

Item	Specification <sup>1</sup>	Statement of Compliance <sup>2</sup>
A.4	Perform inspection, detection and investigation of all security-related incidents and report the same to appropriate authorities and designated CSU officials/representatives.	
A.5	Refrain from doing, causing or permitting any nuisance at the CSU premises or anything which will cause unnecessary disturbances or inconvenience to the occupants/visitors of the CSU.	
A.6	Prevent entry/access to restricted areas unless duly authorized by the CSU Management. Maintain logbook of entry and exit movements of authorized personnel in the restricted areas.	
A.8	Strictly implement the “No ID, No Entry” policy among all CSU students and employees.	
A.9	Prevent entry after office hours and non-working days, including Sundays and holidays, unless duly authorized by CSU management.	
A.10	Prevent employees and students from staying overnight within the CSU office and premises, unless duly authorized by CSU management.	
A.11	Issuance of visitor’s pass ( for individuals) and gate pass ( for non CSU vehicles) after appropriate verification of purpose of visit and collect passes when visitors leave the premises, to ensure that only authorized persons/vehicles enter the premises.	
A.12	Monitor and frisk employees and visitors for firearms, deadly weapons, explosives, toxic chemicals, prohibited drugs, contraband items and other similar items. Firearms and other deadly weapons must be deposited to the security guard at the entrance lobby in exchange for a firearm report/receipt.	
A.13	Ensure that CCTV cameras are not obstructed.	
A.14	Assist in the analysis of recorded CCTV footage involving security-related issues.	
A.15	Switch off the lights, computers, air conditioners, etc. and ensure that windows and doors are closed after office hours. Politely call the attention of employees who have left their offices without ensuring that the light and other electronic items are switched off, to instill shared responsibility among all CSU employees in an effort to conserve energy/resources.	
	<b>VEHICLE CONTROL</b>	
A.16	Plain view inspection of all vehicles entering the CSU premises.	
A.17	Maintain logbook of incoming and outgoing vehicles in the CSU premises.	



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A.18	Ensure orderly marshalling and parking of student/staff/visitor's vehicle at the parking area in the CSU premises and keeping watch over them. Overnight parking of non-CSU vehicles shall be prohibited, unless duly authorized by the CSU Management.	
A.19	Ensure that outgoing CSU motor vehicles have duly signed/ approved trip tickets.	
A.20	Control the flow of traffic and direct drivers to park their vehicles in properly designated areas, to ensure the driveways are clear and unimpeded, at all times.	
<b>BOMB THREATS</b>		
A.21	Immediately report the incident to appropriate authorities (PNP Bomb Squad) and the CSU Management or designee.	
A.22	In coordination with the appropriate authorities and CSU Management or designee, conduct a search of the area and recommend evaluation in accordance with the guidelines formulated by the Safety Committee, if warranted. If no suspicious item is found, the decision to evacuate will rest with the CSU Management.	
<b>HOSTAGE TAKING INCIDENTS</b>		
A.23	Immediately notify PNP and CSU management or designee and alert all security guards.	
A.24	Cordon the area and prevent agitation and prohibit any unauthorized personnel from negotiating with the hostage taker.	
<b>STRIKES AND PICKETING PROTOCOL</b>		
A.25	Inform the CSU Management of the impending or ongoing demonstration activity and closely coordinate with the appropriate law enforcement authorities (PNP).	
A.26	Obstructive demonstrations shall be terminated in coordination with the authorized CSU representative and the PNP. Non obstructive demonstrations should not be interrupted. However, it must be ensured that it will not adversely affect classes and the regular discharge of functions of CSU employees.	
A.27	Ensure that designated open gates remain unimpeded.	
A.28	Provide close-in security to any CSU official and employees authorized to speak/ negotiate with the demonstrators.	
A.29	Secure all CSU students, employees, officials and guests from any assaults whatsoever.	
<b>ANTI THEFT PROTOCOLS</b>		
A.30	Secure all entry and exit points.	



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A.31	Introduce and implement anti-theft measures to prevent pilferage. In case of theft, loss or pilferage, the Contractor shall investigate and submit a report to the CSU authorized representative and liaise with the police authorities.	
A.32	Safeguard properties of CSU, its employees, officials and visitors against theft, damage, misuse. Tools properties and equipments of the CSU shall not be permitted to be taken out of the premises without valid gate pass.	
A.33	Immediately report to appropriate police authorities incidents of theft to facilitate the immediate apprehension of the culprit.  Conduct investigation and submit written report within twenty four (24) hours to the Management.	
<b>EMERGENCY PROTOCOLS</b>		
A.34	Closely collaborate with the Chief Administrative Officer (CAO) and other CSU authorized officials to effectively implement disaster management arrangements, plans and guidelines to be observed during emergencies and calamities.	
A.35	Serve as marshals during actual emergencies and conduct of periodic emergency drills within the CSU premises, along with the CAO and other designated CSU personnel.	
A.36	Respond promptly and appropriately to all emergencies and report to appropriate authorities and CSU official concerned. In case of fire, the security guard shall forthwith inform the nearest fire station and alert all CSU staff to facilitate evacuation in accordance with the disaster management plan.	
A.37	Keep close watch over the CSU property and premises against attempts of arson or accidental fire, and take suitable action in case of emergency. The security personnel should know how to appropriately use the fire fighting equipment.	
<b>REPORTS</b>		
A.38	Report to the CSU Management or its authorized representative, if any abnormal or suspicious activities are noticed in the premises.	
A.39	Monitor and report breach/ breakage in fencing, encroachment, trespassing, incidents of crime, defacement of wall, etc.	
A.40	Prepare other reports and make appropriate recommendations on all security related issues.	
<b>VI</b>	<b>OTHER TERMS AND CONDITIONS:</b>	
<b>A</b>	<b>RECRUITMENT AND SELECTION CRITERIA</b>	
A.1	The Contractor shall ensure that the character and conduct of the security guards to be deployed have been appropriately verified. The security guards provided by the Contractor shall possess the following qualification:	