



# **2022 CONTRACT FOR SECURITY SERVICES**

## **University of the Philippines Manila – Philippine General Hospital**

Jointly prepared by:  
UP Manila Procurement Office, BAC2 Secretariat and  
the Technical Working Group  
October 2021

in accordance with  
Philippine Bidding Documents (PBD)  
Government of the Republic of the Philippines  
Sixth Edition  
July 2020

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** –Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center  
BIDS AND AWARDS COMMITTEE 2 (BAC 2)

INVITATION TO BID  
**FOR THE 2022 CONTRACT**  
**SECURITY SERVICES**  
*University of the Philippines – Philippine General Hospital*

1. The University of the Philippines Manila, through the Internal Operating Budget (IOB) 2022 intends to apply the sum of ***Ninety-Three Million Seventy-Nine Thousand Six Hundred Twenty-Eight Pesos and Sixteen Centavos (PhP93,079,628.16)*** being the Approved Budget for the Contract for one year to payments under the contract for Security Services.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *University of the Philippines Manila* now invites bids for the above Procurement Project. Delivery of the Services is required for one-year, effective *01 February 2022* to *31 January 2023*. Bidders should have completed, within the last five years from the date of submission and receipt of bids, a contract similar to the Project amounting to at least 50% of the ABC of this contract to be bid. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from University of the Philippines Procurement Office, BAC2 Secretariat and inspect the Bidding Documents at the address given below during office days, 8:00 to 4:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***06 October 2021*** from the given address and website(s) below. Prospective bidders may download the bidding documents but must pay corresponding fee and shall be able to present its proof of payment for the bidding documents fees amounting to ***Fifty Thousand Pesos Only (Php50,000.00)*** in person, by facsimile or electronic means (email).



6. The University of the Philippines Manila will hold a Pre-Bid Conference<sup>1</sup> on **12 October 2021** through zoom which shall be open to prospective bidders. Interested bidders should send to the BAC2 Secretariat the name and email address of their authorized representative, to whom the zoom link will be sent at least one hour the start of the pre-bid conference.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **1:00pm, 26 October 2021**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **1:30pm, 26 October 2021** at the given address below and/or via *zoom*. Bids will be opened in the presence of the bidders' representatives who choose to join the zoom meeting. Name and email address of bidder's representative should be emailed/sent to the BAC2 Secretariat upon submission of bids.
10. The University of the Philippines Manila reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
  
*Ms. Melody Jane L. Rojo (Tel. No. 8814-1213)*  
*Mr. Jonald D. Karingal/Rose Ann delos Santos (Tel. No. 8814-1224) BAC2 Secretariat, College of Public Health Annex2, 2<sup>nd</sup> Floor Procurement Office, University of the Philippines Manila (upm-bac2-secretariat@up.edu.ph)*
12. You may visit the following websites for downloading of Bidding Documents:  
*PhilGEPS and UP Manila website*

**(SGD.) MARIA ELIZA RUIZ AGUILA, PhD**  
**Chair, Bids and Awards Committee 2**

NOTED:

**(SGD.) ARLENE A. SAMANIEGO, MD**  
**Vice Chancellor for Administration**

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*Posted at PhilGEPS, UP Manila website and BAC2  
Bulletin Board located at the  
CPH Annex2 Bldg on 06 October 2021*

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, *University of the Philippines Manila*, wishes to receive Bids for the Contract for Security Services.

### **2. Funding Information**

2.1. The University of the Philippines Manila, through its source of funding as indicated below in the amount of ***Ninety-Three Million Seventy-Nine Thousand Six Hundred Twenty Eight-Pesos and Sixteen Centavos (PhP93,079,628.16)***.

2.2. The source of funding is: Internal Operating Budget (IOB) 2022.

### **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

### **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the

Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC **OR should have completed at least two similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required above. In this case, the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.**

**A similar and/or completed contract is defined in the BDS.**

- 5.3. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 Revised IRR of RA No. 9184.

## **6. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address {[insert if applicable]} and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **7. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **8. Documents comprising the Bid: Eligibility and Technical Components**

- 8.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section V (Checklist of Technical and Financial Documents)**.
- 8.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five years prior to the deadline for the submission and receipt of bids.
- 8.3 If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **9. Documents comprising the Bid: Financial Component**

- 9.1 The second bid envelope shall contain the financial documents for the Bid as specified in **Section V (Checklist of Technical and Financial Documents)**.
- 9.2 Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

## 10. Bid and Payment Currencies

- 10.1 Payment of the contract price shall be made in Philippine pesos

## 11. Bid Security

- 11.1 The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 11.2 The Bid and bid security shall be valid until one hundred twenty (120) calendar days after the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 12. Sealing and Marking of Bids

- 12.1 Each Bidder shall submit **(3) three** copies of the first and second components of its bid.: **(1) one** original and **(2) two** additional copies (Copy 1 and Copy 2)
- 12.2 The Procuring Entity may request additional hard copies and/or electronic copies of the Bid as indicated in the **BDS**. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.
- 12.3 If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which Must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## 13. Deadline for Submission of Bids

- 13.1 The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 14. Opening and Preliminary Examination of Bids

- 14.1 The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 14.2 The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **15. Domestic Preference**

- 15.1 The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **16. Detailed Evaluation and Comparison of Bids**

- 16.1 The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 16.2 The Project shall be awarded as ONE CONTRACT.
- 16.3 Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **17. Post-Qualification**

- 17.1 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **18. Signing of the Contract**

- 18.1 The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <i>Contract for Security Services</i></li> <li>b. Completed within the last <i>five years</i> prior to the deadline for the submission and receipt of bids.</li> <li>c. <i>Completed contract shall mean a contract which has been completed within the date of expiration of the contract as indicated in the agreement and shall not include extensions even covered by a supplemental agreement. Therefore, the amount of the contract should not include the additional amount corresponding to the extension period.</i></li> </ol>
7.1	<i>Not applicable</i>
12	<i>Not applicable</i>
12.2	<i>Each bidder shall submit three (3) copies of the first and second components of the bid, marked as 1) Original Copy, 2) Copy No. 1, and 3) Copy No. 2</i>
13.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b><i>PhP1,861,592.56</i></b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><i>PhP4,653,981.41</i></b> if bid security is in Surety Bond.</li> </ol>
15	<i>Not applicable</i>
17	<i>Not applicable</i>
19.3	<i>Not applicable</i>
20.1	Complete list as indicated in Section V. Checklist of Technical and Financial Documents
21.2	<p>List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity:</p> <p><i>1. Proof of cash deposit amounting to P2,500,000.00 to guarantee claims against losses attributable to the service provider and those covered under labor laws and other pertinent laws, rules and regulations applicable to security service contract. (Please see Terms of Reference Section XXIV page 10)</i></p>

***Section IV.***  
***Terms of Reference***



## **TERMS OF REFERENCE**

### **FOR THE PROCUREMENT AND IMPLEMENTATION OF THE UP MANILA CONTRACT FOR SECURITY SERVICES 2022**

#### **I. General Description**

The UP Manila (UPM) Campus is a 14 – hectare space which includes the Philippine General Hospital, different colleges, institutes and units. The over – all provision of security and order is the primary responsibility of the UP Manila Police Office which has direct control and supervision of Security Service Providers (SSPs). The SSP for the different Areas of Responsibility (AOR) is chosen through public and competitive bidding in accordance with the provisions of Republic Act No. 9184. The SSPs shall discharge its responsibilities in accordance with this Terms of Reference (TOR), and strictly implement security-related policies issued by the University in such a manner as to ensure an integrated, quick – response, cost – effective and efficient approach in security management.

#### **II. Area of Responsibility (AOR) - University of the Philippines Manila (see attached map - Annex A)**

- A. Philippine General Hospital
- B. other areas within UP Manila
- C. SHS Extension Campus in Baler, Aurora

#### **III. Scope of Obligations/Responsibilities – The SSP shall**

- A. Maintain peace and order within its AOR as defined above.
- B. Preserve the integrity of UPM – PGH premises and secure all the properties including buildings, offices, equipment, vehicles, electric lines and cables, streets, parking spaces, trees, vacant lots within AOR;
- C. Protect the employees, faculty and students, patients, guests and other constituents of UPM – PGH;
- D. Assist in the orderly and safe passage of vehicles and pedestrians in and out of the AOR;
- E. Implement the campus Security Plan under the supervision of the UPM Police Office and the UP Manila – Health and Safety Committee (UPM – HSC).
- F. Strict compliance of issued health protocols is mandatory to ensure the health safety of employees, faculty and students, patients, visitors and other constituents of UPM – PGH. The UPM – HSC is responsible for laying down the policies of UPM – PGH relating to health and safety concerns including the monitoring and compliance in the implementation of issued health protocols in the AOR.

#### **IV. Company profile and command responsibility**

- A. The bidder must submit in its technical proposal, the following documents certified by the head of the SSP:
  - 1. Company Profile
  - 2. Company Organizational Chart
  - 3. Certificate of Satisfactory Performance from the biggest client named as the Single Largest Completed Contract.
- B. Command Responsibility Flow
  - 1. The SSP shall submit a clear command responsibility flow (organizational structure) from the highest officer of the agency to the lowest security officer;
  - 2. The chart should include a list with brief description of all units needed to manage the security operations, such as:
    - a. Physical office (Head Office)
    - b. Accounting Office
    - c. Training Center
    - d. Clear Supervision and Management Process
    - e. Administrative staff and officers who will be assigned in UPM – PGH.
    - f. UPM - PGH Satellite Office

