administrative Building
1	1	1	CASHIER	CASHIER OFFICE AND ADMIN GROUND FLOOR
1	1	1	FRONT OF RESIDENCE HOUSE	RESIDENCE HOUSE, SENTRO NG WIKA BLDG, AND PALAWAN STUDIES BLDG
1	1	1	HOSTEL	HOSTEL, INCLUDING CHTM LAB, MRCR
1	1	1	ENGRNG. & ARCH. BUILDING	ENGINEERING BLDG, ARCH. BUILDING, PET ENG BLDG & PROPERTY COST. STORAGE ROOM
1	1	1	OLD WORKSHOP	CBA, PAC, CHTM, GSO, CCJE, AMPHI, BAND ROOM
1	1	1	I.T. / CTE	CTE OLD AND NEW, CANTEEN, LAB SCHOOLS
1	1	1	DORMITORY	MALE, FEMALE AND FOREIGN DORM
1	1	1	LIBRARY BUILDING MAIN ENTRANCE	LIBRARY BUILDING
1	1		BOOKSTORE/CANTEEN	CNHS BLDG./OLD FLAG POLE AREA / ROVING GUARD
1	1	1	REGISTRAR	REGISTRAR/ STUDENT CENTER/ <u>FACULTY UNION BUILDING</u>
18	18	17	TOTAL PER SHIFT	
53			TOTAL SECURITY	

ANNEX B -SUMMARY OF COST DISTRIBUTION / PRICE SCHEDULE

			Minimum Requirement		
ESTIMATE FOR SECURITY GUARDS			1st shift	2nd Shift	3rd Shift
			6AM-2PM	2PM-10PM	10PM-6AM
			Estimated Minimum Wage Rate (MWR) 2026		
1	Estimated Equivalent Monthly Rate-EEMR (Factor=393 days)				
1	Ordinary Working Days (295 x MWR)	295			
1	Regular holidays (10x200% x MWR)	20			
1	Rest days (51 x 130% x MWR)	66.3			
1	Special days (9x130% x MWR)	11.7			
	Annual Total	393			
	Total Equivalent Monthly Rate				
2	NIGHT SHIFT DIFFERENTIAL (NSD)	10%			
2	Ordinary Working Days [(MWRx10% x)x295]				
2	Regular holidays [(MWRx10% x)x10x200%]				
2	Rest days [(MWRx10% x)x51x130%]				
2	Special days [(MWRx10% x)x9x130%]				
	Annual Total NSD				
	Total Equivalent Monthly Night Shift Differential Pay				
	Total Equivalent Monthly Rate+Night Shift Differential (MWR+NSD)				
3	13th Monthpay Per month (MWR x365/12)/12				
5	5-Day Service Incentive Leave Pay Per month (MWR x5/12)				
5	Uniform Allowance (Per R-IV4, RA 5487)				
6	Retirement Benefit Per Month (MWR x 22.5/12)				
A	TOTAL MONTHLY AMOUNT DIRECTLY TO GUARD/S, INCLUDING UNIFORM ALLOWANCE & RETIREMENT PAY				
	Amount to Government in Favor of GUARD/S				
7	SSS Premiums-Employer Share	10%			
8	SSS EC-Employer Share				
9	PhilHealth-Employer Share	2.50%			

10	SIF Employer Share				
11	PAG-IBIG Employer Share				
B	TOTAL AMOUNT TO GOV'T IN FAVOR OF GUARDS (7+8+9+10+11)				
C	Total Amount Directly to GUARD/S and to Government in Favor of the GUARD/S (A+B)				
D	Required Number of Guard/s				
E	Amount Due to Guard/s and Government (Per Shift)				
F	Duration (in Months)				
G	Total Amount Due to Guard/s and Government				
H	Administrative Fee	20%			
I	VAT (imposed on Administrative Fee Only)	12%			
J	AOR 2 Amount for Security Guards				
	TOTAL				

Price Schedule for Goods

Name of Bidder _____. Project ID No. _____. Page _ of _____

Pricing Details for Goods Offered from Within the Philippines

1	2	3	4	5	6	7	8	9	10
Item	Description	Source of Domestic Product, as certified by the Relevant Agency	Quantity	Unit price exw per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of the Procurement Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods

Name of Bidder _____ Project ID No. _____. Page _ of _____

Pricing Details for Goods Offered from Abroad

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of a specific Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in this Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Prudence must be exercised in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable.

The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications:

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in this Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name shall not be allowed except for reasons of technical compatibility, interoperability, servicing, maintenance, or preservation of supplier warranty in order to keep the performance, functionality, and useful life of the equipment, in which case, the Procuring Entity shall indicate the reasons or justifications for availing of the exception as

part of the Technical Specifications, Scope of Work, or Terms of Reference, as the case may be.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the Technical Specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
		<i>[Add 2 columns if the award criterion to be used is MEARB, or MARB (one for parameters and one for rating)]</i> Bidders must state “Comply” or “Not Comply” for each specification and provide the corresponding performance parameters for offered equipment. Each response must be supported by a clear documentary support in the bid and properly cross-referenced. Acceptable evidence includes unaltered manufacturer sales brochures, official specification sheets, product samples, independent test results, and similar documents. Claims should be backed by documentary support. If the evidence contradicts the claim, the bid may be rejected. Any false statement—whether in the compliance form or supporting documents—found during evaluation, post-qualification, or contract implementation may be considered fraudulent in accordance with ITB Clause 3.1(a)(ii) and without prejudice to the imposition of appropriate administrative, civil, and criminal penalty in accordance with law.

Section VIII. Philippine Bidding Document Related Forms

Notes to the Philippine Bidding Document Related Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with ITB Clause 13 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring Entity, pursuant to ITB Clause 16.

The **Contract Form** should incorporate any correction or modification to the accepted Bid resulting from price corrections when it is finalized at the time of contract award. The Price Schedule and Schedule of Requirements which form part of the contract should be modified accordingly.

The **Omnibus Sworn Statement** must be completed by all Bidders in accordance with ITB Clause 4.2. Failure to submit it with the Bid shall result in the rejection of the Bid and the Bidder's disqualification.

The **Performance Securing Declaration, if allowed and Bank Guarantee Form for Advance Payment** shall be completed only by the successful Bidder in accordance with one of the forms indicated herein by the Procuring Entity, and pursuant to **GCC** Clause 13 and its corresponding SCC provision.

