



Republic of the Philippines
PALAWAN STATE UNIVERSITY
Bids and Awards Committee (Goods and Services)
Puerto Princesa City



SUPPLEMENTAL BULLETIN NO. 1

June 29, 2026

“Procurement of Security Services for PSU Main and Manalo Campuses for FY 2026”

This Supplemental Bid Bulletin is being issued to **clarify and/or amend** condition/s relative to the project: **“Procurement of Security Services for PSU Main and Manalo Campuses for FY 2026”** with an ABC of **Php 6,434,593.72**. The PSU Bids and Awards Committee hereby decides to clarify and/or amend the following provision/s of the bid:

1. If a document is applicable to you, please fill up the details or attach the document as applicable.
2. If a document is **not applicable** to you, please write **N/A**.
3. **Attach in this issuance is the revised Terms of Reference for this project.**

For your reference and guidance.

Marjorie A. Española
MARJORIE A. ESPAÑOLA, EdD
BAC Chairperson
For Goods & Services



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

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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 PNP-SOSIA
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.
17. Performance evaluation from previous/existing clients from Government Agency / Institution for at least 4 years or more (*preferably a State University/ Colleges*).

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
	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		

7 days per week 24 Hours per Day	3. DORMITORIES (Angat Buhay, Female, Male, and Foreign)	1 guard	3 shifts
		1 guard	3 shifts
	4. MANALO CAMPUS		
	5. ADMINISTRATION BUILDING	2 guards	3 shifts
		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
	11. I.T. BLDG, CTE OLD AND NEW, CANTEEN, and LABORATORY SCHOOLS	1 guard	3 shifts
	12. SCHOOL OF MEDICINE	2 guards	3 shifts
	13. LIBRARY BLDG. (FIRST and SECOND SHIFT ONLY)	1 guard	3 shifts
	14. BOOK STORE, CANTEEN BOUNDARY (FIRST SHIFT and SECOND SHIFT ONLY)	1 guard	2 shifts
	15. CASHIER'S OFFICE (FIRST AND SECOND SHIFT ONLY)	1 guard	3 shifts

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:
 - a. Evidence of actual rendition of service attaching thereto the daily time records of its personnel;
 - b. 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;
 - c. 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

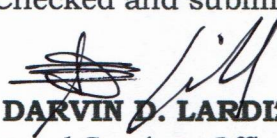
The PALAWAN STATE UNIVERSITY/END-USER:

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.

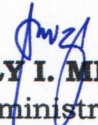
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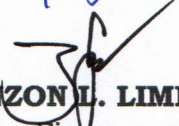

GLENN JAYSON B. BUNGAR
Security Officer I / Chief Security Officer

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, MR CR
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: Fifteen (15) Units CCTV Cameras and Four (4) Units CCTV Monitor