- V. Service Capability - Proof of the organizational capability to deliver the services and to provide assistance and support by the SSP must be shown by the following:
- A. Proof that the SSP had in the past shown security capability:
    1. At least five (5) years in actual operation reckoned from the starting date of its first contract. (Proof is a certified copy of the first contract)
    2. Deployment of a complement of at least 500 guards for all ongoing contracts; (Proof are copies of the on-going contracts showing deployments)
    3. At least one hundred (100) guards contracted by a single government agency, hospital or schools, both private and public; (Proof is a copy of the contract.)
    4. Investigation and surveillance services training of supervisors assigned to UP Manila (Proof are the certificates of training) certificates of training.
  - B. The SSP must be able to undertake the following capabilities and services:
    1. Security and safety survey – at least once a year, preferably mid – year of the Security Services Contract implementation in terms of guards strength or positioning and if there is a change in the physical set up of the campus;
    2. On – call 24/7 – members of the operation staff must be on call for 24 hours, 7 days of the week for assistance or any other requirements by UPM – PGH;
    3. Liaison services – Liaison services to all pertinent government agencies or local government units (LGUs) as needed by UPM – PGH;
    4. Monthly meetings – Monthly meetings with SSP's head of operations or his representative.
    5. Other services as may be deemed necessary for the enhancement of the security services as directed by the UPM-Police Office.
- VI. **Security and office equipment** – the SSP must provide and show proof of provisions during the post qualification of the following:
- A. **Security equipment with valid licenses** – the SSP shall provide at all times, at its own expense, the following equipment with valid licenses as may be required by laws, rules and regulations:
    1. Appropriate firearms per post/station – at least twenty-eight (28) 9mm pistols and four (4) 12 – Ga. Shotgun;
    2. Basic guard equipment (i.e. nightstick or club, whistle, flashlights, raincoats, rain boots, etc.);
    3. Log book and pens for each post and including roving guard.
    4. One handheld radio transceiver (walkie – talkie) for all duty personnel of good reputable brand of radio in the market, functional with sufficient reserves of battery packs, ear pieces and chargers for handheld, and one (1) radio base; which can clearly communicate or relay messages in at least ten (10) kilometer radius. One handheld radio transceiver per guard on duty in all posts;
    5. Complete set of clean and well – ironed uniforms for the security guards on actual duty;
    6. At least one (1) All Utility Vehicle (AUV) preferably pick-up type, with siren, blinker, signage of Agency and equipped with firefighting equipment, to be stationed at the UPM Police Office, subject to the rules on the use of vehicles of the UPM – PGH;
    7. At least two (2) gas – fed brand new motorcycle to be stationed at the UPM Police Office, subject to the same rules on the use of vehicles of the UPM – PGH;
    8. At least twelve (12) units of handheld metal detectors on all entry posts;
    9. At least twelve (12) sets of Guard Tour (Watchman Clock) System (eight (8) units for PGH and four (4) units for UP Manila). They must be of good reputable brand in the market, with provision for preventive maintenance (PM), with memory storage that is adaptable to the computer system for purposes of printing the time punching. Moreover, they must be in good working condition throughout the duration of the contract and if there are non – functional unit or part thereof, the same must be repaired within twenty – four (24) hours and such fact should be included in the regular reporting;
    10. At least seven (7) under chassis mirrors for all entry gates.

11. At least two (2) sets of traffic vests and gloves per post (for those areas involving traffic management) The vest must be reflectorized and must bear the name of the security agency.
  12. Provision and installation (labor and materials) of at least twenty – five (25) CCTV system (17 units for PGH and 8 units for UP Manila) with HD cameras (latest software) that can print images capable of facial recognition, with DVR (one month memory storage) and monitors in addition to the pre – existing camera system in the UPM. Must be compatible with the existing installed CCTV system of the UP Manila – PGH. The wiring and cabling plan for the 25 CCTV must be submitted.
  13. At least twelve (12) visitors processing systems (computer with camera) with storage of at least sixteen (16) terabytes and must be compatible with the existing computer system of UPM – PGH. All recordings must be copied, preserved, turned over to the UPM Police Office and will be the property of the University;
  14. At least twelve (12) units crowd dispersal control equipment (to include shield, helmet and truncheon);
  15. At least five (5) tire clamps;
  16. Two (2) units of K – 9 sniffing dogs. One (1) trained for bombs and another one (1) for drugs, which can be used in UP Manila colleges and hospital activities as per schedule. They must be provided with license certificates;
  17. One (1) unit walk – through metal detector for each main entrances of each building (PGH - 5, Academic and other buildings - 10)
- B. Office equipment** – the SSP must provide within the first month after the effectivity of the contract the following office equipment to be installed and for use of the UPM Police Office:
1. Two (2) digital cameras for documentation;
  2. One (1) Biometrics system and its peripherals to record guards attendance for submission to the Accounting Offices of UPM and PGH;

## **VII. Security Plans**

- A. General Security Plan** - the SSP shall submit a comprehensive Security Plan to secure its AOR, safeguard persons and properties, and maintain the orderly safe passage of vehicles and persons in and out of the AOR.
1. The General Security Plan shall be submitted by the prospective SSP as part of the Technical Component of its bid.
  2. The General Security Plan shall contain, among others, the following:
    - a. Emergency procedures for the following:
      - i. Natural disasters such as earthquakes, typhoons, flood
      - ii. Man-made calamities such as fire, bomb threats or actual bombing, armed encounters and incidents, mass activities necessitating security measures to protect the safety of faculty, students and other university personnel and guests
    - b. Pre–deployment action plan: Fixed and flexible deployment at posts;
    - c. Access Control procedures for vehicles, personnel and packages/baggage;
    - d. Car park procedures;
    - e. Individual post – assignment job descriptions;
    - f. Number and location of watchman’s chips around the campus/hospital;
    - g. Mobile patrol system and plan
    - h. Schedule of the K – 9 dogs;
    - i. Visitor’s processing system
- B. Special Security Plans**
1. The SSPs shall submit special security plans at least a week before the activity or immediately, as soon as the need for special security precautions is apparent, or as directed by the UPM-Police Office and officials of UP Manila.
  2. Activities and conditions necessitating the formulation of special security plans:
    - a. Regular university activities such as Foundation days, Graduation days, Lantern parades and other regular university or college activities.

- b. Special activities of units and colleges needing special security plans as requested by the heads of units and colleges or by the UPM-Police Office.
  - c. Contingency plan during health emergencies and period of quarantine;
  - d. Visits of local, national and international dignitaries and officials.
  - e. Areas where there are security breaches such as thefts or crimes against persons and properties, within 48 hours after the reported incident and submitted to the UPM-Police Office;
  - f. Security plan for VIP, detainees/prisoners confined at the hospital
3. As may be necessary and in coordination with the UPM-Police Office, the SSP shall request assistance and coordinate with security forces from other government agencies such as the Philippine National Police (PNP), Department of National Defense (DND), the Manila Government and Metro Manila Development Authority (MMDA).

**VIII. Security Personnel – the SSP shall**

- A. Provide the following number of security personnel :
  - 1. Names of at least 80% of the security guards should be submitted as one of the technical bid documents for: (See attached Annex B Deployment Plan)
    - a. Philippine General Hospital
    - b. CAD Offices, Academic Units, and NIH
    - c. SHS Baler Aurora Campus
  - 2. Provide, free of charge, the following additional security personnel:
    - a. Detachment Commander
    - b. Assistant Detachment Commanders (1:00 a.m. and 1:00 p.m.shift)
- B. **Additional Security Services** - The SSP shall provide, upon written request by UPM - PGH, the following additional services:
  - 1. VIP Escort when required within the premises of UPM - PGH;
  - 2. Specific security plans for events conducted within UPM - PGH;
  - 3. Surveillance, investigation and referral to the Manila Police District (MPD) of incidents within UPM – PGH, at the expense of the SSP

**IX. Qualifications and requirements for security guards**

- A. The SSP shall provide licensed and bonded armed security guards with the following qualifications:
  - 1. Filipino citizen
  - 2. High School Diploma and proof of having completed at least two (2) years of college education
  - 3. At least twenty – one (21) years old but no more than 50 years old (waiver on age requirement if the SGs have certified skills like in self –defense, etc. e.g. taekwondo, rescue, first aid)except those guards already deployed in the AOR.
  - 4. Physically and mentally fit as shown by medical certification from a government physician
  - 5. At least 5’4” for male uniformed guards and for female and safety guards (waiver on height requirement if the SGs have certified skills like in self – defense, etc. e.g. taekwondo, rescue, first aid)
  - 6. Weight should be proportional to height
  - 7. Good moral character without derogatory record (Barangay, PNP and NBI Clearances)
  - 8. Security Officer/Guard License
  - 9. Must have passed the neuropsychiatric examination
  - 10. Negative drug test conducted within two months before deployment by any Philippine government accredited center
  - 11. Must be clean – cut with good personal hygiene and without visible body piercing or tattoos.
  - 12. Courteous and with good customer service.
- B. **Submission of documents and evaluation**
  - 1. Security guards shall, through the SSP, submit the necessary and pertinent supporting papers and documents to the UPM Police Office.
  - 2. Those who have successfully completed the submission of the required documents, as stated above, must individually present themselves to the office designated by UPM – PGH

for taking photo, fingerprinting and further evaluation to ensure compliance prior to their deployment for actual duty.

**X. Supervision and control over security matters**

- A. The UP Manila Police Office is primarily responsible for the security of the UP Manila and shall closely coordinate, monitor and supervise the the SSP through its Detachment Commander & Assistant Detachment commanders who shall be responsible for the over – all supervision and control of its security guards and other personnel assigned to the AOR .
- B. UPM – PGH Oversight Committee – The UPM – PGH designated Oversight Committee to be constituted by the Office of the Chancellor in close coordination with the UP Manila Police Office shall oversee and monitor the actual delivery of security services by the security guards and other personnel assigned to their respective posts, and may demand from the SSP improved operations and management procedures to ensure the quality, efficiency and effectiveness of security services to the University.
- C. Detailed Schedule and Program for Supervision – The SSP must submit to the Dean/Head of Office (for building posts) and to UPM – PGH PO a written and detailed schedule and program of activities on how to conduct daily supervision of its guards within one week before the start of each month/rotation;
- D. Daily briefing and orientation – the SSP's designated Assistant Detachment Commander (AM & PM) shall conduct daily briefing and orientation during formation, strategic supervision and daily monitoring and inspection. He shall submit a daily report to the Chief of the UPM Police Office
- E. The SSP shall install and maintain a biometric - based recording of the attendance of security guards, at its own expense, which shall be submitted to the Accounting Office every 15 days to form part of the requirements for payment.

**XI. Dealing with trespassers and illegal vendors** – the SSP shall be responsible for guiding and orienting the assigned security guards and employees on how to deal with the problem of trespassers and illegal vendors on UP property. Accordingly, if a security guard of the SSP is found to be tolerating or conniving with illegal vendors, the SSP shall be liable and meted with the appropriate penalty.

**XII. Logbook** – the SSP shall

- A. Adopt a Monitoring System to keep track of the daily ingress/egress of vehicles in its AOR in a logbook;
- B. Ensure that each post is equipped with a logbook on which shall be recorded all material data/entries relevant to the maintenance of the security in the area on a 24 – hour basis, and signed, at every end of entry for each shift, by the assigned security guards at the end of each tour of duty;
- C. Certify as to the correctness of the entries in the logbooks, which shall be consecutively paged by rubber stamp and verified by the UPM – PGH Police Chief.
- D. Submit the logbooks to the UPM Police Office, every end of each month and upon completion and/or termination of the Contract for Security Services.

**XIII. Detailed computation of salary**– the SSP must submit Certified True Copy of detailed computation of salary per day of each guard, with night shift differential and compensation package, attaching an original payroll and individual pay slip, reflecting the following mandatory deductions:

- A. SSS Contributions
- B. Pag – Ibig Mutual fund contributions
- C. PhilHealth contributions.
- D. Employees compensation
- E. The SSP shall promptly remit to the proper government agencies the above contributions. Official Certifications/receipts from the appropriate government agencies concerned should be attached to the monthly billing statement.

**XIV. Maximum hours of duty** – except in times of emergency or force majeure when relievers are not immediately available, no guard must be permitted to render service beyond a period of twelve (12) hours continuously.

**XV. Compliance with the required decorum**

- A. Public presence

1. Professional Conduct – the SSP must ensure that security guards must conduct themselves in a professional manner befitting his/her function
2. Visibility – guards must always be visible in the premises being guarded.