TABLE OF CONTENTS

Bid Form for Procurement of Goods	78
Price Schedule for Goods Offered from Within the Philippines	80
Price Schedule for Goods Offered from Abroad	81
Contract Form	82
Omnibus Sworn Statement Form	86
Bid Securing Declaration Form	85

Bid Form for Procurement of Goods

[Note: The duly accomplished form shall be submitted with the Bid]

BID FORM

Project Identification No.: PSU-GOODS-2026-002

To: Palawan State University

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project Procurement of Various ICT Equipment for Instruction at PSU Main Campus and External Campuses
- b) Select one, delete the other
 - I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements;
 - I/We offer to execute the Works for this Contract in accordance with the PBD;
- c) The total price of our Bid in words and figures, excluding any discount offered below, is *[insert information]*
- d) The discounts offered and the methodology for their application, if any, are: *[insert information]*; or indicate N/A if no discount offered
- e) The total bid price in words and figures, after applying the applicable discount, includes the cost of all taxes, such as, but not limited to *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the *[Select one, delete the other: the Price Schedules/ Detailed Estimates]*.

- f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;
- g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]

[Position/Designation]

[Date]

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the others:**

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. **Select one, delete the others:**

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local

Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and

the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
10. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. ____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

Bid Securing Declaration Form

[The duly accomplished form shall be submitted with the Bid if bidder opts to provide this type of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: PSU-GOODS-2026-002

To: *Palawan State University*

I/We, the undersigned, declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration;

[Insert paragraph for Unsolicited Offer with Bid Matching]

I/We understand that upon conferment of the original offeror status under Section 30.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the offeror shall submit a Bid Securing Declaration within ten (10) days from the receipt of the certificate of conferment;

- 2) Select one, delete the other:

- I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the Procuring Entity for the commission of acts resulting to the enforcement of the Bid Securing Declaration under Sections 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c), of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

(For Unsolicited Offer with Bid Matching)

- I/We accept that: I/we will be automatically disqualified from any procurement opportunity of the Procuring Entity for a period of one (1) year on the first offense, two (2) years on the second offense, and perpetually on the third offense without prejudice to other legal action the government may undertake.

- 3) I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

- a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
- b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

[Insert this paragraph for Unsolicited Offer with Bid Matching]

- c) Upon contract award and the LCCRB is not the original offeror; or
- d) I am/we are declared the bidder with the *[Insert Award Criterion¹]* and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

Republic of the Philippines



Government Procurement Policy Board

“ANNEX A - Number of Security Guards per Shift and Post”

SECURITY PERSONNEL			STAND BY POST	Area of coverage for monitoring and routine checks
1 st Shift (0600-1400)	2 nd Shift (1400-2200)	3 rd Shift (2200-0600)		
2	2	2	MAIN GATE	OLD CAH, OLD CS, CNHS, NEW LIBRARY, CLINIC, BOOKSTORE, NEW CS, NEW CAH, RESEARCH BLDG, PITBI
1	1	1	BACK GATE	
2	2	2	MANALO CAMPUS	NEW GRADUATE SCHOOL BLDG./SCHOOL OF LAW BLDG.
2	2	2	SCHOOL OF MEDICINE	SOM PARKING AREA AND PERIMETER
1	1	1	ADMIN BUILDING	Administrative Building
1	1	1	CASHIER	CASHIER OFFICE AND ADMIN GROUND FLOOR
1	1	1	FRONT OF RESIDENCE HOUSE	RESIDENCE HOUSE, SENTRO NG WIKA BLDG, AND PALAWAN STUDIES BLDG
1	1	1	HOSTEL	HOSTEL, INCLUDING CHTM LAB, MRCR
1	1	1	ENGRNG. & ARCH. BUILDING	ENGINEERING BLDG, ARCH. BUILDING, PET ENG BLDG & PROPERTY COST. STORAGE ROOM
1	1	1	OLD WORKSHOP	CBA, PAC, CHTM, GSO, CCJE, AMPHI, BAND ROOM
1	1	1	I.T. / CTE	CTE OLD AND NEW, CANTEEN, LAB SCHOOLS
1	1	1	DORMITORY	MALE, FEMALE AND FOREIGN DORM
1	1	1	LIBRARY BUILDING MAIN ENTRANCE	LIBRARY BUILDING
1	1		BOOKSTORE/CANTEEN	CNHS BLDG./OLD FLAG POLE AREA / ROVING GUARD
1	1	1	REGISTRAR	REGISTRAR/ STUDENT CENTER/ FACULTY UNION BUILDING
18	18	17	TOTAL PER SHIFT	
53			TOTAL SECURITY	

ANNEX B -SUMMARY OF COST DISTRIBUTION/ PRICE SCHEDULE

			Minimum Requirement		
ESTIMATE FOR SECURITY GUARDS			1st shift	2nd Shift	3rd Shift
			6AM-2PM	2PM-10PM	10PM-6AM
			Estimated Minimum Wage Rate (MWR) 2026		
1	Estimated Equivalent Monthly Rate-EEMR (Factor=393 days)				
1	Ordinary Working Days (295 x MWR)	295			
1	Regular holidays (10x200% x MWR)	20			
1	Rest days (51 x 130% x MWR)	66.3			
1	Special days (9x130% x MWR)	11.7			
	Annual Total	393			
	Total Equivalent Monthly Rate				
2	NIGHT SHIFT DIFFERENTIAL (NSD)	10%			
2	Ordinary Working Days [(MWRx10%)x295]				
2	Regular holidays [(MWRx10%)x10x200%]				
2	Rest days [(MWRx10%)x51x130%]				
2	Special days [(MWRx10%)x9x130%]				
	Annual Total NSD				
	Total Equivalent Monthly Night Shift Differential Pay				
	Total Equivalent Monthly Rate+Night Shift Differential (MWR+NSD)				
3	13th Monthpay Per month (MWR x365/12)/12				
5	5-Day Service Incentive Leave Pay Per month (MWR x5/12)				
5	Uniform Allowance (Per R-IV4, RA 5487)				
6	Retirement Benefit Per Month (MWR x 22.5/12)				
A	TOTAL MONTHLY AMOUNT DIRECTLY TO GUARD/S, INCLUDING UNIFORM ALLOWANCE & RETIREMENT PAY				
	Amount to Government in Favor of GUARD/S				
7	SSS Premiums-Employer Share	10%			
8	SSS EC-Employer Share				
9	PhilHealth-Employer Share	2.50%			

10	SIF Employer Share				
11	PAG-IBIG Employer Share				
B	TOTAL AMOUNT TO GOV'T IN FAVOR OF GUARDS (7+8+9+10+11)				
C	Total Amount Directly to GUARD/S and to Government in Favor of the GUARD/S (A+B)				
D	Required Number of Guard/s				
E	Amount Due to Guard/s and Government (Per Shift)				
F	Duration (in Months)				
G	Total Amount Due to Guard/s and Government				
H	Administrative Fee	20%			
I	VAT (imposed on Administrative Fee Only)	12%			
J	AOR 2 Amount for Security Guards				
	TOTAL				

