



SUPPLEMENTAL/BID BULLETIN NO. 1

Date: May 14, 2025
Title: IB-2025-04-05 PROCUREMENT OF SECURITY SERVICE PROVIDER FOR EVSU-MAIN CAMPUS
Reference No.: 11993496

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on May 8, 2025, for the above-mentioned procurement project. This shall form an integral part of the Bid Documents.

REFERENCE	AMMENDMENTS/ CLARIFICATIONS
Section III. Bid Data Sheet	Please see amended Bid Data Sheet reflected in Annex "A".
Section VII. Technical Specification	Please see amended Technical Specification & Terms of Reference reflected in Annex "B".
Section IX. Bidding Forms ANNEX H- Price Schedule	Please see amended Price Schedule format reflected in Annex "C".

All statements and formats referring to this clause should be amended/corrected accordingly.

For guidance and information of all concerned.

For further information, please refer to:

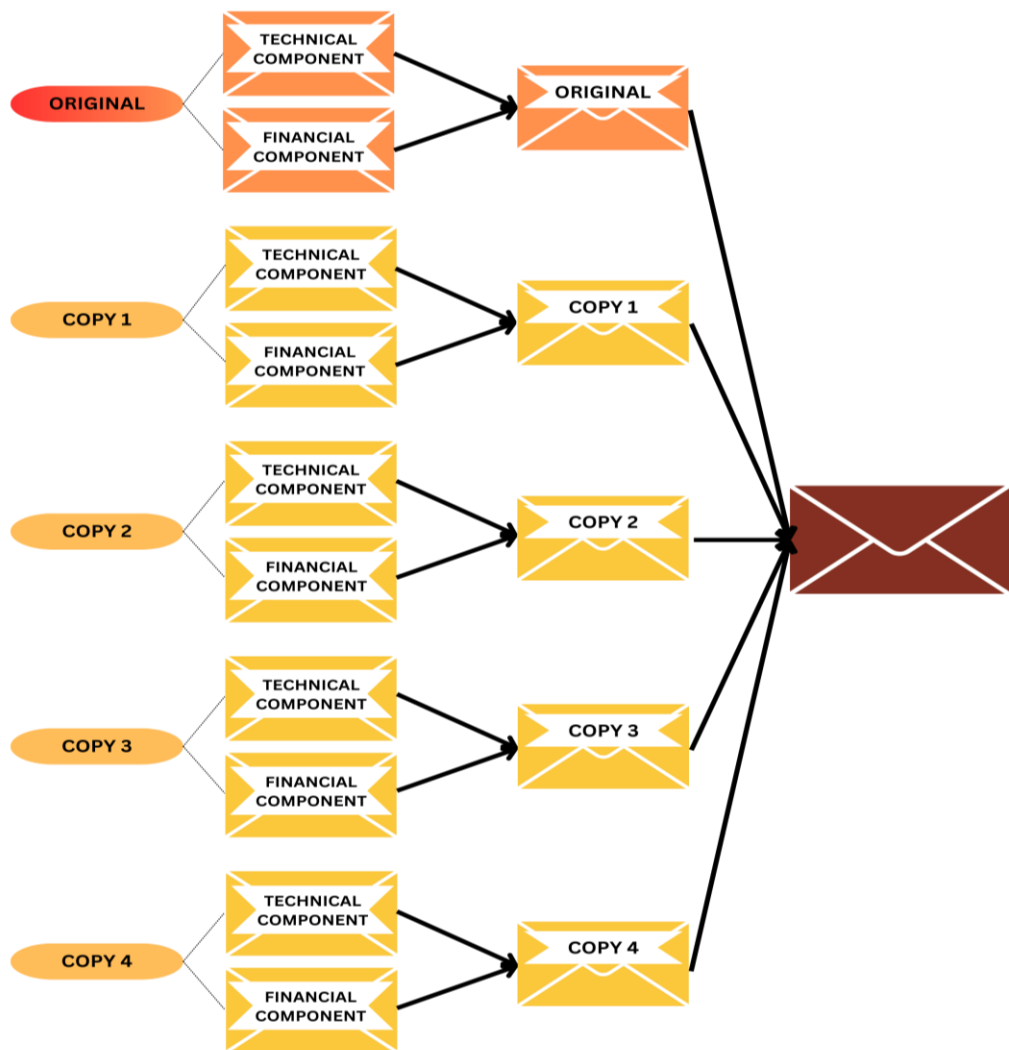
(SGD) VINCENT B. CABANTOC
Head, BAC Secretariat
CP No. 0953-355-7046 - TM
Email Add: evsu.bacsecretariat@evsu.edu.ph

Noted:

(SGD) BENEDICTO T. MILITANTE, JR., Ph.D., J.D.
Vice President for Administration & Finance
Chairperson, Bids and Awards Committee

Section III. Bid Data Sheet

ITB Clause										
5.3	For this purpose, contracts similar to the Project shall be: a. Contracts for provision of Security Services to private or public entities. b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.									
7.1	Subcontracting is not allowed.									
9	Prospective bidders may submit their written request for clarification on and/or interpretation of any part of the Bidding Documents, either to EVSU BAC Secretariat Office or through electronic mail at evsu.bacsecretariat@evsu.edu.ph not later than May 12, 2025 . Clarifications made and submitted beyond the abovementioned date shall not be accepted and/or entertained further.									
10.2	The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.									
12	The price of Goods shall be quoted DDP Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.									
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table><tr><th>FORMS OF BID SECURITY</th><th>AMOUNT OF BID SECURITY (EQUAL TO PERCENTAGE OF THE ABC)</th></tr><tr><td>• Bid Securing Declaration; OR</td><td>NOTARIZED</td></tr><tr><td>• Cash, Cashier's/ manager's check issued by a Universal or Commercial Bank equivalent to Two Percent (2%); OR</td><td>83,794.36</td></tr><tr><td>• Surety Bond equivalent to Five Percent (5%) (If security bond, attach the original copy of the official receipt of premium payment and certification issued by the Insurance Commission)</td><td>209,485.90</td></tr></table>		FORMS OF BID SECURITY	AMOUNT OF BID SECURITY (EQUAL TO PERCENTAGE OF THE ABC)	• Bid Securing Declaration; OR	NOTARIZED	• Cash, Cashier's/ manager's check issued by a Universal or Commercial Bank equivalent to Two Percent (2%); OR	83,794.36	• Surety Bond equivalent to Five Percent (5%) (If security bond, attach the original copy of the official receipt of premium payment and certification issued by the Insurance Commission)	209,485.90
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15.2	<p>Each Bidder shall submit one (1) original and four (4) readable authenticated copies of the first and second components of its bid. Documents to be submitted shall be properly tabbed and labeled according to the title of the document attached for prompt identification: e.g., PhilGEPS Certificate of Registration (Platinum) – PhilGEPS</p> <p>For details in the preparation of sealed bids, please refer to the diagram below: Figure 1. Sealing of Bids (Illustration of bids with 1 original and 4 copies, each box in the diagram represents a sealed envelope)</p>									



All envelopes shall:

- be addressed to the Procuring Entity’s BAC;
- bear the name and address of the Bidder in capital letters;
- contain the name of the contract to be bid in capital letters;
- bear the specific identification of this bidding process indicated in the ITB Clause 1; and bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, as specified in the IB.

TO	:	THE BIDS AND AWARDS COMMITTEE EASTERN VISAYAS STATE UNIVERSITY
FROM	:	_____ (Name of Bidder in Capital Letters)
ADDRESS	:	_____ (Address of Bidder in Capital Letters)
BID REF. NO.	:	_____
(In Capital Letters, Indicate the Phrase):		
“DO NOT OPEN BEFORE: _____”		

15.3

Guidelines for Electronic Submission of Bids:

- The Bidder must submit a soft copy of their bids through e-mail to evsu.bacsecretariat@evsu.edu.ph at any time before **May 22, 2025, 1:30 P.M.**
- In the online submission of bids, a two-folder system will be utilized. The first folder contains the requirements of the Technical Component checklist as presented under Section VIII and shall be labeled “**TECHNICAL COMPONENT**”. The second folder contains the requirements of the Financial Component checklist and is marked “**FINANCIAL COMPONENT**”.
- The documentary requirements shall be segregated and labelled according to the type of document for prompt identification (e.g., PhilGEPS Certificate of Registration