**B. Uniforms & paraphernalia**

1. The SSP must ensure at all times that every guard on duty shall be in proper uniform and shall provide two sets of uniforms with complete paraphernalia and PPE: barong for roving guards and those assigned to UPM – PGH's VIP and classic security outfit for guards assigned to other areas.
2. A guard's uniform must be clean and tidy, buttoned, with the shirt tucked – in except for those in barong.
3. Security guard paraphernalia – guards on duty must at all times be equipped with a flashlight, nightstick, whistle, rain boots, raincoat, pen, tickler, manual and other necessary equipment including a First Aid kit alcohol (40ml), betadine (25ml), latex gloves (1 pair), 4x4 gauze pad (3), 2 inches elastic rolled bandage (1), serviceable licensed firearm, functioning radio handset and non - contact infrared thermometer.

**XVI. Observance of University policies** – guards must observe existing University policies.

**A. Recreational or personal electronic devices**

1. Guards are prohibited to use and must not bring to their posts recreational or personal electronic devices not related to their duty as guards such but not limited to mobile phones, iPads, laptops, radios and the like.
2. Personal electronic devices owned by the guards should be kept in their detachment office while on duty.
3. Two – way radios and other electronic gadgets forming part of the paraphernalia of guards must not be used for personal purposes.

**B. Alertness**

1. Guards must be alert at all times.
2. No guard shall sleep on duty.
3. Guards must always be ready to render a report on the conditions of their post.
4. Guards shall execute the standard salute as a sign of respect to university officials and guests.

**C. Meal and nature breaks**

1. Eating in post is prohibited.
2. The SSP should make arrangements with the Dean or Administrative Officer for the assignment of a member of the latter's staff to temporarily man the security post while a security guard is taking meal breaks and rest room necessity.

**D. Dealing with friends, family and other persons**

1. Guards must not engage in unnecessary chatting and conversing with other persons while on duty.
2. Except in emergency cases, friends, family members, guests, ambulant vendors, off – duty guards and the like should not be allowed by the guards to hang around their guarding post;
3. For visitors with official business, the guards on duty shall refer them to the proper offices without leaving their posts.
4. Guards shall see to it that the premises they are guarding are free of ambulant and illegal vendors, vagrants and loiterers;
5. Rumor –mongering, gossiping and similar forms of irresponsible chatter are absolutely prohibited;
6. Couples (regardless of marital status or biological sex), siblings, or relatives within 3rd civil degree of affinity or consanguinity should not be assigned to the same AOR and shift.
7. No guard who is a relative of the detachment officer, supervisor and UPM – PGH employees/officials, within the 3<sup>rd</sup> civil degree of affinity or consanguinity shall be hired or assigned as guard in the AOR.



- E. Business transactions - No guard is allowed to conduct business transactions of any form, such as money – lending, buy – and – sell and the like with other guards or with the general public, within the University premises, whether the guard is on or off – duty.
- F. Cleanliness - Guard posts, security and detachment offices shall at all times be kept tidy, sanitary and free from unsightly fixtures, garbage, dust, deleterious substances, alcoholic beverages, and substances that emit foul odor.
- G. Pets and animals – Guards must not bring pet dogs, cats and other animals in their posts or anywhere in their AOR. Not included in the prohibition are hand – held and trained canines classified under the “K – 9” group and drug – sniffing dogs used in patrol and police work.
- H. The stipulation provided in the Eleven General Orders must be religiously observed.
- I. Compliance with laws – The SSP must comply with all government laws, rules, regulations and issuances.

## **XVII. Training**

- A. The UPM- PGH Police shall properly orient the security guards in the overall security management of UP Manila .
- B. The Security Guards should have completed the following training at the expense of the SSP within the first quarter from the date of the Notice to Proceed or assumption of duty. The trainings should have been completed within 3 years from the assumption of duty:
  - 1. Marksmanship
  - 2. Handling firearms
  - 3. Firing
  - 4. Firearm Safety
  - 5. Basic Firefighting
  - 6. Crowd Control - for mass gatherings
  - 7. First Aid; First response Bomb Detection and Identification; Bomb Threat and Management
  - 8. Search and rescue for disaster - given by Disaster Risk and Management- drills/quarterly from UP PGH
  - 9. Anti – sexual harassment and gender sensitivity awareness
  - 10. Code Gray/Silver for Agitated Patients
  - 11. Psych Patients - conducted by Department of Psychiatry (Ward 7)

## **XVIII. Standard Operating Procedure on Duty**

- A. Upon report for duty, the incoming duty – guard together with the outgoing duty – guard shall conduct an inspection of the post and the AOR to detect irregularities, hazards, disorders and unusual objects, events, which were logged – in/recorded and report these events and conditions to their superiors;
- B. The outgoing duty – guard shall turnover the firearm, radio, other equipment and the entire post to the incoming duty – guard by having him sign in the Log Book;
- C. In the turnover of the firearm, the magazine shall be ejected if it is a pistol, or in case of a revolver, the ammunition should be removed from the cylinder by opening it, and in case of a shotgun by removing ammunition from the tubular magazine. No ammunition shall be left inside a gun’s chamber while handling the same over to the incoming duty guard;
- D. Roving patrol shall be conducted 24/7 in the AOR for prevention and detection purposes;
- E. The security guard shall render an hourly report to the Detachment Office through radio, telephone or by any means of communication, all conditions and events prevailing in the AOR, even if normal;
- F. All reportable cases, incidents, accidents, events, especially those which need police attention must be reported immediately by the fastest means of communication to the UPM – PGH Police Office;
- G. Area Patrols shall likewise render periodic reports, always giving their specific locations, after identifying themselves and their intended route, destination and log – in their watchman’s equipment at the chips located at designated areas;
- H. While approaching suspicious – looking persons and vehicles at a safe distance, report the matter immediately to the radio operator who must be notified and advised about that fact of approach and the progress and result of such action.

## **XIX. Reporting incidents**

- A. Verbal reports to the UPM Police Office and the Detachment Office must always be confirmed by a written report.
- B. All incidents and activities which affect or may affect the peace and order, and the security and safety of any personnel, students, guests and persons as well as properties within their AOR shall be reported immediately to the UPM Police Office in writing duly signed by the Detachment Commander.
- C. All reports must be direct, concise, factual and shall be coursed through proper channels;
- D. In reporting, always be guided by the five (5) "W's" and one (1) "H": What? When? Where? Why? and How? for a complete report.
- E. When a UPM – PGH Police Inspector or a Detachment Officer on duty arrives, the guard must approach, salute and report the Conditions of his post and repeat the salute when the Inspector departs. The report shall include whatever defects he has observed such as, but not limited to exposed or hanging electrical wires, electrical sparks, unplugged appliances/fixtures after office hours, open office door after office hours, abandoned or suspicious vehicles, tall grasses, etc.
- F. Each guard must have a pocket notebook to serve as his personal record of his activities and the events transpiring while on duty. This pocket notebook shall be kept separate from the logbook.
- G. In all cases, the official log book shall be open and made available for inspection by the UPM – PGH Police on duty. The Official Log Book must contain the time of inspection of every roving patrol, among others. Official log books shall be made available to all UPM – PGH Officials/Administrative Officers for inspection upon written request to UPM Police Office.
- H. The Shift – in – Charge (SIC) shall submit a daily deployment plan and operational report to the UPM – PGH Police Supervisor in the proper form provided, one hour before formation.
- I. Assigned guards shall record the plate numbers of all vehicles entering and exiting at their posts, as well as record in the logbook other relevant observations that, in their discretion, may be useful for the future monitoring and security – plan evaluation.

## **XX. UPM Police Office**

- A. The UPM Police Office shall oversee the daily activities of the security guards;
- B. Regular formation of all duty guards, roll call and briefing shall be conducted at the assigned time and place prior to posting;
- C. Inspection of guards on duty may be conducted at any time at the discretion of the Chief of the UPM Police Office or his duly authorized representative;
- D. Inspection reports must be submitted immediately after tour of duty;
- E. A security guard Detachment Office shall be provided by the UPM – PGH to ensure proper supervision and control, and to expedite coordination.

## **XXI. Prohibited acts and offenses** – for the purpose of these guidelines the following acts as defined shall be prohibited.

### **A. Light offences**

- 1. Improper/Incomplete Uniform – is wearing of the uniform worn not in accordance with that prescribed by regulations of the Security Agency and Guard Supervision Division (SAGSD), Philippine National Police (PNP) and the Agency or otherwise, uniform that is not buttoned or tucked – in, incomplete, or where any of the uniform paraphernalia including cap, belt, nightstick, flashlight and I.D. are not worn bodily; dirty, worn – out and shabby uniforms are considered improper. Security guards should maintain their uniforms while on duty and within their AOR. Off duty security guards should not loiter around the AOR.
- 2. Untidy and unsanitary guard posts and detachment office – untidy, unsanitary posts and office with unsightly fixtures, garbage, dust, deleterious substances, alcoholic beverages and substances that emit foul odor.
- 3. Keeping pets and animals – keeping of pets and animals in the posts, office or anywhere in their AOR.
- 4. Non security related activity – is any form of non security related activity on or off – duty within UPM – PGH Campus premises are prohibited.



5. Laxity – is inattention to duties while on post through texting unofficial messages, reading newspapers and the like, unofficial or prolonged telephone conversations, prolonged sitting and other acts which deviate attention from the state of alertness.
6. Unprepared to render a report – failure by the guard to render a report on the conditions of their post immediately when the inspector arrives.
7. No pocket notebook for personal record of his activities and the events transpiring while on duty.
8. Lack of respect – failure to snappily execute the standard salute as a sign of respect to university officials and guests including disrespectful attitude and behavior against UP Manila constituents;
9. Eating in public view unless there are no available administrative personnel who can temporarily man the post during meal break.
10. Failure to render a follow – up written report for verbal reports of incidents to the UPM Police Office and the Detachment Office within 24 hours after the verbal report.
11. Failure to immediately report all incidents and activities which affect or may affect the peace and order, and the security and safety of any personnel, student, guest and person as well as property within their AOR.
12. Failure to record the plate numbers of vehicles entering and exiting at their posts, as well as record in the logbook other relevant observations that, in their discretion, may be useful for future monitoring and security – plan evaluation.
13. Failure of Area Patrols to render periodic reports, or in giving their specific locations, after identifying themselves and their intended route, destination and log – in their watchman's equipment at the chips located at designated areas;
14. Failure to immediately report to the radio operator while approaching suspicious – looking persons and vehicles;
15. Simple negligence – is any unintentional act or omission or the failure to do something required or expected, resulting in a loss or damage not exceeding P5,000.00 or slight physical injury as defined by the Revised Penal Code.
16. Other light offences analogous to the above in violation or breach of standard operating procedures, UPM rules, regulations and policies.