**PROCUREMENT OF SECURITY SERVICES FOR PSU MAIN AND
MANALO CAMPUSES FOR FY 2026, ABC- PHP
FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

- A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "**RECEIVED**" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

K = 15

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

(Name of Firm / Contractor)

(Signature of Authorized Representative)

Date : _____

NOTE: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

STATEMENT OF THE PROSPECTIVE BIDDER OF ALL ITS ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY, WHETHER SIMILAR OR NOT SIMILAR IN NATURE AND COMPLEXITY TO THE CONTRACT TO BE BID

Business Name : _____

Business Address : _____

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	OWNER’S NAME & ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACTS	DATE OF DELIVERY
Government							
Private							
TOTAL COST							

Submitted by: _____
(PRINTED NAME & SIGNATURE)

Designation: _____
Date: _____

STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR IN NATURE TO THE CONTRACT TO BE BID

Business Name : _____

Business Address : _____

Name of Contract	Owner Name Address Telephone Nos.	Kinds of Goods	Contract Duration	Contract Amount	Date Awarded Contract Effectivity Date Completed

Note: This statement shall be supported with the following:

- 1. Notice of Award
- 2. Notice to Proceed
- 3. Purchase Order and/or Contract Agreement
- 4. Certification of Satisfactorily Performance and Certification of Inspection and Acceptance

Submitted by: _____
(PRINTED NAME & SIGNATURE)

Designation: _____
Date: _____



Republic of the Philippines
PALAWAN STATE UNIVERSITY
Puerto Princesa City

**TERMS OF SPECIFICATIONS
(TOS)**

For the Project

**PROCUREMENT OF SECURITY SERVICES FOR PSU MAIN AND
MANALO CAMPUSES FOR FY 2026**

with the approved Budget for contracting not Exceeding (ABC)
PHP 6,434,593.72 under Fund 164.

ABC: ₱ 6,434,593.72

Source of Fund: Fund 164

Proponent: Palawan State University – Security Services Unit

Client: Administration, Faculty, Staff, Students, and other Stakeholders

Table of Contents

Palawan State University Vision.....	3
Palawan State University Mission.....	3
GSO Security Services Unit Goal	3
A. INTRODUCTION.....	3
1. RATIONALE AND BACKGROUND	3
2. PROJECT DESCRIPTION.....	4
3. PROJECT OBJECTIVE	4
To procure a qualified and competent security service provider to ensure the safety and protection of Palawan State University officials, personnel, students, residents, visitors, as well as University properties, equipment, and facilities.	4
4. PROJECT BENEFITS	4
II. PROJECT STANDARD & REQUIREMENTS	4
III. PERIOD OF THE CONTRACT	5
IV. MANPOWER REQUIREMENT.....	5
V. EFFICIENCY / PERFORMANCE STANDARDS	7
1. Daily Activity Report, including Reported Incidents.....	7
2. Weekly Inspection Report.....	7
3. Duty Detail Order	7
4. Reshuffling of agency Security personnel	7
VI. TERMS AND CONDITION	8
VII. PENALTIES FOR VIOLATIONS	8
Administrative Case	8
Criminal Case	8
VIII. SERVICE PROVIDER/CONTRACTOR RESPONSIBILITIES.....	8
IX. SCOPE	14
X. DAILY ROUTINE OPERATIONS.....	15
XI. NUMBER AND QUALIFICATION OF SECURITY GUARDS	15
XII. SUPERVISION AND ADMINISTRATION.....	15
"ANNEX A - Number of Security Guards per Shift and Post"	17
"ANNEX B -SUMMARY OF COST DISTRIBUTION/ PRICE SCHEDULE"	18

Palawan State University Vision

An internationally recognized university that provides relevant and innovative education and research for lifelong learning and sustainable development.

Palawan State University Mission

The Palawan State University is committed to upgrade the quality of life of the people by providing higher education opportunities through excellent instruction, research, extension, production services and transnational collaboration and innovations

GSO Security Services Unit Goal

Provide a safe and secure environment for Palawan State University's students, personnel, residents, visitors, and properties.

GSO Security Services Unit Objectives:

The Security Services Unit is committed to:

1. Promote security awareness;
2. Secure the employees and students, properties, and surroundings;
3. Prevent unauthorized entry to the premises of the University;
4. Maintain peace and order;
5. Participate in safety meetings and drills;
6. Monitors, collects, and submits all information to the University and other government agencies if so warranted;
7. Submit monthly reports on services rendered for reference and record purposes; and
8. Provide a safe University Campus conducive to learning.

A. INTRODUCTION

1. RATIONALE AND BACKGROUND

The *PALAWAN STATE UNIVERSITY*, as a public institution, is mandated to secure the safety and security of all students, personnel, buildings/facilities, and properties, and seeks to acquire effective and efficient Security Services for maintaining peace and order around the University.

Recognizing that a secure environment is a prerequisite for day-to-day operation, the University seeks to procure a competent and professional Private Security Service Provider.

These Terms of Specification will provide the required parameters, operational standards, and performance metrics required for the delivery of security services at the Palawan State University Main, Manalo, and School of Medicine Campuses.



2. PROJECT DESCRIPTION

The project – ***Outsourcing of Security Services***, subject of these Terms of Specification (TOS), includes maintaining the working environment properly to ensure the security and safety of those who occupy it.

3. PROJECT OBJECTIVE

To procure a qualified and competent security service provider to ensure the safety and protection of Palawan State University officials, personnel, students, residents, visitors, as well as University properties, equipment, and facilities.

4. PROJECT BENEFITS

Secured, safeguard and protected properties of students, personnel, residents, visitors against theft, pilferage, robbery, sabotage, arson, and other forms of destruction or any unlawful acts by strangers or other malefactors.

