

Section VII. Technical Specifications

Item	Specification ¹	Statement of Compliance ²																																																
I	<p>The contractor shall provide the following tools and equipment, subject to random inspection of authorized CatSU official/representative:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 80%;">Description</th> <th style="width: 20%;">Qty</th> </tr> </thead> <tbody> <tr> <td>1. Licensed Firearms</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="padding-left: 20px;">a. Eight (8) units of Caliber 9mm Pistol</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">b. Four (4) units of shotgun</td> <td></td> </tr> <tr> <td style="text-align: center;"><i>With minimum of 7 and maximum of 14 rounds of ammo for each firearm</i></td> <td></td> </tr> <tr> <td>2. Portable radio with license, with spare battery, earphones, and charger for each unit</td> <td style="text-align: center;">12</td> </tr> <tr> <td>3. Network Radio Station License for the radio to be used for the portable radio</td> <td style="text-align: center;">1</td> </tr> <tr> <td>4. Restricted Radiotelephone operator's (RLM) Certificate for every security guard to be accomplished within three-month period after the award of contract</td> <td style="text-align: center;">12</td> </tr> <tr> <td>5. Handcuffs with key</td> <td style="text-align: center;">12</td> </tr> <tr> <td>6. Expandable baton</td> <td style="text-align: center;">12</td> </tr> <tr> <td>7. Rechargeable search lamp with spare battery</td> <td style="text-align: center;">12</td> </tr> <tr> <td>8. Pepper spray</td> <td style="text-align: center;">12</td> </tr> <tr> <td>9. First Aid Kit</td> <td style="text-align: center;">12</td> </tr> <tr> <td>10. Umbrella</td> <td style="text-align: center;">15</td> </tr> <tr> <td>11. Rain boots and raincoat</td> <td style="text-align: center;">12</td> </tr> <tr> <td>12. Motorized Patrol Vehicle with supply of gasoline (to be stationed in CatSu)</td> <td style="text-align: center;">1</td> </tr> <tr> <td>13. Metal Detectors with supply of battery</td> <td style="text-align: center;">6</td> </tr> <tr> <td>14. Search mirror</td> <td style="text-align: center;">3</td> </tr> <tr> <td>15. Reflective vest printer with security</td> <td style="text-align: center;">12</td> </tr> <tr> <td>16. Riot shield and truncheons</td> <td style="text-align: center;">10</td> </tr> <tr> <td>17. Cellular phone for detachment commander and shift-in-charge, Panganiban Campus and Palnab Fisheries</td> <td style="text-align: center;">3</td> </tr> <tr> <td>18. Whistle for every guard</td> <td style="text-align: center;">34</td> </tr> <tr> <td>19. Padlock for perimeter gates</td> <td style="text-align: center;">21</td> </tr> <tr> <td>20. Supply of logbook for every security post (vehicle logbook, visitor's logbook, etc.)</td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;"><i>Note: Unserviceable unit/s shall be replaced within five (5) calendar days.</i></p>	Description	Qty	1. Licensed Firearms	12	a. Eight (8) units of Caliber 9mm Pistol		b. Four (4) units of shotgun		<i>With minimum of 7 and maximum of 14 rounds of ammo for each firearm</i>		2. Portable radio with license, with spare battery, earphones, and charger for each unit	12	3. Network Radio Station License for the radio to be used for the portable radio	1	4. Restricted Radiotelephone operator's (RLM) Certificate for every security guard to be accomplished within three-month period after the award of contract	12	5. Handcuffs with key	12	6. Expandable baton	12	7. Rechargeable search lamp with spare battery	12	8. Pepper spray	12	9. First Aid Kit	12	10. Umbrella	15	11. Rain boots and raincoat	12	12. Motorized Patrol Vehicle with supply of gasoline (to be stationed in CatSu)	1	13. Metal Detectors with supply of battery	6	14. Search mirror	3	15. Reflective vest printer with security	12	16. Riot shield and truncheons	10	17. Cellular phone for detachment commander and shift-in-charge, Panganiban Campus and Palnab Fisheries	3	18. Whistle for every guard	34	19. Padlock for perimeter gates	21	20. Supply of logbook for every security post (vehicle logbook, visitor's logbook, etc.)		
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¹ The specifications given are the minimum requirements unless indicated otherwise. A bidder's proposal must match or exceed the specifications.