#### **B. Less grave offences**

1. Sleeping on Post (SOP) – sleeping or napping while on duty.
2. Unaccounted/Unlocated for less than fifteen minutes is a situation where a guard cannot be located in his/her AOR despite efforts exerted by an Inspector in a span of less than fifteen (15) minutes.
3. Discourtesy to officials– is an act of disrespect committed against guests and officials of the University.
4. Insubordination – is any act of defiance, disobedience, insolence, disrespect or utterance of invectives against a supervisor, UP Manila and PGH officials
5. Use of recreational or personal electronics devices – use or bringing on post of recreational or personal electronic devices not related to their duty as guards.
6. Improper use of two – way radios and other electronic gadgets forming part of the paraphernalia of guards while on duty.
7. Negligence – is any unintentional act or omission or the failure to do something required or expected, resulting in loss or damage exceeding P5,000.00 but not more than P20,000.00 or less grave physical injury as defined by the Revised Penal Code.
8. Other less grave offences analogous to the above in violation or breach of standard operating procedures, UPM – PGH rules, regulations and policies, and laws.

#### **C. Grave offences**

1. Abandonment of Post (AP) – is the act of leaving by the guard his/her AOR despite efforts exerted by an inspector in a span of more than fifteen (15) minutes.
2. Drinking Alcoholic/intoxicating Beverage – is the act of drinking alcoholic intoxicating beverages or otherwise exhibiting or appearing the condition of being drunk, tipsy or reeking of alcoholic beverage while on duty or within the AOR.

3. Illegal Discharge of Firearm – is the unwarranted firing of a firearm, even as a warning shot, in a populated area and in the absence of imminent danger to life.
4. Sale, Possession, Use of Prohibited Drugs – is the possession, sale and use of prohibited drugs prohibited by existing laws, rules and regulations.
5. Provoking and/or engaging in verbal or physical fight – between and among detachment members, students, faculty and administrative personnel, including patients, guests and visitors.
6. Gross discourtesy to superiors – is an act of gross and belligerent disrespect committed against guests and officials of the University.
7. Gross Insubordination – is any act of defiance, disobedience, insolence, disrespect or utterance of invectives against a superior.
8. Gross negligence – is any unintentional act or omission resulting in loss or damage exceeding P20,000.00 or grave physical injury as defined by the Revised Penal Code.
9. Immorality – detachment personnel (officers and guards) who have illicit relationships among themselves shall be guilty of immorality.
10. Gambling – is the act of engaging in any game of chance using money or representation thereof as bet.
11. Improper grievance – being instrumental or having participated in any form of redress against the SSP conducted within the AOR or otherwise put the University in a bad and compromising situation.
12. Other grave offences analogous to the above in gross violation or breach of standard operating procedures, UPM – PGH rules, regulations and policies and laws.

XXII. **PENALTIES** – the SSP and the security guard shall be jointly and severally liable for violation of the prohibited acts and offences.

A. Light offences

1. First Offense – Seven (7) days suspension without pay from duty;
2. Second Offense – Fifteen (15) days suspension without pay from duty;
3. Third Offense – relief from duty at UP Manila and PGH and banned from returning.

B. Less grave offences

1. First Offense – Fifteen (15) days suspension without pay from duty;
2. Second Offense – relief from duty at UP Manila and PGH and completely banned from returning.

C. Grave offences - relief from duty at UP Manila and PGH and completely banned from returning.

XXIII. **Monitoring and Evaluation of Performance**

- A. Probation period – The initial three (3) months of the contract shall be probation period at the end of which the performance of the SSP shall be evaluated.
- B. Regular Evaluation – The UPM, through the Office of the Vice Chancellor for Administration, shall conduct a quarterly evaluation or as often as may be necessary, of the performance of the SSP.
- C. UPM Internal Audit Office and PGH Internal Audit Special Services Staff shall collate and analyze all reports from unit heads and the UPM – PGH Police Office and rate the overall performance of the SSP as “Outstanding”, “Very Satisfactory”, “Satisfactory”, “Fair” or “Poor” in any quarter of the contract period. The Performance Evaluation Tool is attached as **Annex C**.
- D. Ground for pre-termination and disqualification to participate in bidding for the next three (3) years. This contract may be pre –terminated if the SSP receives an over – all rating of “Fair” or “Poor” in any quarter of the contract period. The contractor shall likewise be disqualified to participate in bidding for the next three (3) years following the pre-termination or termination of the contract.

XXIV. **Turn – over**

- A. The SSP shall vacate the premises upon the termination or any pre – termination of the contract and to peacefully turn over the premises to the incoming security SSP that UPM – PGH will choose in accordance with law. There shall be a transition period for the incoming security agency which shall start from the day following the notice of award until the actual date when it will assume each responsibility as the SSP.

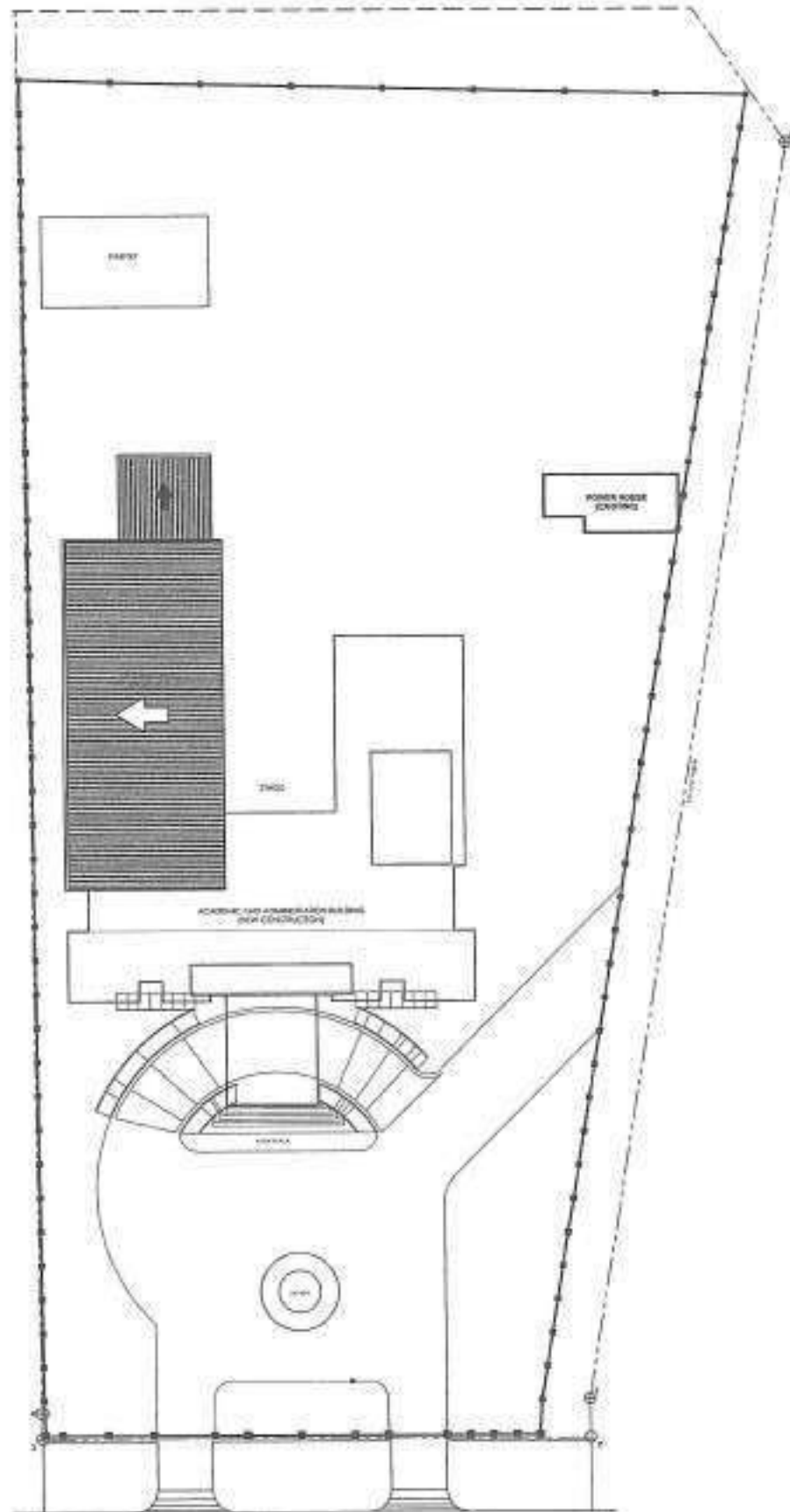
- B. For this purpose, the SSP shall designate UPM as its Attorney – in – Fact to effectuate the aforesaid purpose expressly authorizing UPM – PGH to take over possession of the premises, if still with the SSP at the time the contract expires, and to remove, take – out or otherwise cause to be transferred to any suitable storage space outside the premises subject of the contract at cost to the SSP, the belonging to the SSP.
- C. The sum of one thousand pesos (P1,000.00) shall be deducted from any amount due or outstanding to the SSP for each day beyond the expiration of the contract that they unlawfully withhold the premises or delay in voluntarily removing said personnel, equipment, facilities, fixtures and other movable property from the premises of UPM – PGH.
- D. Transition Period - from the time of Notice of Award until the date of takeover by the new SSP as stated in the Notice to Proceed. The new SSP shall designate its Detachment Commander to coordinate with the UPM Police in order to verify the following:
  - 1. Finalization of the general security plan
  - 2. Submission of at least 95% of the names of the security guards and their deployment.
  - 3. Valid and existing License to Operate of the SSP
  - 4. Certified True Copies by SPP of licenses of firearms
  - 5. Valid and existing licenses of security guards
  - 6. Schedule of orientations and trainings
  - 7. Provision of UPM and PGH hard copies of relevant policies and procedures.
- E. The performance evaluation criteria shall likewise be discussed during the transition period for any queries or clarification which the SSP might have.

**XXV. Cash Bonds**

The winning SSP, upon the execution of the contract shall deposit a cash bond in the amount of Php 2,500,000.00 from which losses attributable to the SSP, including non-payment of benefits mandated by pertinent laws, rules and regulations shall be deducted from.

**XXVI. Contract Duration**

The contract shall be effective for a period of one year from the date of receipt of the Notice to Proceed.

