

**Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
(046) 862-0853 / (046) 415-0131 loc. 216
www.cvsu.edu.ph**

**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE
AND SUPPORT SERVICES**

University Civil Security Services



QUALIFICATIONS OF SECURITY PERSONNEL

3	<p>Security Officer(s):</p> <p>Holder of a Baccalaureate Degree Undergone Security Supervisory Course from a duly accredited Security Training Center; Holder of a valid, unexpired Security Officer License Minimum of five (5) years' experience as a Detachment Commander in an educational institution Assistant Detachment Commander must have minimum of three (3) years' experience as Security Officer; Certified Security Professional (CSP); Have a valid Driver's License for two (2) or four (4) wheeled vehicle Preferably with added qualifications on VIP security, investigation and intelligence gathering Attended enhancement trainings/seminars for the last three years. English Conversant Computer Literate</p>	
4	<p>Security Guard(s) must be --</p> <p>At least college level English conversant Undergone Pre-Licensing Training Course/Refresher's Training Course from a duly accredited Security Training Center Holder of a valid, unexpired Security Guard License Minimum 2 years' experience as security guard At least 5 feet and 3 inches tall for female and at least 5 feet and 6 inches tall for male Preferably between the ages of 25 to 55 years old</p>	
5	<p>The AGENCY must submit for each security personnel, the following documentary requirements during post-qualification evaluation period</p> <p>Barangay Clearance Community Tax Certificate Police Clearance Prosecutor and City Court Clearance NBI Clearance Drug Test Neuro Test Result Medical Certificate SOSIA Certified Photocopy of Security Guard License</p>	

	<p align="center">SOSIA Certified Photocopy of Security Guard Training Certificate (PLIC/RIC)</p> <p>Note: Both Private Security License and NH Clearance shall be valid as of the date of opening of bid and subject to renewal, if the same should expire during the contract implementation</p> <p>The university reserves the right to approve, on the basis of personnel files furnished by the Agency, the selection of the security force to be assigned at Cavite State University before they are actually posted. For this purpose, the Agency agrees to submit to Cavite State University for its review the biodata together with all the above-mentioned documentary requirements of its candidates.</p>	
<p align="center">6</p>	<p>All Security Guards must have completed the following seminars/training _____ to CxSU –</p> <ul style="list-style-type: none"> Bomb Detection and Disposal Seminar Firefighting Seminar Disaster Preparedness Anti-Terrorism Seminar Basic First Aid and Adult CPR Proficiency, Care and Handling of Firearms <p>Note: Training Certificates of the foregoing must be included in 201 files of its candidates to be submitted to the university</p> <p>The following training must be conducted in coordination with CxSU _____ to CxSU –</p> <ul style="list-style-type: none"> Orientation on Gender Sensitivity Anti-Sexual Harassment Law Safe Space Act (Bawal Bastos Law) CxSU VMGO, Policies and Standards CxSU Safety and Environmental Awareness Policies 	
<p align="center">7</p>	<p>Uniform of all security guards –</p> <ul style="list-style-type: none"> white long-sleeve uniform with complete accessory and patches as prescribed under RA 5478, RA 11917 and their IRR <p>Prescribed shoes for each guard is Black Chard (Wet Look, 5 holes and rubber sole)</p>	
<p align="center">8</p>	<p>Discipline, Administration and Operation of the Security Guards shall conform with the following</p> <ul style="list-style-type: none"> RA 5487 RA 11917 Rules and Regulations of PADPAO Presidential Decrees Other laws and orders 	