II. PROJECT STANDARD & REQUIREMENTS

DOCUMENTARY REQUIREMENTS THAT MUST BE COMPLIED AND SUBMITTED:

1. SEC/DTI Registration
2. License to Operate from DILG
3. PNP Regional Civil Security Unit (PNP-RCSU) Clearance
4. Mayor's Permit
5. Company Profile, including Type of Business Organization (Single Proprietorship, Partnership, or Corporation), Organizational Chart (with names and designation of key personnel), and Qualifications of Key Personnel
6. Certificate of Registration in Compliance with the DOLE under Department Order 174.
7. Proof of remittances to SSS, PhilHealth, and Pag-IBIG issued within the last three (3) months of the Single Largest Completed Contract (SLCC).
8. Latest Audited Financial Statements (BIR stamped "Received")
9. List of Existing Clients
10. TESDA Accreditation Certificate/Clearance of affiliated Security Training Center
11. Copy of Contract Agreement as proof of services rendered (National and Local)
12. Certificate of No Pending Case/s or Certificate of Case/s Dismissal before DOLE, and NLRC.
13. Clearance from SSS, HDMF, and PhilHealth.
14. List of Licensed Firearms (with a valid firearms registrations) to be issued to its assigned personnel inside the PSU Areas of Responsibility
15. Security Manual/Security Plan (including contingency plans during emergencies)
16. Certification from Palawan State University/End User that the participating potential bidder/s have personally conducted a security survey within the vicinity of the PalSU Main Campus, Manalo Campus, and SOM for the preparation of their security plan.

Additionally, the AGENCY/SERVICE PROVIDER likewise must provide the following:

1. Manpower Requirements (**Annex A**)

2. Full-time Supervisor/ Detachment Commander and Assistant Detachment Commander (preferably a security inspector of the Agency) to supervise their security personnel.
3. Firepower, equipment, and facilities, paraphernalia, and mobility needed to render security services per post with the distribution of firearms as follows:

QUANTITY	ITEM/UNIT	POST
2	1 HAND GUN – 9mm, 1 SHOTGUN	MAIN GATE (2 POSTS)
1	SHOTGUN	BACK GATE
2	HAND GUN – 9mm	MANALO CAMPUS (2 POSTS)
1	HAND GUN – 9mm	ADMIN BUILDING
1	HAND GUN – 9mm	RESIDENCE HOUSE
1	HAND GUN – 9mm	HOSTEL
1	SHOTGUN	ENGINEERING & ARCHITECTURE BUILDINGS
1	HAND GUN – 9mm	GYM, AMPHITHEATER, CHMT
1	HAND GUN – 9mm	I.T. BUILDING AND CTE BLDG (Including Senior and Junior High Bldgs)
2	HAND GUN – 9mm	SCHOOL OF MEDICINE
1	HAND GUN – 9mm	LIBRARY
1	HAND GUN – 9mm	Bookstore and Canteen Boundary

4. 1 Unit Functional cellular phone
5. Handheld radios (with a high frequency that can be detected throughout the entire campus and with the corresponding permit or clearance from the NTC) at each post
6. 6 Units Metal detectors for PSU Main Gate, Administrative Building, School of Medicine, Main Entrance of Library Building, and PSU Manalo Gates
7. Roving patrol vehicle (Top down/Motor Vehicle) equipped with two (2) search lights, one (1) megaphone, and a built-in siren / loud warning sound
8. Maintain an established office/branch within the city for immediate coordination and response
9. Fifteen (15) units Closed Circuit TV (CCTV) Identity Cameras with Four (4) units monitor (refer to annex C), for which the ownership of the CCTVs' equipment shall be turned over to PSU after the end of each contract.
10. Other security equipment and paraphernalia used in security, such as handcuffs, whistles, flashlights, teargas, nightsticks, under chassis mirror, reflectorized vest, gloves, megaphone, first aid kits, umbrellas, and raincoats.

III. PERIOD OF THE CONTRACT

The contract for security services shall cover the duration of **August 1, 2026 to December 31, 2026**, effective upon receipt of the Notice to proceed by the winning bidder.

The PALAWAN STATE UNIVERSITY /END-USER shall pay the AGENCY/ SERVICE PROVIDER ON **MONTHLY BASIS** WHICH SHALL COMMENCE IN **AUGUST 2026 UNTIL THE CONTRACT EXPIRATION**.

IV. MANPOWER REQUIREMENT

The AGENCY/SERVICE PROVIDER shall provide **FIFTY -THREE (53) SECURITY GUARDS** (MALE/FEMALE, as per SOSIA/PADPAO Guidelines) for the following posts and shifts:

Day	Area of Coverage	Number of Guards per post	Number of shifts per day
7 days per week 24 Hours per Day	1. MAIN GATE (OLD CAH, OLD CS, CNHS, NEW LIBRARY, CLINIC, BOOKSTORE, NEW CS, NEW CAH, RESEARCH BLDG, and PITBI) (	2 guards	3 shifts
	2. BACK GATE	1 guard	3 shifts
	3. DORMITORIES (Angat Buhay, Female, Male, and Foreign)	1 guard	3 shifts
	4. MANALO CAMPUS	2 guards	3 shifts
	5. ADMINISTRATION BUILDING	1 guard	3 shifts
	6. REGISTRAR, STUDENT CENTER, and FACULTY UNION BLDG.	1 guard	3 shifts
	7. EXECUTIVE HOUSE, SENTRO NG WIKA BLDG and PALAWAN STUDIES BLDG)	1 guard	3 shifts
	8. HOSTEL BLDG. (INCLUDING CHTM LAB)	1 guard	3 shifts
	9. ENGINEERING BLDG, ARCH. BUILDING, PET ENG BLDG & PROPERTY COST. STORAGE ROOM)	1 guard	3 shifts
	10. GYMNASIUM (CBA, PAC, CHTM, GSO, CCJE, AMPHITHEATER, and BAND ROOM)	1 guard	3 shifts
		1 guard	3 shifts



11. I.T. BLDG, CTE OLD AND NEW, CANTEEN, and LABORATORY SCHOOLS	2 guards	3 shifts
12. SCHOOL OF MEDICINE	1 guard	3 shifts
13. LIBRARY BLDG. (FIRST and SECOND SHIFT ONLY)	1 guard	2 shifts
14. BOOK STORE, CANTEEN BOUNDARY (FIRST SHIFT and SECOND SHIFT ONLY)	1 guard	3 shifts
15. CASHIER'S OFFICE (FIRST AND SECOND SHIFT ONLY)		

The AGENCY/SERVICE PROVIDER shall provide an appropriate number of security services personnel to maintain the security and safeguard of all personnel, properties, and buildings. Provision of elbow room for additional manpower during special University events and activities that requires strict security measures.