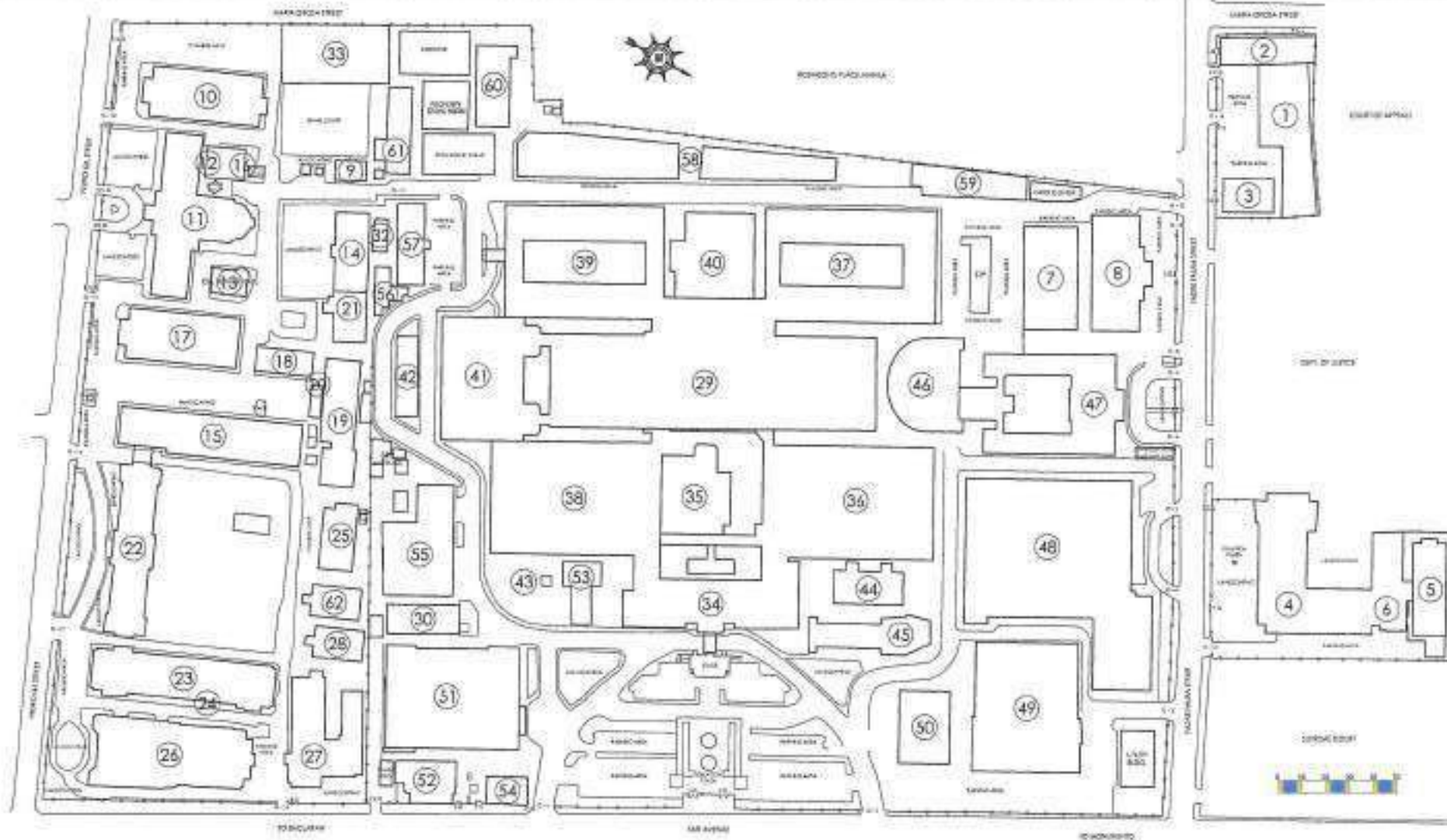


SHS BALER,  
SITE DEVELOPMENT PLAN  
SCALE: NTS

UNIVERSITY OF THE PHILIPPINES MANILA EXISTING USE DEVELOPMENT PLAN			
NO.	BUILDING NAME	NO. OF FLOORS	AREA (sqm)
1	UPM Main Building, Joseph Corbin	3.00	1,350.75
2	UPM Annex Building, Student Center	4.00	4,000.00
3	IC Building (Formerly CIP Hall) Quad	3.00	294.00
4	College of Arts & Sciences, Kiosk Hall	3.00	1,165.37
5	College of Arts & Sciences, GPH	3.00	1,165.37
6	College of Arts & Sciences, Student Center	3.00	98.00
7	CPDAO (Formerly CIP Building Annex)	1.00	94.00
8	UPM Museum/Archives (Formerly CIP Building Annex)	1.00	448.43
9	College of Medicine, Dava Hall	3.00	770.00
10	College of Medicine, Annex 1, Salcedo Hall	3.00	1,100.00
11	College of Medicine, Main Hall, Cabanatuan Hall	3.00	1,400.00
12	College of Medicine, PGM J.C.	3.00	90.00
13	College of Medicine, Avila Hall	3.00	100.00
14	College of Medicine, Medical Library	2.00	300.00
15	College of Medicine, Annex 6, PGM Main Hall	3.00	1,170.75
16	Science Building/Engineering Building, Science Park	1.00	300.00
17	College of Public Health, Main Hall, Long Hall	3.00	1,100.00
18	College of Public Health, Annex 1	3.00	340.00
19	College of Public Health, Annex 2	3.00	400.00
20	College of Public Health, Student Lounge	1.00	87.00
21	Research Library	4.00	300.00
22	UPM Building	3.00	1,211.25
23	College of Nursing, Salcedo Hall	3.00	1,148.75
24	College of Nursing, Student Lounge	1.00	47.00
25	New Cancer Building	3.00	206.00
26	New College of Dentistry Building	4.00	1,207.00
27	College of Pharmacy, Venerable Hall	4.00	644.00
28	Pharmacy Building	4.00	300.00
29	Pharmacy Building	3.00	1,140.00
30	UPM Pharmacy Building	3.00	1,140.00
31	UPM Pharmacy Building	3.00	1,140.00
32	UPM Pharmacy Building	3.00	1,140.00
33	UPM Pharmacy Building	3.00	1,140.00
34	UPM Pharmacy Building	3.00	1,140.00
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39	UPM Pharmacy Building	3.00	1,140.00
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41	UPM Pharmacy Building	3.00	1,140.00
42	UPM Pharmacy Building	3.00	1,140.00
43	UPM Pharmacy Building	3.00	1,140.00
44	UPM Pharmacy Building	3.00	1,140.00
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96	UPM Pharmacy Building	3.00	1,140.00
97	UPM Pharmacy Building	3.00	1,140.00
98	UPM Pharmacy Building	3.00	1,140.00
99	UPM Pharmacy Building	3.00	1,140.00
100	UPM Pharmacy Building	3.00	1,140.00

UNIVERSITY OF THE PHILIPPINES MANILA SITE DEVELOPMENT PLAN			
NEW PROPOSED PROJECTS 2020			
NO.	BUILDING NAME	NO. OF FLOORS	AREA (sqm)
1	UPM Main Building, Joseph Corbin	3.00	1,350.75
2	UPM Annex Building, Student Center	4.00	4,000.00
3	IC Building (Formerly CIP Hall) Quad	3.00	294.00
4	College of Arts & Sciences, Kiosk Hall	3.00	1,165.37
5	College of Arts & Sciences, GPH	3.00	1,165.37
6	College of Arts & Sciences, Student Center	3.00	98.00
7	CPDAO (Formerly CIP Building Annex)	1.00	94.00
8	UPM Museum/Archives (Formerly CIP Building Annex)	1.00	448.43
9	College of Medicine, Dava Hall	3.00	770.00
10	College of Medicine, Annex 1, Salcedo Hall	3.00	1,100.00
11	College of Medicine, Main Hall, Cabanatuan Hall	3.00	1,400.00
12	College of Medicine, PGM J.C.	3.00	90.00
13	College of Medicine, Avila Hall	3.00	100.00
14	College of Medicine, Medical Library	2.00	300.00
15	College of Medicine, Annex 6, PGM Main Hall	3.00	1,170.75
16	Science Building/Engineering Building, Science Park	1.00	300.00
17	College of Public Health, Main Hall, Long Hall	4.00	1,200.00
18	College of Public Health, Annex 1	3.00	340.00
19	College of Public Health, Annex 2	3.00	400.00
20	College of Public Health, Student Lounge	1.00	87.00
21	Research Library	4.00	300.00
22	UPM Building	3.00	1,211.25
23	College of Nursing, Salcedo Hall	3.00	1,148.75
24	College of Nursing, Student Lounge	1.00	47.00
25	New Cancer Building	3.00	206.00
26	New College of Dentistry Building	4.00	1,207.00
27	College of Pharmacy, Venerable Hall	4.00	644.00
28	Pharmacy Building	4.00	300.00
29	Pharmacy Building	3.00	1,140.00
30	UPM Pharmacy Building	3.00	1,140.00
31	UPM Pharmacy Building	3.00	1,140.00
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38	UPM Pharmacy Building	3.00	1,140.00
39	UPM Pharmacy Building	3.00	1,140.00
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41	UPM Pharmacy Building	3.00	1,140.00
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96	UPM Pharmacy Building	3.00	1,140.00
97	UPM Pharmacy Building	3.00	1,140.00
98	UPM Pharmacy Building	3.00	1,140.00
99	UPM Pharmacy Building	3.00	1,140.00
100	UPM Pharmacy Building	3.00	1,140.00





**1 EXISTING U.P. MANILA SITE DEVELOPMENT PLAN**  
A-1 SCALE: NTS

 <p><b>CPDMO</b> CAMPUS PLANNING DEVELOPMENT &amp; MAINTENANCE OFFICE P. RIVERA DRIVE, QUEZON, MANILA Tel. No. 528-0025 Fax No. 528-0025</p>	<p>DESIGNED BY: <b>AR. ROSALIE D. FLORES-BERNARDO</b> CRA, CPDMO</p> <p>PREPARED BY: <b>AR. DONALD F. CORBIÑO</b> ARCHITECT/UP-CPDMO</p>	<p>PROJECT TITLE: <b>UNIVERSITY OF THE PHILIPPINES MANILA SITE DEVELOPMENT PLAN</b></p>	<p>DESIGNED BY: <b>MICHAEL L. TEE, MD, MPH, MBA</b> VICE CHAIRMAN FOR PLANNING AND DEVELOPMENT</p>	<p>APPROVED BY: <b>ARIZHI A. SAMARCO, MD</b> VICE CHAIRMAN FOR ADMINISTRATION</p>	<p>EXISTING U.P. MANILA SITE DEVELOPMENT PLAN</p>	<p>DATE: 2018-08-01</p> <p>SCALE: NTS</p> <p>Sheet No.: <b>A-1</b></p>
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Annex B: UP Manila CAD and ACADEMIC Units