	<p>(Platinum) labelled as PhilGEPS) and each shall be in Portable Document Format (PDF).</p> <p>d) Each folder shall be compressed in Zip, RAR or 7z format with password protection. Submitted bidding documents that are not in compressed archive format and are not password protected, will be automatically rejected.</p> <p>e) The password for accessing the file shall be disclosed by the Bidders during the bid opening which may be done in person or face-to-face through videoconferencing, webcasting, e-mail or similar technology.</p> <p>f) An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.</p> <p>g) For further information, please refer to:</p> <p>VINCENT B. CABANTOC Head, BAC Secretariat CP No. 0953-355-7046 - TM Email Add: evsu.bacsecretariat@evsu.edu.ph</p>															
19.2	Partial bid is NOT allowed.															
19.3	<p>The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <table border="1"><thead><tr><th colspan="5">PROCUREMENT OF SECURITY SERVICE PROVIDER FOR EVSU-MAIN CAMPUS</th></tr><tr><th>ITEM NO.</th><th>P.R. NO.</th><th>QTY</th><th>UNIT</th><th>TOTAL AMOUNT</th></tr></thead><tbody><tr><td>1</td><td>03-0411-25 SECURITY</td><td>1</td><td>LOT</td><td>4,189,718.10</td></tr></tbody></table>	PROCUREMENT OF SECURITY SERVICE PROVIDER FOR EVSU-MAIN CAMPUS					ITEM NO.	P.R. NO.	QTY	UNIT	TOTAL AMOUNT	1	03-0411-25 SECURITY	1	LOT	4,189,718.10
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ITEM NO.	P.R. NO.	QTY	UNIT	TOTAL AMOUNT												
1	03-0411-25 SECURITY	1	LOT	4,189,718.10												
19.5	<p>The Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, is calculated as follows:</p> <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p>															
20.1	<p>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 the following additional documents:</p> <p>a) Valid and current License to Operate as a Private Security Agency (PSA) issued by PNP-SOSIA</p> <p>b) A Certificate Under Oath stating that the bidder has no pending labor case within Region VIII</p> <p>c) Occupational Safety and Health Standards (OSHS) Certificate of Registration as provided in Rule 1020 of the OSHS, as amended, issued by DOLE Region</p> <p>d) DOLE Certificate of Registration as per Department Order No. 174, Series of 2017</p> <p>e) OSH Training Certificate for Company’s Safety Officer Pursuant to RA 11058 and D.O 198, series of 2018</p> <p>f) List of Bank References (at least 2 years)</p> <p>g) Survey Report and Security Plan (with attached Certificate of site inspection issued by the EVSU’s Head, Security & Safety Office) for EVSU-Main Campus considering the 16 guards required</p> <p>h) License to Own and Possess Firearms (LTOPF)</p>															

	<p>i) Security Agency Affiliation must be accredited by the PNP-SOSIA R8</p> <p>j) List and proof of ownership of licensed Security Firearms, equipment, and service vehicles (i.e., Firearms and Explosive Office, NTC, and LTO). The list of Licensed firearms must indicate the license number, the status of the license whether temporary or not, and license expiry and photocopies of license cards issued by the Firearms and Explosive Unit of the Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity</p> <p>k) List of Licensed Security Guards</p> <p>l) Valid and current/latest Certification issued by the National Labor Relations Commission (NLRC) that the Security Agency has no adverse case decided against the bidder before the office of the NLRC Region 8. The issuance date of the certificate must fall within the month of the project's bidding, specifically within May 2025. However, they should not be dated later than the date of post-Qualification;</p> <p>m) Valid and current/latest Certification issued by the Department of Labor and Employment (DOLE) (as per Department Order No. 174, Series of 2017) that the Security Agency has no adverse case decided against the bidder before the office of the DOLE Region 8. The issuance date of the certificate must fall within the month of the project's bidding, specifically within May 2025. However, they should not be dated later than the date of post-Qualification;</p> <p><i>(Note: In the event of pending or adverse decisions concerning paragraphs (l) and (m), a list of the cases, their current status, and copies of the adverse decisions must be provided by the bidder. It is important to note that such circumstances will not lead to disqualification from participating in the bidding for security services. However, failure to submit these documents during post-qualification will render the Bid non-responsive and will serve as grounds for post-disqualification.)</i></p> <p>n) Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG and PHILHEALTH;</p> <p>o) Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the local office of the security agency is based.</p> <p>p) Affidavit of undertaking executed by the Security Agency stating that guard relievers must present a Mission Order from the Agency before they are allowed to take over the shift of the absentee guard.</p>
21.1	No further instruction.

Technical Specifications

PROCUREMENT OF SECURITY SERVICE PROVIDER FOR EVSU-MAIN CAMPUS		
Item Number	Description	Statement of Compliance Comply/ Not Comply
1	<p>Procurement of Security Service Provider for EVSU-Main Campus for the period of twelve (12) months:</p> <ul style="list-style-type: none">- Sixteen (16) Security Guards required- Rendering three (3) Shifts (0700H-1500H, 1500H-2300H, 2300H-0700H)- 7 days a week (Mondays to Sundays, including Holidays) <p><i>*SEE TERMS OF REFERENCE ON THE NEXT PAGE*</i></p>	

**TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY SERVICE PROVIDER
FOR EASTERN VISAYAS STATE UNIVERSITY-MAIN CAMPUS**

1. SCHEDULE OF WORK AND PLACES OF ASSIGNMENT

The SECURITY AGENCY shall provide security guard services to EVSU (hereinafter referred to as the “CLIENT”) premises at Tacloban City.