V. EFFICIENCY / PERFORMANCE STANDARDS

To ensure that the security services are effectively and efficiently provided for the benefit of the *PALAWAN STATE UNIVERSITY/END-USER*, strict monitoring and compliance with the following should be implemented:

1. **Daily Activity Report, including Reported Incidents** – to be submitted by the Supervisor/Detachment Commander or authorized representative to the PSU Chief Security Officer/ GSO Director, within the day.
2. **Weekly Inspection Report** – to be submitted by the Supervisor/Detachment Commander or authorized representative to the PSU Chief Security Officer/ GSO Director, on the last day of the week.
3. **Duty Detail Order** – to be submitted by the Supervisor/Detachment Commander or authorized representative to the PSU Chief Security Officer/ GSO Director, on the first day of every month, to validate/verify the attendance of the Security Guards deployed.
4. **Reshuffling of agency Security personnel** – the *PALAWAN STATE UNIVERSITY/END-USER* through the authorized representatives, Security Services – Chief Security Officer /GSO Director reserves the right to conduct monthly reshuffling of personnel to avoid familiarization to PSU operations and employees.

VI. TERMS AND CONDITION

The AGENCY/SERVICE PROVIDER must strictly adhere to the following:

1. Follow the rules and regulations, qualifications of the Philippine Association of Detective and Protective Agency Operators (PADPAO), Supervisory Office for Security and Investigation Agencies (SOSIA), and the Republic Act 11917.
2. Provide benefits like SSS, Phil HEALTH, and PAG-IBIG, subject to actual shift and render services, net pay taken home of the Security Guards, and render (8) eight hours of duty. **(ANNEX B)**
3. Always protect the employees and students against the Leftist Group or Suspicious Individuals/Groups.
4. Provide records from its previous client.
5. Ensure that erring security guards are subjected to agency disciplinary procedures and submit reports of the proceedings to the PSU Authorized Representative.
6. Maintain telephone/cellphone numbers of nearby Police Stations, Fire Station, Hospital, and all the officials of the University.
7. Keep details of the personnel engaged by the service providers. A proper record of the entry and exit of these people should also be kept. The Security Agency should ensure proper supervision of the security guard every day and apprise the University of a proper security information management report.
8. Security Guards should be well-behaved and uniformed.
9. Keep a monitoring logbook to record every entry and exit of personnel, properties, and vehicles.

VII. PENALTIES FOR VIOLATIONS

Disciplinary Actions – the *PALAWAN STATE UNIVERSITY/END-USER* reserves the right to demand the replacement of any personnel of the AGENCY/ SERVICE PROVIDER who shall be found lacking in discipline, inefficient, or negligent in the performance of duty.

Administrative Case

- a. 1st offense - Stern Warning
- b. 2nd Offense - Reprimand
- c. 3rd Offense - Suspension or Dismissal / Drop from Rolls after due process of Law

Criminal Case

- d. Automatic Dismissal after due process of Law

VIII. SERVICE PROVIDER/CONTRACTOR RESPONSIBILITIES:

The AGENCY/ SERVICE PROVIDER shall:

1. Assign their guards post duties on a rotation basis following their duty schemes to avoid familiarity and shall furnish the University with a monthly report of incidents and observations affecting campus security and all related matters.



2. Assume complete responsibility, liability, and accountability for any loss or damage, or injury to the University properties, its employees, guest, third person, and their properties which have been duly turned over and received by the Agency.
3. Assume the DOLE Department Order No. 150-16, Section 4-C to H. The basic equipment to be provided by the SSC/PSA.
4. Liable for all losses and/or damages to Palawan State University properties, including those affecting its officials, employees, students, tenants, and authorized occupants, arising from the negligence, dishonesty, inefficiency, or misconduct of its security personnel while on duty. A Joint Ad Hoc Committee composed of representatives from both parties shall be constituted to investigate reported incidents and determine appropriate actions based on due process and mutual agreement. The AGENCY/SERVICE PROVIDER shall not be liable for losses resulting from fortuitous events or force majeure, except when its personnel commit acts inimical to the University during such events. Palawan State University shall not be responsible for any claims for injury, damage, or death sustained by the security personnel, as the employer-employee relationship exists solely between the AGENCY/SERVICE PROVIDER and its personnel. The AGENCY/SERVICE PROVIDER shall ensure strict supervision and monitoring of its guards in compliance with this Terms of Service, and liability shall apply only to losses reported verbally or in writing within seven (7) working days from the time such loss came to the knowledge of the University.
5. Assume full responsibility for occurrences arising from the negligence, fault, misdemeanors, or unlawful act of its personnel and thereby agrees to indemnify any loss, damage, destruction, or injury that may be incurred or suffered by the PALAWAN STATE UNIVERSITY/ END-USER's personnel, students, visitors, and clients,
6. Furnish the PALAWAN STATE UNIVERSITY/ END USER with copies of health, police, NBI, and other appropriate clearances, upon deployment of security guards and supervisors. The PALAWAN STATE UNIVERSITY/ END-USER may recommend to the AGENCY/SERVICE PROVIDER the termination of erring security guards and supervisors.
7. Provide relievers/replacements in case of absences incurred by any assigned security guards or supervisor to ensure continuous and uninterrupted service.

If the regular security guards or supervisor is replaced by a reliever for a day for reason of tardiness, security guards or supervisors concerned shall not be allowed to roam around or stand by at the PALAWAN STATE UNIVERSITY/END-USER premises.

8. Inform and submit to the PALAWAN STATE UNIVERSITY/END-USER Representative/s Duty Detail Order or schedule based on the Security Services stated in PROJECT SCOPE OF WORK, indicating the dates and area coverage of building/ office to be secured on specific dates for proper guidance and notice to the security office of PALAWAN STATE UNIVERSITY/END-USER.
9. Require its personnel/security guards to officially use the Biometric attendance system. The AGENCY/SERVICE PROVIDER shall provide and enroll the security guards in the biometric system to form part of the daily time records. Daily time



records shall be certified and verified by the *PALAWAN STATE UNIVERSITY/END-USER* Chief Security Officer/GSO Director to monitor attachment to the *AGENCY/SERVICE PROVIDER* billing, necessary implementation of performance rating, and assessment of the *AGENCY/ SERVICE PROVIDER's* compliance with policies and discipline required by the *PALAWAN STATE UNIVERSITY/END-USER*.

Each personnel shall personally log in and out his/her name on the logbook provided, and/or when applicable, log in and out his/her biometric at the designated area to enter his/her true and correct entries of his/her daily attendance. The absences and tardiness/undertime to be incurred by any of them shall be deducted from the monthly payment of services rendered under the provisions of this TOS directly in proportion to the agreed contract rate.