UP Manila Police Office, 2022 Deployment of Security Guards at UP Manila								
Unit/College	No. of Post	Area of Assignment	1st Shift	2nd Shift	3rd Shift	Working Days	No. of Hours	Total
A.	Office of the Chancellor	1 8th floor RCB	1	0	1	Mon-Sun	24	4
		2 8th floor LCB (Roving)	1	0	1	Mon-Sun	24	
B.	New CAMP	3 New Building	1	0	1	Mon-Sun	24	2
C.	OUR/College Admin.	4 Gate	1	0	1	Mon-Sun	24	4
		5 Roving	1	0	1	Mon-Sun	24	
D.	College of Arts and Sciences	6 Gate	1	0	1	Mon-Sun	24	10
		7 Roving	1	0	1	Mon-Sun	24	
		8 GAB	1	0	0	Mon-Sat	12	
		9 Pedestrian Entrance	1	0	0	Mon-Sat	12	
		10 Pedestrian Exit	1	0	0	Mon-Sat	12	
		11 Library	1	0	0	Mon-Sat	12	
		12 SSWC	1	0	1	Mon-Sun	24	
		13 Lobby	1	0	0	Mon-Fri	16	
E.	College of Dentistry	14 Roving	1	0	1	Mon-Sun	24	5
		15 Parking	1	0	0	Mon-Fri	12	
		16 Gate (CN)	1	0	0	Mon-Sun	8	
F.	College of Medicine	17 MDL	1	0	0	Mon-Sun	12	16
		18 Gate	1	0	1	Mon-Sun	24	
		19 Lobby	1	0	1	Mon-Sun	12	
		20 Roving	1	0	1	Mon-Sun	24	
		21 Guazon Hall Gate	1	0	1	Mon-Sun	24	
		22 Guazon Hall Parking	1	0	1	Mon-Sun	24	
		23 Tipunan Parking	1	0	0	Mon-Sun	24	
		24 Annex Building	1	0	0	Mon-Sun	12	
G.	College of Nursing	25 Medical Library	1	0	0	Mon-Sat	12	4
		26 UP Manila Library	1	0	1	Mon-Sun	24	
		27 Lobby	1	0	1	Mon-Sun	24	
H.	College of Pharmacy	28 Roving	1	0	0	Mon-Sat	12	4
		29 Gate (CN)	0	1	0	Mon-Sun	8	
I.	College of Public Health	30 Gate	1	0	1	Mon-Sun	24	7
		31 Lobby	1	0	1	Mon-Sun	24	
		32 Gate	1	0	1	Mon-Sun	24	
		33 Annex 1	1	0	0	Mon-Sat	12	
		34 Annex 2	1	0	0	Mon-Sat	12	
J.	National Institutes of Health	35 Lobby	1	1	0	Mon-Sat	16	4
		36 Roving	0	0	1	Mon-Sun	12	
		37 Lobby	1	0	1	Mon-Sun	24	
K.	IMS	38 Roving	1	0	0	Mon-Sat	12	1
		39 Gate (CN)	0	0	1	Mon-Sun	8	
L.	UPM Dorm	40 Building Entrance	1	0	0	Mon-Sun	12	2
M.	CPDMO	41 Lobby	1	0	1	Mon-Sun	24	2
N.	UPM Museum	42 Lobby/Entrance/exit	1	0	1	Mon-Sun	24	2
		43 Lobby	1	0	1	Mon-Sun	24	2
UP Manila Academic and other Units								67
SHS Extension in Baler, Aurora								5
Total number of Guards								72

Prepared by:		Reviewed and Approved by:	
SP/LT. NOZLEN P. PINUELA		P/MAJ. ELIAS D. LAGASCA JR., (RET.) PNP	
ADMIN OFFICER, UPM-PGH POLICE		CHIEF OF POLICE	



UP Manila Police Office OFFICE, CURRENT Deployment of Security Guards at poH

Unit/Department/Post	No. of Post	Area of Assignment	1st Shift	2nd Shift	3rd Shift	Working Days	No. of Hours	Total
A. PGH Administration	1	Admin Lobby	1	1	1	Mon-Sun	24	8
	2	Information Lobby	1	1	1	Mon-Sun	24	
	3	Information Driveway	1	0	1	Mon-Sun	24	
	4	Laboratory Complex	1	0	1	Mon-Sun	24	
B. Laboratories	5	Blood Bank	1	0	0	Mon-Sun	12	3
C. Cancer Institute	6	North Wing/Roving	1	0	1	Mon-Sun	24	
	7	South Wing	1	0	1	Mon-Sun	24	
	8	P. Fauna Wing Entrance	1	0	0	Mon-Fri	12	
D. CB leading to CI gate	9	P. Fauna Wing Roving	1	0	0	Mon-Fri	12	6
	10	Entrance/exit	1	1	0	Mon-Sun	16	
E. DOPS	11	Main entrance	1	0	1	Mon-Sun	24	8
	12	Main exit	1	0	0	Mon-Fri	12	
	13	Ground floor	1	0	0	Mon-Fri	12	
	14	2nd floor roving	1	0	0	Mon-Fri	12	
	15	3rd floor roving	1	0	0	Mon-Fri	12	
	16	Pharmacy	1	0	0	Mon-Fri	12	
	17	Utility Building	1	0	1	Mon-Sun	24	
	18	Science Hall	1	0	1	Mon-Sun	24	
F. Science Hall	19	Main entrance	1	0	1	Mon-Sun	24	10
	20	Back Door (Beside DB RX)	1	1	1	Mon-Sun	24	
	21	Obitexon Parking (from Ambulatory)	1	1	1	Mon-Sun	24	
	22	Circumferential Road (OETS, Orol, Morgue Area)	1	0	1	Mon-Sun	24	
	23	Gate 1 Pedestrian (A)	1	0	1	Mon-Sun	24	
	24	Gate 1 Pedestrian (B)	1	0	0	Mon-Sun	12	
H. PGH Main Gates	25	Gate 1 Driveway	1	0	0	Mon-Sun	12	5
	26	Gate 1 Traffic (Stop/Start)	1	0	0	Mon-Sun	12	
	27	Gate 10 (P. Fauna)	1	0	1	Mon-Sun	24	
	28	Gate 11 (Utility/Driver)	1	0	1	Mon-Sun	24	
	29	Lobby	1	0	1	Mon-Sun	24	
I. MRL	30	Lobby	1	1	1	Mon-Sun	24	3
J. DBAS	31	OR-PCB	1	1	0	Mon-Sun	16	
K. OR Complex	32	OR-LCB	1	1	1	Mon-Sun	24	
	33	Elevator Area	0	0	1	Mon-Sun	24	
L. Door Butler (EP/Powerhouse, Industrial cost center area)	34	Traffic Control boom	1	0	0	Mon-Fri	12	1
M. Vehicular Check Point (OM Security Office)	35	Check Point	1	0	0	Mon-Fri	12	
N. Parking Areas	36	Blue (flag pole)	1	0	1	Mon-Sun	24	10
	37	Yellow (near car parking)	1	0	1	Mon-Sun	24	
	38	Vehicular (near Gate 1)	1	0	1	Mon-Sun	24	
	39	VIP	1	0	0	Mon-Sun	12	
	40	Spine Unit	1	0	1	Mon-Sun	24	
	41	Nurses' Home	0	0	1	Mon-Sun	12	
	42	Pavilion 2 roving (Driver)	1	0	1	Mon-Sun	24	
O. Pavilion Guards	43	Pavilion 3 roving	1	0	1	Mon-Sun	24	4
	44	Building and Parking	1	0	1	Mon-Sun	24	
P. PSD	45	Condensed area	1	0	1	Mon-Sun	24	4
	46	Entrance	1	0	1	Mon-Sun	24	
	47	Exit (Roving)	1	0	1	Mon-Sun	24	
Q. SCUR	48	Parking	1	0	0	Mon-Fri	12	3
R. Dietary	49	Entrance/exit	1	0	0	Mon-Sun	12	
S. Ward 7 gate	50	Entrance/exit	1	0	1	Mon-Sun	24	2
	51	4th floor	1	0	1	Mon-Sun	24	
	52	5th floor	1	0	1	Mon-Sun	24	
	53	6th floor	1	0	1	Mon-Sun	24	
	54	7th floor	1	0	1	Mon-Sun	24	
	55	Roving (3rd, 4th & 5th fls.)	1	0	1	Mon-Sun	24	
	56	Employee's parking	1	0	1	Mon-Sun	24	

T.	DPPS	56	Rowing (9th & 7th fls./Oblation Drive)	1	0	1	Mon-Sun	24	12
		57	Wards 1-4 (Main Lobby)	1	0	1	Mon-Sun	24	
		58	Wards 5-8 (Lobby Thermal scanner)	1	0	1	Mon-Sun	24	
		59	Wards 9-12 (swabbing area)	1	0	1	Mon-Sun	24	
		60	Wards 14A-16 (Spine Unit COVID holding area)	1	0	1	Mon-Sun	24	
U.	Charity Wards	61	Cashier	1	0	1	Mon-Sun	24	2
V.	Cash and Bursary	62	Entrance	1	0	1	Mon-Sun	24	
W.	Radiology	63	back door	1	0	0	Mon-Sat	12	3
		64	Main Pharmacy	1	0	1	Mon-Sun	24	
		65	Central Block Pharmacy	1	0	1	Mon-Sun	24	
		66	Sabilla Pharmacy (9th Fl.)	1	0	1	Mon-Sun	24	
		67	Donor Pharmacy	1	0	0	Mon-Fri	12	
		68	Oncology Pharmacy	1	0	0	Mon-Fri	12	
X.	Pharmacy	69	RT-Pharmacy Warehouse	1	0	0	Mon-Fri	8	9
Y.	BNOC (Bayanhan Rat)	70	Entrance/exit	1	0	1	Mon-Sun	24	2
Z.	Pay Admitting	71	Entrance/exit	1	0	1	Mon-Sun	24	2
Total number of Guards									126

Legend:

Purple color-Designated post 5) Inside guard

\*\*\*The PGH Administration has the authority thru the UPM-PGH Police Office to transfer/realign temporarily or permanently any guard post within the Hospital as the need arises/exigency of service.

Prepared by:

Reviewed and Approved by:

Noted by:

SP/LT. NOZLEN P. PINUELA  
ADMIN OFFICER

P/MAJ. ELIAS D. LAGASCA JR., (RET) PNP  
CHIEF OF POLICE

MARIA TERESA JULIETA U. BENEDICTO, MD  
DEPUTY DIRECTOR FOR ADMINISTRATION

# UP MANILA POLICE OFFICE OFFICE, CURRENT DEPLOYMENT OF SECURITY GUARDS AT PGH

Unit/Department/Area	No. of Post	Area of Assignment	1st Shift	2nd Shift	3rd Shift	Working Days	No. of Hours	Total
A.	PGH Administration	1 Admin. Lobby	1	1	1	Mon-Sun	24	8
		2 Information Lobby	1	1	1	Mon-Sun	24	
		3 Information Driveway	1	0	1	Mon-Sun	24	
B.	Laboratories	4 Laboratory Complex	1	0	1	Mon-Sun	24	3
		5 Blood Bank	1	0	0	Mon-Sun	12	
		6 North Wing/Roving	1	0	1	Mon-Sun	24	
C.	Cancer Institute	7 South Wing	1	0	1	Mon-Sun	24	6
		8 P. Faura Wing Entrance	1	0	0	Mon-Fri	12	
		9 P. Faura Wing Roving	1	0	0	Mon-Fri	12	
D.	CB leading to CI gate	10 Entrance/exit	1	1	0	Mon-Sun	18	2
E.	DOPS	11 Main entrance	1	0	1	Mon-Sun	24	9
F.	Science Hall	12 Main exit	1	0	0	Mon-Fri	12	
		13 Ground floor	1	0	0	Mon-Fri	12	
		14 2nd floor roving	1	0	0	Mon-Fri	12	
		15 3rd floor roving	1	0	0	Mon-Fri	12	
		16 Pharmacy	1	0	0	Mon-Fri	12	
		17 Utility Building	1	0	1	Mon-Sun	24	
		18 Science Hall Library	1	0	1	Mon-Sun	24	10
G.	DEM	19 Main entrance	1	0	1	Mon-Sun	24	
		20 Back Door (Beside OB RX)	1	1	1	Mon-Sun	24	
		21 Oblation Parking (from Ambulatory)	1	1	1	Mon-Sun	24	
		22 Circumferential Road (OETS, Onsil, Morgue Area)	1	0	1	Mon-Sun	24	9
H.	PGH Main Gates	23 Gate 1 Pedestrian (A)	1	0	1	Mon-Sun	24	
		24 Gate 1 Pedestrian (B)	1	0	0	Mon-Sun	12	
		25 Gate 1 Driveway	1	0	0	Mon-Sun	12	
		26 Gate 1 Traffic (Stop light)	1	0	0	Mon-Sun	12	
		27 Gate 10 (P. Faura)	1	0	1	Mon-Sun	24	
I.	MRL	28 Gate 11 (Utility/Driver)	1	0	1	Mon-Sun	24	2
J.	OBAS	29 Lobby	1	0	1	Mon-Sun	24	
K.	OR Complex	30 Lobby	1	1	1	Mon-Sun	24	6
		31 OR-RCB	1	1	0	Mon-Sun	16	
		32 OR-LCB	1	1	1	Mon-Sun	24	
L.	Boon Binar (ER/Powerhouse, Basketball court parking area)	33 Elevator Area	0	0	1	Mon-Sun	24	1
M.	Vehicular Check Point (Old Security Office)	34 Traffic Control boom	1	0	0	Mon-Fri	12	
N.	Parking Areas	35 Check Point	1	0	0	Mon-Fri	12	10
		36 Blue (flag pole)	1	0	1	Mon-Sun	24	
		37 Yellow (near pay parking)	1	0	1	Mon-Sun	24	
		38 Vehicular (near Gate 1)	1	0	1	Mon-Sun	24	
		39 VIP	1	0	0	Mon-Sun	12	
		40 Spine Unit	1	0	1	Mon-Sun	24	
O.	Pavillion Guards	41 Nurses' Home	0	0	1	Mon-Sun	12	4
		42 Pavillion 2 roving (Director)	1	0	1	Mon-Sun	24	
		43 Pavillion 3 roving	1	0	1	Mon-Sun	24	



P.	PSD	44	Building and Parking	1	0	1	Mon-Sun	24	
		45	Condemned area	1	0	1	Mon-Sun	24	4
		46	Entrance	1	0	1	Mon-Sun	24	
		47	Exit (Rowing)	1	0	1	Mon-Sun	24	
Q.	SOJR	48	Parking	1	0	0	Mon-Fri	12	5
		49	Entrance/exit	1	0	0	Mon-Sun	12	1
R.	Dietary	50	Entrance/exit	1	0	1	Mon-Sun	24	2
S.	Ward 7 gate	51	4th floor	1	0	1	Mon-Sun	24	
		52	5th floor	1	0	1	Mon-Sun	24	
		53	6th floor	1	0	1	Mon-Sun	24	
		54	7th floor	1	0	1	Mon-Sun	24	
		55	Rowing (3rd, 4th & 5th flrs./Employee's shuttle)	1	0	1	Mon-Sun	24	
T.	DPPS	56	Rowing (6th & 7th flrs./Oblation Driveway)	1	0	1	Mon-Sun	24	12
		57	Wards 1-4 (Main Lobby)	1	0	1	Mon-Sun	24	
		58	Wards 5-8 (Lobby Thermal scanner)	1	0	1	Mon-Sun	24	
		59	Wards 9-12 (swabbing area)	1	0	1	Mon-Sun	24	
U.	Charity Wards	60	Wards 14A-16 (Spine Unit COVID holding area)	1	0	1	Mon-Sun	24	8
V.	Cash and Bundy	61	Cashier	1	0	1	Mon-Sun	24	2
		62	Entrance	1	0	1	Mon-Sun	24	
W.	Radiology	63	back door	1	0	0	Mon-Sat	12	3
		64	Main Pharmacy	1	0	1	Mon-Sun	24	
		65	Central Block Pharmacy	1	0	1	Mon-Sun	24	
		66	Sawtooth Pharmacy (5th Flr.)	1	0	1	Mon-Sun	24	
		67	Donor Pharmacy CB	1	0	0	Mon-Fri	12	
		68	Oncology Pharmacy CI	1	0	0	Mon-Fri	12	
X.	Pharmacy	69	RF Pharmacy Warehouse	1	0	0	Mon-Fri	8	9
Y.	BNOC (Bayanihan Hall)	70	Entrance/exit	1	0	1	Mon-Sun	24	2
Z.	Pay Admitting	71	Entrance/exit	1	0	1	Mon-Sun	24	2
Total number of Guards									126

Legend:

Purple color-Designated post for female guard

\*\*\*The PGH Administration has the authority thru the UPM-PGH Police Office to transfer/realign temporarily or permanently any guard post within the Hospital as the need arises/exigency of service.

Prepared by:

SP1LT. NAZLEN P. PINUELA  
ADMIN OFFICER

Reviewed and Approved by:

PMAJ. ELIAS D. LAGASCA, JR. (RET.) PNP  
CHIEF OF POLICE

Noted by:

MARIA TERESA JULIETA U. BENEDICTO, MD  
DEPUTY DIRECTOR FOR ADMINISTRATION

## ANNEX C

### UNIVERSITY OF THE PHILIPPINES MANILA

*The Health Sciences Center*

#### EVALUATION CRITERIA SECURITY SERVICES AGENCY

A. Compliance with the contract requirements on documents, inventory of firearms/two-way radio, etc.	15%
B. Job Performance	80%

(Item 1 - 2 for UP Manila Police only)

1.) Incidence of reported losses and/or damages to property in your unit. (Please give details, e.g. object lost, owner, nature of damage, date reported, etc.)	40
• No report during the rating period	40
• 1 report/incident	34
• 2-3 reports	30
• 4-5 reports	24
• 6-7 reports	20
• 8-9 reports	14
• >9 reports	0
2.) Ability to carry out policies and guidelines on security matters in your unit/college . (Implementation of UPM/PGH policies, includes compliance with health protocols, Violations: Sleeping on duty, abandonment of post, rendering straight duty, failure to apprehend vendors/unauthorized persons, failure to implement "NO ID, NO ENTRY", "No Smoking" policies, etc. )	25
• No violation	25
• 1 violation	20

• 2-3 violations	15
• 4-5 violations	10
• 6-7 violations	5
• >7 violations	0

### 3.) General appearance

(Uniform - includes proper use of face masks and face shields;

Neat in appearance)

5

• Excellent (always observed to be in proper uniform and neat in appearance)	5
• Very satisfactory (once observed to be not in proper uniform and neat in appearance)	4
• Satisfactory (2-3x observed to be not in proper uniform and neat in appearance)	3
• Fair (4-5x observed to be not in proper uniform and neat in appearance)	2
• Poor (>5x observed to be not in proper uniform and neat in appearance)	0

### 4.) Conduct of behavior

5

• Excellent (always observed to be courteous / responsive to the needs of clients)	5
• Very satisfactory (once observed to be not courteous/responsive to the needs of clients)	4
• Satisfactory (2-3x observed to be not courteous / responsive to the needs of clients)	3
• Fair (4-5x observed to be not observed to be courteous/responsive to the needs of clients).	2
• Poor (>5x observed to be not observed to be courteous/responsive to the needs of clients)	0

### 5.) Traffic conditions in your unit/college

5

(Flow of vehicular/pedestrians and patients/visitors / equipment/services)

- Excellent (always observed to have maintained smooth/orderly flow of traffic) 5
- Very satisfactory (once observed to have not maintained smooth/orderly flow of traffic) 4
- Satisfactory (2-3x observed to have not maintained smooth/orderly flow of traffic) 3
- Fair (4-5x observed to have not maintained smooth/orderly flow of traffic) 2
- Poor (>5x observed to have not maintained smooth/orderly flow of traffic) 0

C. Others (Employee/Employer Relationship) 5%

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**TOTAL** 100%

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### POINTS OF SCORE

64 and below	-	POOR, for termination of contract
65 - 74	-	FAIR, for trial to another three (3) months. If performance will not improve, contract should be terminated
75 - 84	-	SATISFACTORY, but needs improvement/ for close monitoring
85 - 94	-	VERY SATISFACTORY, maybe recommended for renewal in the next contract period if price offered is okay
95 - 100	-	EXCELLENT, maybe used as justification for the extension of the contract



# ***Section V. Checklist of Technical and Financial Documents***

## **Checklist of Technical and Financial Documents**

### **I. TECHNICAL COMPONENT ENVELOPE**

#### ***Class “A” Documents***

##### **Legal Documents**

- [ ] (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**And**
- [ ] (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document. If Corporation, include Articles of Incorporation, By-Laws and the latest General Information Sheet (GSI) should be attached to the SEC  
**And**
- [ ] (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And**
- [ ] (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **And**
- [ ] (e) BIR Certificate of Registration and VAT BIR Registration Form 2303);  
**And**
- (f) License to Operate (LTO) issued by PNP-SOSIA

**NOTE: Certified copies of the legal documents are being required for submission in compliance with pertinent COA requirements.**

##### **Technical Documents**

- [ ] (f) 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; **and**
- [ ] (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, OR in case the bidder will submit at least two similar completed contracts with an aggregate contract amounts to at least 50% of the ABC of the contract to be bid under conditions provided for in Sections 23.4.1.3 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents. Statement should be supported by a certified copy of the contract/s ; **and**
- [ ] (h) Certificate of at least Satisfactory performance from the biggest client named in the SLCC; **And**

- [ ] (i) SECURITY PLAN (as described in the Terms of Reference); **And**
- [ ] (j) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- [ ] (k) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Note: The authorized signatory who executed the OSS and given authority to sign in the Secretary's Certificate should indicate his/her position in the company participating in this bidding.**

**Additional requirements:**

- [ ] (l) Company Profile and Organizational Chart; **And**
- [ ] (m) Organizational Chart for UP Manila (in case of award); **And**
- [ ] (n) Location Map of the Bidder's office and other facilities; **And**
- [ ] (o) Inventory of bidder's security equipment (e.g. firearms, communication equipment and basic guard equipment, vehicle) with valid licenses, if applicable.
- [ ] (p) Notarized Affidavit of No Derogatory Record with any constituent unit of the University of the Philippines; **And**
- [ ] (q) UP Questionnaire (Notarized)
- [ ] (r) Notarized Affidavit that the bidder has at least five (5) years of actual operation with attached document to prove such statement. The start of actual operation may not be similar to the date of SEC or DTI Registration;  
**And**
- [ ] (s) Statement with supporting document that bidder has a deployment of at least 500 guards for all its ongoing contract; **And**
- [ ] (t) Statement with supporting document that the bidder has at least 100 guards contracted by a single government agency, hospital or school both private and public; **And**
- [ ] (u) Statement with supporting documents that supervisors to be assigned in UP Manila, if awarded the contract, have undergone investigation and surveillance trainings.