EQUIPMENT/SUPPLIES REQUIREMENTS

<p align="center">9</p>	<p>The following shall comprise the Basic Equipment of a security personnel which shall be made mandatory and ready for their use while performing their duties:</p> <ul style="list-style-type: none"> Prescribed Basic Uniform Nightstick/baton Whistle Timepiece (synchronized) Writing pen Notebook and duty checklist Flashlight First Aid Kit Service Firearms Handcuffs Search/Metal detector/fishing gadgets for those assigned in entrance/exit Raincoats and rainboots Communication Radio (two way radio) Security vest for those assigned in facilitating traffic flow Vehicles: <ul style="list-style-type: none"> Van Motorcycle Motorcycle with sidecar Bicycle <p>The Agency shall have the responsibility of ensuring the availability and issuance of the basic equipment to its posted guards.</p> <p>The Agency shall ensure that the security guards shall be responsible for inspecting operability of basic equipment issued to him and be responsible for keeping himself acquainted with the proper use of these equipment</p> <p>The Agency shall ensure that all electronic and/or communication devices requiring registration under the jurisdiction of other government agencies shall be complied with prior to issuance for use of the security guard</p>	
<p align="center">10</p>	<p>Heavy Duty Rechargeable Waterproof Flashlight (700 lumens)</p> <ul style="list-style-type: none"> 8 for Main Campus (Irdang) 2 for Tiece Campus 2 for Silang Campus 2 for Camona Campus 3 for Rosario Campus 3 for Imus Campus 2 for Cavite City Campus 1 for Tanza Campus 1 for Gen Tias Campus 2 for Bacoor Campus 1 for Bacoor Campus (New) 2 for Naic Campus 	

11.	<p>Firearms</p> <p>Long Firearms - 12 gauge shotgun with complete number of ammunitions 2 for Main Campus (Irdang) 1 for Naic Campus</p> <p>Short Firearms:</p> <p>- 9mm Pistol with complete number of ammunitions 19 for Main Campus (Irdang) 2 for Tiece Campus 2 for Silang Campus 2 for Camorra Campus 4 for Rosario Campus 4 for Imus Campus 3 for Cavite City Campus 1 for Tanza Campus 2 for Gen Tias Campus 2 for Bacoor Campus 2 for Bacoor Campus (New) 1 for Naic Campus</p>	
12	<p>VHF Radio with License 25 for Main Campus (Irdang) 3 for Tiece Campus 3 for Silang Campus 3 for Camorra Campus 5 for Rosario Campus 6 for Imus Campus 4 for Cavite City Campus 2 for Tanza Campus 3 for Gen Tias Campus 3 for Bacoor Campus 3 for Bacoor Campus (new) 3 for Naic Campus</p> <p>Each VHF Radio must have its corresponding battery charger and spare battery (1:1)</p>	

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- Under Chassis Minor**
2 for Main Campus (Irdang)
1 for Silang Campus
1 for Rosario Campus
1 for Imus Campus
1 for Cavite City Campus
1 for Bacoor Campus (New)
1 for Naic Campus

14	Motorcycle (Yamaha, 150cc) 2 Single Motorcycle for Main Campus (Indang) 1 Single Motorcycle for Silang Campus 1 Single Motorcycle with sidecar for Main Campus 1 Single Motorcycle with sidecar for Rosario Campus	
15	4 Wheels Vehicle 1 for Main Campus (Indang)	
16	Bicycle 1 for Tiece Campus 1 for Camora Campus 1 for Imus Campus 1 for Cavite City Campus 1 for Bacoor Campus (New) 1 for Naic Campus	

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**20 One (1) Unit high performance desktop computer with
printer, scanner, and copier with Computer Table and
Chair**

28	Supply Record Books with Page Numbers for the different posts and transactions.	
29	One (1) Unit Digital Camera for documentation purposes for Main Campus (Indang)	
OBLIGATIONS		

The AGENCY to ensure -

Fifteen (15) days upon Notice of Award, the Agency's

	<p>The Agency shall faithfully deliver to the University the supplies/instruments/equipment/service stipulated in the bid proposal. The University reserves the right to withhold the payment of services rendered in case of non delivery or delay in delivery.</p>	
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The Agency to ensure that all authorized posts are manned at all times.

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Provide one (1) regular reliever for every six (6) security guards to ensure that all security personnel assigned with 12 hour shift shall render duty on six (6) day work week basis as a mandatory weekly day off is required

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b Qualification of assigned guards, training for physical fitness and martial arts	7%
c. Physical Appearance (uniforms and other paraphernalia) d Change and/or replacement of assigned guards	5%

	The result of the performance evaluation is non appealable.	
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