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II	<p>PERFORMANCE CRITERIA</p> <p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following performance criteria:</p> <ul style="list-style-type: none"> (a) Quality of service delivered; (b) Time management; (c) Management and suitability of personnel; (d) Contract administration and management; (e) Provision of monthly accomplishment report and incident report as the need arises; (f) Attentiveness and presence of mind of guards on duty; (g) Compliance with Office policies/guidelines <p>The above criteria shall be used to assess quarterly the level of performance of the Security Agency and its Security Personnel as basis of continuity of the contract. Should the Security Agency gets two (2) consecutive "Satisfactory" Ratings, it shall be considered a ground for the termination of their contract with the CSU.</p>	
III	<p>TECHNICAL EVALUATION PARAMETERS</p> <p>1. Stability</p> <ul style="list-style-type: none"> (a) Years of Experience: at least three (3) years in security service and with Regular License to Operate (b) Liquidity of the Contractor: At least PhP750,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet as of December 31, 2018) <p>Organizational Set-up: with good organization set-up of personnel based on the minimum standard specified under RA 5487 as amended, and office tools and equipment</p> <p>2. Resources</p> <ul style="list-style-type: none"> (a) Number and Kind of Equipment and Supplies: with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements (b) Number of Licensed Guards: At least 37 security guards with 2 ready relievers- highly trained, qualified, licensed, bonded, and armed security guards <p>Supervisors: with at least two (2) supervisors</p> <p>3. Security Plan</p> <ul style="list-style-type: none"> (a) Tailored fit for Catanduanes State University (CSU) in accordance with the minimum requirements below. State/enumerate the specific methodology to execute the Plan. 	

² Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each "Specification". Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.b.

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	<p>4. Other Factors</p> <p>(a) Recruitment and Selection Plan: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:</p> <ul style="list-style-type: none"> i. Not less than 22 but not more than 50 years of age ii. With at least three (3) relevant trainings iii. Physically and mentally fit iv. With clearance from NBI, PNP, psychiatry test and drug test taken within the last 6 months <p>(b) Guards will be screened and deployment will be based on approval of CSU authorized representative.</p> <p>(c) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR</p> <p>(d) Copies of 201 files of guards to include duly certified copy of license to exercise security profession (LESP) by the issuing agency, results of neuropsychiatric examination, training certificates, medical examination, to be furnished to the CSU</p> <p>(e) Proof of paid remittances for the following government agencies: SSS, PHIC, HDMF and BIR in the form of a certification issued by the said agencies</p> <p>(f) Provision of biometric for recording of attendance</p> <p>(g) Submission of Report: weekly monitoring report, monthly list of guards with validity of licenses, monthly report of equipment inventory supported by monthly report of attendance.</p> <p>(h) Weekly formation of guards</p>	
IV	<p>BRIEF SCOPE OF WORK</p> <p>The Contractor shall provide security services by deploying adequately trained and well disciplined security personnel to safeguard the CSU buildings and other properties from theft, pilferage, or damage and ensure safety and security of employees, students, visitors, guests and any other persons within the CSU premises.</p>	
V	SECURITY PLAN	
A.	GENERAL SECURITY PROTOCOLS	
A.1	<p>Provide complete continuous security measures on round the clock basis on all days throughout the year, including Saturdays, Sundays and holidays, in accordance with the deployment schedule. Security personnel shall not be allowed to leave the place of duty under any circumstance until and unless properly relieved. The security posts shall not be left unmanned at any time.</p>	
A.2	<p>Maintain records of security related activities and relevant inward and outward movements of personnel, visitors and property. These records shall be made available for inspection of the CSU authorized representatives.</p>	
A.3	<p>The security personnel shall, at all times, be polite, courteous, respectful and responsive to officers, employees, students, visitors, guests and VIPs. He/she shall follow the order/directives of CSU officials and authorized representatives for day-to-day performance of job and ensure implementation of adequate security measures.</p>	