**Financial Documents**

- [ ] (v) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- [ ] (w) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation; **And**

- [ ] (x) Notarized certification that the bidder is compliant with the following additional financial requirements:
- 1) Capitalization paid up of at least Five Million Pesos (PhP5,000,000.00)
  - 2) Liquidity is greater than or equal to 2:1
  - 3) Average gross administrative fee for the past two years should be at least Ten Million Pesos (PhP10,000,000.00);

**And**

- [ ] (y) Blank copy of Original Sales Invoice and Official Receipt (with BIR Permit No. and TIN No.)

***Class “B” Documents (if applicable)***

- [ ] (z) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**25 FINANCIAL COMPONENT ENVELOPE**

- [ ] (a) Original of duly signed and accomplished Financial Bid Form; **and**
- [ ] (b) Original of duly signed and accomplished Cost Breakdown using the forms provided in this PBD.

## ***Section VI. FORMS***

**COST BREAKDOWN (page 45-46)**

**BID FORM (page 47-48)**

**BID SECURING DECLARATION  
(page 49-50)**

**OMNIBUS SWORN STATEMENT  
(pages 51-52)**

**UP QUESTIONNAIRE  
(page 53-55)**

University of the Philippines Manila  
Contract for Security Services 2022  
COST BREAKDOWN (PGH)

BIDDER	Basis of Computation	PHILIPPINE GENERAL HOSPITAL			
Number of Duty Hours		8 hours (DS)	8 hours (NS)	12 hours (DS)	12 hours (NS)
Days worked per week		7 days	7 days	7 days	7 days
Annual Factor (AF)		393.5	393.5	393.5	393.5
Daily Wage (DW)		537.00	537.00	537.00	537.00
Average Pay per Month (APM)					
Overtime Pay					
Night Differential Pay					
5 days incentive leave pay					
13th Month Pay					
Uniform Allowance					
<b>Total Amount Direct to Guard</b>					
Add:					
PAG-IBIG					
SSS Premium					
Philhealth Contribution					
State Insurance Fund					
Retirement Benefits					
<b>A. Total Amount Direct to Guard &amp; Gov't</b>					
Add:					
B. Administrative Overhead					
C. VAT 12%					
<b>Total Monthly Rate Per Guard</b>					
<b>CY 2022 Number of Guards: 126</b>					
		17	6	59	44
<b>TOTAL MONTHLY REQUIREMENT</b>					
<b>TOTAL ANNUAL COST</b>					

*Note: Based on WO No. NCR-22 effective Nov 22, 2018*

Submitted by:

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

University of the Philippines Manila							
Contract for Security Services 2022							
COST BREAKDOWN (UPM CAD, and ACADEMIC UNITS and Baler							
BIDDER	Basis of Computation	UPM CAD and ACADEMIC UNITS				UPM-Baler	
Number of Duty Hours		8 hours (DS)	8 hours (NS)	12 hours (DS)	12 hours (NS)	8 hours (DS)	8 hours (NS)
Days worked per week		7 days	7 days	7 days	7 days	7 days	7 days
Annual Factor (AF)		393.5	393.5	393.5	393.5	393.5	393.5
Daily Wage (DW)		537.00	537.00	537.00	537.00	420.00	420.00
Average Pay per Month (APM)							
Overtime Pay							
Night Differential Pay							
5 days incentive leave pay							
13th Month Pay							
Uniform Allowance							
Total Amount Direct to Guard							
Add:							
PAG-IBIG							
SSS Premium							
Philhealth Contribution							
State Insurance Fund							
Retirement Benefits							
A. Total Amount Direct to Guard & Gov't							
Add:							
B. Administrative Overhead							
C. VAT 12%							
Total Monthly Rate Per Guard							
FY 2022 Number of Guards:							
CAD/ACAD: 67							
SHS Baler 5							
TOTAL: 72		2	3	38	24	3	2
TOTAL MONTHLY REQUIREMENT							
TOTAL ANNUAL COST							
Note: Based on WO No. NCR-22 effective Nov 22, 2018							
Submitted by:							
Signature over Printed Name of Authorized Representative							
Name of Company							
Date							

## Bid Form

---

Date: \_\_\_\_\_  
Invitation to Bid<sup>1</sup> N°: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>2</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

---

If ADB, JICA and WB funded projects, use IFB.

2 Applicable only if the Funding Source is the ADB, JICA or WB.

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 us.

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

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



## Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

X-----X

**Invitation to Bid** *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

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.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; 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;
  - c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, 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].*

***[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]***  
***[Insert signatory's legal capacity]***

Affiant

**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**

**Serial No. of Commission**\_\_\_\_\_ **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**\_.

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

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

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a 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];

2. *[Select one, delete the other:]*

*[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

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 as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this\_\_\_\_day of\_\_\_\_, 20\_\_at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**  
(additional requirement for eligibility)

1. Have you ever participated in any bidding in the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary.

Constituent University / UP Campus	Name of Project	Amount of Project	Duration Start / End (Dates)	Status (On-going / completed)

2. Has your company ever been suspended or Blacklisted by the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary

Constituent University/UP Campus	Name of project	Reason for suspension / Blacklisting	Status (on-going / lifted)

3. Has your company ever been suspended or Blacklisted by any government agency / Company

YES	NO

If YES, FILL UP THE Table below, Use additional pages if necessary

Name of government Agency / Company	Name of Project	Reason for suspension / Blacklisting	Status (on-going / lifted)

4. Has there been any project of your company In the University of the Philippines that was terminated By Administration

YES	NO

If YES, FILL UP THE TABLE BELOW, Use additional pages if necessary

Constituents University / UP Campus	Name of Project	Reason for termination	Date of termination

5. Do you certify that all documents submitted by Your company and personnel are authentic?

YES	NO

YES	NO

6. Is there any pending cases in a Court or any similar institutions in relation to any Government contract awarded to your company? In relation to practice or profession of any of your personnel?

If YES, fill up the table below. Use additional pages if necessary

For Company

Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

For Personnel

Name of Personnel & Designation	Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

I hereby certify that all statements and information provided herein are complete, true and correct.

Name & Signature of Bidder's  
Authorized Representative

Official Designation  
Company  
Date







**UNIVERSITY OF THE PHILIPPINES MANILA**  
Procurement Office

**QUICK FACT SHEET OF PROSPECTIVE BIDDERS:**

**PROJECT TITLE:** \_\_\_\_\_

**PURCHASE REQUEST NO.** \_\_\_\_\_

**BIDDER'S OFFICIAL BUSINESS NAME** \_\_\_\_\_

**COMPLETE BUSINESS ADDRESS:** \_\_\_\_\_

**OFFICIAL CONTACT DETAILS:**

Landline: \_\_\_\_\_

Cellphone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

**NAME OF AUTHORIZED/DESIGNATED REPRESENTATIVE:** \_\_\_\_\_

**OFFICIAL DESIGNATION IN THE COMPANY:** \_\_\_\_\_

**Certified true and correct:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation in the Company

**NOTES:**

1. Information provided in this fact sheet should be consistent with the details contained in the bidder's legal documents.
2. The certifying officer should be at least the Corporate Secretary who shall execute the Secretary's Certificate of signing authority.
3. A filled-up copy of this sheet shall be sent to the BAC Secretariat when requesting zoom link. Another copy should be placed on top of the original copy of legal documents/eligibility requirements (Envelope 1) of bid documents.

Issued by:

\_\_\_\_\_  
BAC 2/3 Secretariat

Date: \_\_\_\_\_



UNIVERSITY OF THE PHILIPPINES MANILA  
Procurement Office

**GUIDELINES FOR THE CONDUCT OF  
BIDS AND AWARDS COMMITTEE MEETINGS USING ONLINE PLATFORMS  
(SUCH AS VIDEO CONFERENCING, ZOOM, ETC)**

**Background and General Principle**

Article III, Section 8 of RA 9184 2016 Implementing Rules and Regulations (IRR) provides that “to promote transparency and efficiency, information and communications technology shall be utilized in the conduct of procurement procedure.”

The Government Procurement Policy Board through its Technical Support Office (TSO) continuously strived for the development of various on-line systems such as PhilGEPS which serves as the primary source of information on all government procurement. Procurement of common-used supplies and equipment can now be done at the Virtual Store of the Procurement Service. Recently, the development of online training platform was hastened due to the physical restrictions brought about by the community quarantine due to the COVID-19 pandemic.

Development of the online system for the submission of bids is ongoing. However, also due to the pandemic, the GPPB-TSO encouraged procuring agencies to develop their own system but in accordance with the guidelines issued by GPPB-TSO to ensure security, integrity and confidentiality of bid documents submitted.

The conduct of meetings with prospective bidders including prebid conference and opening of bids may now be conducted in person or face-to-face through videoconferencing, webcasting or similar technology with the interested suppliers, contractors and consultants.

In UP Manila, specifically the Bids and Awards Committee (BAC1, BAC2 and BAC3) meetings shall be conducted “face to face” using the online platforms. The manner of holding BAC meetings should be announced and described in the Invitation to Bid at the onset of the procurement activities. It should clearly define the guidelines or procedures to be observed by the prospective bidders and other interested contractors, suppliers, or consultants, as follows:

- a. Using the attached Quick Fact Sheet, prospective bidders shall inform the concerned BAC Secretariat of their interest to participate in the prebid conference and opening of bids by sending the name/s of their authorized representative/s and their corresponding email address/es at least, the day before the meeting, to the following email addresses:  
BAC 2 : [upm-bac2-secretariat@up.edu.ph](mailto:upm-bac2-secretariat@up.edu.ph)  
BAC 3 : [upm-bac3-secretariat@up.edu.ph](mailto:upm-bac3-secretariat@up.edu.ph)
- b. The zoom link which shall be provided by the BAC Secretariat to those who signified their intention to attend at least one (1) hour before the scheduled start of the meeting. Only those whose names were submitted to the Secretariat will be allowed access to the meeting room. Zoom link should not be shared to other people.
- c. The prospective bidders/suppliers shall stay initially at the zoom waiting room until the discussion of the item where they intend to participate starts. The host of the meeting from the BAC Secretariat will then let them in to the meeting room just before the discussion of the specific matter they intend to participate.
- d. During discussion, participants shall be requested to put their audio/microphones in “mute” mode, and shall unmute only upon raising their hands and have been given by the presiding officer the permission to speak.
- e. Participants shall open their camera when speaking for proper recognition.
- f. After discussion, all prospective bidders/suppliers for a particular project will courteously be requested to leave the meeting.
- g. Attendance to the zoom meeting should be documented. Likewise, the proceedings/minutes of the meeting should be recorded.

## Suggested Marking (ITB 16)

“Mother Envelop”

BIDDER:  
Address



Title of Project

THE BIDS AND AWARDS COMMITTEE 2  
University of the Philippines Manila  
Taft Avenue, Manila



DO NOT OPEN BEFORE \_\_\_\_\_

## Suggested Marking (ITB 16)

<u>ORIGINAL BID</u> BIDDER: Address	  
Title of Project	
THE BIDS AND AWARDS COMMITTEE 2 University of the Philippines Manila Taft Avenue, Manila	
DO NOT OPEN BEFORE _____	



# PAC KAGING

Original

Copy 1

Copy 2