Other conditions include:

1. If any, all other works beyond the contract agreement shall be discussed and agreed upon by both parties represented by the official representative as indicated in the contract agreement.
2. The Supervisor of Security Guards shall coordinate regularly with the *PALAWAN STATE UNIVERSITY/END-USER* representative, i.e., rotation of security guards, areas for further security to maintain good security services. Control as to the manner of completing the job under this service contract shall be the sole authority of the *AGENCY/ SERVICE PROVIDER*.
3. There shall be no employer-employee relationship between the *PALAWAN STATE UNIVERSITY/END-USER* or any of the *PALAWAN STATE UNIVERSITY/END-USER* staff with the supervisor or any of the security guards of the *AGENCY/ SERVICE PROVIDER*.
4. Office supplies and equipment necessary for the operation, administration, and implementation of the contract shall be shouldered by the *AGENCY/ SERVICE PROVIDER* at no additional cost to *PALAWAN STATE UNIVERSITY/END-USER*.
5. Security Guards and supervisors shall be provided by the *AGENCY/ SERVICE PROVIDER* with licensed firearms, clean and complete uniforms, and an ID card, which should be worn at all times for proper identification.
6. The *AGENCY/ SERVICE PROVIDER* shall ensure that all Security Guards and supervisors are screened and declared physically and mentally fit before they are allowed to report to their assigned posts. They shall not be under the influence of any liquor or other intoxicating substances or prohibited drugs. Any Security Guard and supervisor found to be under the influence of alcohol or other intoxicating substances or prohibited drugs shall be recommended to the *AGENCY/ SERVICE PROVIDER* to be relieved immediately from his/ her post and shall no longer be allowed to be detailed in *PALAWAN STATE UNIVERSITY*.
7. The *AGENCY/ SERVICE PROVIDER* shall assume full responsibility for any claim for any compensation or injuries from accidents in connection with the performance of Security Guards' duties assigned to the Project Sites, and *PALAWAN STATE*

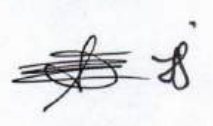
UNIVERSITY/ END-USER shall be free from any legal suit in connection therewith under the terms and conditions of this agreement.

8. The AGENCY/SERVICE PROVIDER shall strictly prohibit its personnel from engaging in any form of fixing, extorting, or other unauthorized or improper activities at their assigned posts, particularly those that may arise from familiarity with the operations of Palawan State University. Furthermore, the AGENCY/SERVICE PROVIDER shall ensure and warrant that all its deployed personnel shall observe strict confidentiality and shall not disclose, divulge, or communicate to any person or entity any information concerning the affairs of PALAWAN STATE UNIVERSITY/END-USER, including its officials, employees, students, guests, and clients, which may come to their knowledge in the course of performing services under this contract.
9. The AGENCY/SERVICE PROVIDER shall comply with the provisions of the Labor Code particularly Chapter III Article 103 which states that wages shall be paid at least once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days and within five (5) working days from the scheduled date of payment shall submit proof of payment of wages, overtime, and 13th-month pay of their deployed employees in PALAWAN STATE UNIVERSITY/ END-USER.
10. For the performance of the foregoing services, the AGENCY/SERVICE PROVIDER shall provide healthy, reliable, honest, professionally trained, and carefully selected personnel, each of whom must possess valid and updated medical certificates (including drug test results), NBI Clearance, and Police Clearance.

The personnel shall be composed of security guards who will render eight (8) hours of duty per day, seven (7) days a week, totaling one hundred sixty-eight (168) man-hours per week, from Monday to Sunday, and shall be deployed in accordance with the assignments specified in ANNEX "A."

This number may be increased or decreased depending upon the exigency of the services or the need for security services, as may be determined by the PALAWAN STATE UNIVERSITY/END-USER based on rates as shown in the attached Approved Budget for the Contract through a written request of the University President to the Board of Regents (BOR).

11. The performance of the AGENCY/SERVICE PROVIDER shall be rated based on a prescribed set of performance criteria every month. PALAWAN STATE UNIVERSITY/END-USER may also conduct an overall monthly/quarterly/annual assessment or evaluation of the performance of the AGENCY/SERVICE PROVIDER. Based on the assessment, PALAWAN STATE UNIVERSITY/END-USER may pre-terminate the contract for the failure of the AGENCY/SERVICE PROVIDER to perform its obligations and to conform to the standards of PALAWAN STATE UNIVERSITY/END-USER. PALAWAN STATE UNIVERSITY/END-USER, may, however, renew the contract every month up to a maximum duration of one (1) year, subject to performance evaluation and compliance with the *Implementing Rules and Regulation (IRR) of Republic Act No. 9184 (and/or) New Government Procurement Act No. 12009*.



12. The AGENCY/*SERVICE PROVIDER* shall provide relievers and/or replacements at all times in case of the absence of its personnel. Overtime work rendered by security guards and supervisors during special occasions as university activities and other special events, shall be subject to prior authorization by the University President. No additional cost shall be borne by the *PALAWAN STATE UNIVERSITY/END-USER*.
13. The Supervisor of the security guards shall receive instructions regularly from the PSU authorized representative (Security Services Unit official representative), i.e., rotation of security guard posts for further improvement to effectively and efficiently provide security services for the PSU. The supervisor may likewise be replaced or subjected to rotation upon recommendation of the PSU authorized representative/s.
14. The Supervisor shall submit to the *PALAWAN STATE UNIVERSITY* authorized representative/s a list of persons to perform the job, indicating their definite assignment. Said representative/s shall be duly informed of any change of assignment of personnel.
15. The *PALAWAN STATE UNIVERSITY/END-USER* shall not be liable for personal obligations or indebtedness of the security guards assigned to its premises.
16. Disciplinary Actions – the *PALAWAN STATE UNIVERSITY/END-USER* reserves the right to demand the replacement of personnel of the AGENCY/*SERVICE PROVIDER* who shall be found lacking in discipline, inefficient, or negligent in the performance of duty. Such action shall be reported accordingly to the PSU representative for record purposes.
17. The *PALAWAN STATE UNIVERSITY/END-USER* shall have the privilege to recommend to the AGENCY/*SERVICE PROVIDER*, the 50% workforce and/or personnel that would be hired or assigned to its premises.
18. Compliance with all rights and benefits of the employees under the Labor Code and Department Order No. 18-A, Series of 2011, on safe and healthful working conditions; labor standards such as service incentive leave, rest days, overtime pay, 13th-month pay, and separation pay; retirement benefits; contributions and remittances of SSS, EC, PhilHealth, and Pag-IBIG. The AGENCY/*SERVICE PROVIDER* agrees to bind itself to save and hold the *PALAWAN STATE UNIVERSITY/END-USER* free from any liabilities arising from the execution of the Contract Agreement and other mandatory benefits as prescribed by law for all its employees assigned to the PSU. For this purpose, the AGENCY/*SERVICE PROVIDER* shall submit monthly, upon presentation of the bill, a sworn certification that it has paid the wages, allowances, and other monetary benefits of its employees assigned to the PSU following all labor laws and adjustments mandated.

In addition to the aforementioned sworn certification, the AGENCY/*SERVICE PROVIDER* shall submit a monthly payroll as proof of compliance that the employees assigned to the PSU have received or have been receiving their wages and other social legislations. Failure on the part of AGENCY/*SERVICE PROVIDER* to submit the required sworn certification and monthly payroll shall emolument to the concerned employees for services rendered.

The PSU shall pay the AGENCY/*SERVICE PROVIDER* not later than the 15th and 30th or last calendar day of the following month, based on the billing



statement, which should be submitted to the PSU not later than the 7th and 21st of each month for the duration of the contract.

It is understood that upon presentation of the corresponding bill thereof, a sworn certification shall be submitted to the PSU to the effect that the wages of the security guards, including other emoluments and/or allowances due them for the preceding month, have all been paid.

It is understood that a portion of the above consideration equivalent to that amount to which the security guards is/are entitled by way of salary or compensation shall be earmarked and set aside for such remuneration and shall be received by the AGENCY/*SERVICE PROVIDER* from the PSU in trust only for said security guards.

19. At any time before the initial payment shall be made to the AGENCY/*SERVICE PROVIDER*, they shall submit to the PSU authorized representative a list of persons to perform the job indicating definite assignment for each together with a copy of their latest pictures for the reference of the PSU. Said authorized representative shall be duly informed of any change of assignment of personnel. It is understood that the initial payment, as well as subsequent payments to be made for the services of the AGENCY/*SERVICE PROVIDER* under the Contract, shall be contained in the Bill of Collection accompanied by the following documents:
- Evidence of actual rendition of service attaching thereto the daily time records of its personnel;
 - Sworn Certification that it has no unpaid salaries or wages for services rendered by its personnel and that it has complied with the provisions of existing laws, wage orders, Executive Orders, other presidential issuances, and the regulations promulgated thereunder as well as pertinent city ordinances;
 - The payroll of the last payday in case of subsequent payments under the Contract to include proof of payment of 13th-month pay;
20. The *PALAWAN STATE UNIVERSITY/END-USER* shall have the right to automatically terminate the Contract in case any of its stipulations and covenants are violated by AGENCY/*SERVICE PROVIDER* upon notice to the latter. The *PALAWAN STATE UNIVERSITY/END-USER* shall be entitled to damages as may be granted and/or awarded to it in the courts of law and shall have the right to unilaterally negotiate and/or award the unfinished services to another AGENCY/*SERVICE PROVIDER* following the *Revised Implementing Rules and Regulations of Republic Act No. 9184 (and/or) New Government Procurement Act No. 12009* and related *Government Procurement Board (GPPB) Issuances*.
21. The AGENCY/*SERVICE PROVIDER* shall post-performance security in an amount equivalent to 10% of cash, cashier's/manager's check, bank draft/irrevocable letter of credit issued by a Universal bank or Commercial Bank, or 50% if surety bond of the total contract price to guarantee the payment of wages, salaries or compensation of its security guards and also for the faithful compliance with the terms, conditions, and provisions of the Contract. It is also understood that the Performance Bond set by the AGENCY/*SERVICE PROVIDER* shall subsist until the expiration of the Contract and shall be answerable for whatever losses and /or damages that the *PALAWAN STATE UNIVERSITY/END-USER* or any of its officials, authorized representative, and employees may incur or suffer.

22. There shall be no employee-employer relationship between the PSU and the AGENCY/*SERVICE PROVIDER* as well as with the persons whom the AGENCY/*SERVICE PROVIDER* may assign to perform the services, subject to the contract. The AGENCY/*SERVICE PROVIDER* hereby acknowledges that no authority has been conferred upon it by the PSU to hire any person on behalf of the PSU and that the persons assigned by the AGENCY/*SERVICE PROVIDER* to perform the services called for under this TOS are not employees of the PSU and are not in any way or manner connected with or related to the PSU. It is expressly understood and agreed that the persons to be assigned to PSU shall remain the AGENCY/*SERVICE PROVIDER* employees. As such, the AGENCY/*SERVICE PROVIDER* warrants that it shall fully and faithfully comply with all laws, rules, and regulations, existing or which may hereinafter be enacted, about the employment of labor, including but not limited to the requirements of the Labor Code, as amended, and the Social Security Act. The AGENCY/*SERVICE PROVIDER* hereby warrants and holds the PALAWAN STATE UNIVERSITY/*END-USER* free from any liability arising out of any accident that may befall the AGENCY/*SERVICE PROVIDER*'s employees while performing their duties at the University's premises.
23. The AGENCY/*SERVICE PROVIDER* should be financially capable such that it has sufficient/liquid assets to shoulder its current liabilities, particularly the payment of salaries and benefits for at least (2) months of their deployment security guards to PSU. The administrative cost and profit margin of the AGENCY/*SERVICE PROVIDER* should not be less than twenty percent (20%) and must be able to provide the salaries and benefits of the security guards when this fall due in accordance with DOLE.
24. Wage Increase - Should there be any wage increase in favor of the assigned personnel subsequent to the execution of the Contract pursuant to a Law, Executive Order, Decree, or Wage Order, the Contractor is entitled to receive the same. The Contractor, however, must first inform the PALAWAN STATE UNIVERSITY/*END-USER* in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation.
25. In case of a tie among bidders—where two (2) or more bidders are determined and declared as the Lowest Calculated and Responsive Bidder—the PALAWAN STATE UNIVERSITY/*END-USER* shall adopt a non-discretionary and non-discriminatory tie-breaking method, specifically the draw lots method, in accordance with applicable procurement rules and regulations.
26. The bid price to be submitted shall be rounded off to two decimal places. (Verification/evaluation of bids will be through manual computation).

IX. SCOPE

The AGENCY/*SERVICE PROVIDER* shall perform and complete with utmost good faith and diligence in protecting and securing the safety of the PALAWAN STATE UNIVERSITY/*END-USER*, all buildings - interior and exterior areas, facilities, and properties.

The services to be provided by the AGENCY/*SERVICE PROVIDER* shall consist of the following security services and will be in strict conformance to the Security



specifications required by the *PALAWAN STATE UNIVERSITY/END-USER*, to perform the following: **Refer to Annex A**

X. DAILY ROUTINE OPERATIONS

Properly inspect everyone entering the University, verify visitors, and keep a guest log of incoming and outgoing personnel. Security guards' duties include checking in visitors, greeting guests, and ensuring that unauthorized people or products do not enter or leave the premises.

Security guards patrol and monitor activity at a location or property. They may use alarms and surveillance equipment, control access at a gate, or patrol a property on foot to ensure safety and security on the premises. They also serve as a crime deterrent, watching for potential criminal acts.

XI. NUMBER AND QUALIFICATION OF SECURITY GUARDS

The AGENCY shall deploy the following number of security guards, as specified below:

1. Eighteen (18) Security Guards for the Morning shift
2. Eighteen (18) Security Guards for Afternoon Shift
3. Seventeen (17) Security Guards for Night Shift

XII. SUPERVISION AND ADMINISTRATION

The PALAWAN STATE UNIVERSITY/END-USER:

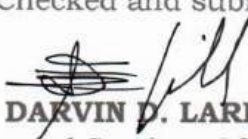
1. Shall not be responsible for any of the guards or for any third person where such damage, injury, or death arises from said guards. Neither shall the END USER be liable or responsible for any claim of the guards under labor laws and social legislation.
2. Has the right to assign a Security Officer as overall supervisor over the Agency's guards at any time to determine the quality and acceptability of the service being performed by the guards and to give policy instructions through a designated SERVICE PROVIDER representative on the proper safeguarding and protection of persons, places, and things covered by this Agreement.
3. For ready reference, the SERVICE PROVIDER shall provide the END USER copies of unexpired licenses, such as agency license, firearm license, individual security guards license, and any related licenses as far as security contracting is concerned.
4. Agrees to notify the SERVICE PROVIDER of any deficiency in the performance of the guard's duties. The SERVICE PROVIDER shall take appropriate steps to correct the defects.
5. Shall have the privilege to recommend to the AGENCY/SERVICE PROVIDER, the 50% workforce and/or personnel that would be hired or assigned to its premises.



Prepared by:

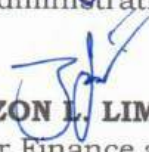

GLENN JAYSON B. BUNGAR
Security Officer / Chief Security Officer

Checked and submitted by:


DARVIN D. LARDIZABAL
General Services Office Director

Recommending approval


NELLY I. MENDOZA
Chief Administrative Officer


VENZON L. LIMPIADA
Vice President for Finance and Administration

APPROVED BY:


MARISSA S. PONTILLAS
OIC- Office of the University President

“ANNEX A - Number of Security Guards per Shift and Post”

SECURITY PERSONNEL			STAND BY POST	Area of coverage for monitoring and routine checks
1st Shift (0600-1400)	2nd Shift (1400-2200)	3rd Shift (2200-0600)		
2	2	2	MAIN GATE	OLD CAH, OLD CS, CNHS, NEW LIBRARY, CLINIC, BOOKSTORE, NEW CS, NEW CAH, RESEARCH BLDG, PITBI
1	1	1	BACK GATE	
2	2	2	MANALO CAMPUS	NEW GRADUATE SCHOOL BLDG./SCHOOL OF LAW BLDG.
2	2	2	SCHOOL OF MEDICINE	SOM PARKING AREA AND PERIMETER
1	1	1	ADMIN BUILDING	Administrative Building
1	1	1	CASHIER	CASHIER OFFICE AND ADMIN GROUND FLOOR
1	1	1	FRONT OF RESIDENCE HOUSE	RESIDENCE HOUSE, SENTRO NG WIKA BLDG, AND PALAWAN STUDIES BLDG
1	1	1	HOSTEL	HOSTEL, INCLUDING CHTM LAB, MRCR
1	1	1	ENGRNG. & ARCH. BUILDING	ENGINEERING BLDG, ARCH. BUILDING, PET ENG BLDG & PROPERTY COST. STORAGE ROOM
1	1	1	OLD WORKSHOP	CBA, PAC, CHTM, GSO, CCJE, AMPHI, BAND ROOM
1	1	1	I.T. / CTE	CTE OLD AND NEW, CANTEEN, LAB SCHOOLS
1	1	1	DORMITORY	MALE, FEMALE AND FOREIGN DORM
1	1	1	LIBRARY BUILDING MAIN ENTRANCE	LIBRARY BUILDING
1	1		BOOKSTORE/CANTEEN	CNHS BLDG./OLD FLAG POLE AREA / ROVING GUARD
1	1	1	REGISTRAR	REGISTRAR/ STUDENT CENTER/ FACULTY UNION BUILDING
18	18	17	TOTAL PER SHIFT	
53			TOTAL SECURITY	

"ANNEX C- CLOSED CIRCUIT TELEVISION (CCTV) CAMERA AND CCTV MONITOR POSITIONING"

Main Entrance:

Two (2) units at the Main Gate and 1 at the Back gate

Admin Building:

One (1) unit at the OUP and 1 at the OSAS focusing the ramp area

Other Areas:

One (1) unit at the Intersection between Laboratory Highschool, CNHS, and Bookstore

One (1) unit at the intersection between CBA, PAC, and CHMT

One (1) unit at the Hostel Area

One (1) unit at the Executive House

One (1) unit at the Open Field focusing on the parking areas

One (1) unit at the perimeter fence (boundary at the back of IT building)

One (1) unit at the Cashier's Office

School of Medicine:

One (1) unit at the front building and one (1) at the main building

Manalo Campus:

One (1) unit in front of School of Law focused at the main entrance

One (1) unit at the gate facing Manalo Street

CCTV Monitors:

One (1) unit of CCTV Monitor at the Main Gate (Main Campus)

One (1) unit of CCTV Monitor at the Back gate near the Dormitory (Main Campus)

One (1) unit of CCTV Monitor at the Lobby of School of Law (Manalo Campus)

One (1) unit of CCTV Monitor at the Lobby of School of Medicine

TOTAL: Sixteen (16) Units CCTV Cameras and Four (4) Units CCTV Monitor



DOCUMENTS COMPRISING THE BID: TECHNICAL AND FINANCIAL COMPONENTS

I. TECHNICAL COMPONENT ENVELOPE

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)
- Statement of Single Largest Completed Contract;
- NFCC Computation or committed Line of Credit (LoC);
- Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- ***[if applicable]*** JVA or in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event the bid is successful;
- Secretary's Certificate or Special Power of Attorney for Authorized Representative
- Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15;
- Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable;
- Schedule of Requirements
- Omnibus Sworn Statement; and
- For foreign Bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.
- Other Documents as required in the Terms of Reference / Terms of Specifications

II. FINANCIAL COMPONENT ENVELOPE

- Bid Form which includes the Bid price;
- Price Schedules in accordance with ITB Clause 13.1; and
- ***[if applicable]*** Certificate of Domestic Preference, in accordance with ITB Clause 25.