SCHEDULE OF WORK (Seven (7) days a week (Mondays to Sundays, including Holidays))			TOTAL NUMBER OF SECURITY GUARDS
0700H-1500H	1500H-2300H	2300H-0700H	
6	6	4	16

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Eastern Visayas State University (EVSU) - Main Campus offers competitive bidding to all prospective bidders for the Procurement of Security Service Provider with an Approved Budget for the Contract (ABC) amounting to Four Million One Hundred Eighty-Nine Thousand Seven Hundred Eighteen Pesos and 10/100 (Php4,189,718.10) based on the Approved Annual Procurement Plan (APP) and under Internally Generated Fund (IGF) FY 2024.

3. FUNCTIONS AND DUTIES OF THE GUARDS

The security personnel are required to fulfill various responsibilities and tasks as part of their duties. They are expected to attend the flag-raising ceremony, regular meetings, and rank inspections. Additionally, they should check the IDs of students, faculty, and employees before granting access to the university. Visitors must be scanned and are required to register in the logbook, while random inspections of bags and belongings should be conducted upon entry to the President’s Office. The security team is tasked with enforcing bans on individuals possessing unauthorized items and preventing the entry of beggars, vendors, or those under the influence of drugs or alcohol. They should also request gate passes for equipment and monitor the ingress and egress of individuals within the campus premises. Incident reports must promptly be submitted for any campus maintenance concerns or security issues. Furthermore, they are expected to conduct roving inspections, monitor perimeter fences, and to respond to disasters or relief operations as needed. They are required to actively participate in webinars, training sessions, and clean-up drives, while also distributing client satisfaction surveys. The security team is responsible for maintaining the cleanliness and upkeep of guard posts within their designated areas.

4. LIMITATION OF SCOPE

While the security personnel are expected to fulfill a wide range of responsibilities and tasks as outlined above, it is important to acknowledge that their duties are primarily focused on maintaining the security and safety of the university premises and its occupants. Therefore, any tasks or obligations falling outside the realm of security, safety enforcement, or related administrative duties are not within the scope of their responsibilities.

5. GUARD FORCE

The SECURITY AGENCY shall provide the EVSU-Main Campus with qualified and uniformed sixteen (16) security guards who shall render 24 hours daily duty at the premises of the EVSU-Main Campus including Saturdays, Sundays, and Holidays.

6. QUALIFICATIONS OF SECURITY GUARDS

Each of the security guards to be assigned by the SECURITY AGENCY to the EVSU-Main Campus must be:

- 6.1. At least twenty-one (21) years old up to sixty (60) years old (*as per Section 5 (a) “Exceptions” under DOLE D.O. No. 170, S. 2017*);
- 6.2. For Security Guard/Personnel: A high school graduate or its equivalent;

- 6.3. For Head Guard/Security Officer: must completed at least two (2) years in college or if an ex-military (Armed Forces of the Philippines or PNP), with rank of sergeant;
- 6.4. Meet certain physical requirements to perform their duties effectively. This includes good eyesight, physical stamina, and overall health;
- 6.5. Possess good moral character and must not have been convicted of any crime involving moral turpitude;
- 6.6. Has passed the neuropsychiatric examination and drug tests administered by the Philippine National Police (PNP) or other similar government neuro-psychiatric and drug testing centers or facilities accredited by the PNP;
- 6.7. Has completed the required pre-licensing training course or its equivalent;
- 6.8. Has valid license issued by the Philippine National Police (PNP) /Supervisory Office on Security and Investigation Agencies (SOSIA);
- 6.9. Must be computer literate and capable of operating CCTV monitoring system;
- 6.10. Must be physically and mentally fit;
- 6.11. Must have no derogatory record;
- 6.12. Must have undergone training in handling firearms with appropriate certificate and/or licenses;
- 6.13. Has undergone basic in-service training from accredited schools for security guards and supervisory training for security officer; and
- 6.14. In addition, to the above requirements, the Service Provider is required to submit profile of Head Guard and security guards, which must be attested by its authorized signatory.

7. EQUIPMENT AND UNIFORM

- 7.1 The Service Provider shall provide each security guard with equipment and materials at its expense during the Contract Implementation such as, but not limited to the following:
 - a) Four (4) Handguns (9MM) with valid license, one full load of ammunition and 1 spare magazine per unit
 - b) Two (2) units Shotguns, 12 gauge with valid license, one full load of ammunition
 - c) Ten (10) units handheld radio with ten (10) extra battery pack, with NTC license and the operator must possess radio land mobile permit of RLM Certificate
 - d) One (1) Radio Base / Repeater
 - e) Security uniform as per PNP-SOSIA requirements
 - 1) Cap device
 - 2) Pershing Cap
 - 3) Proper Haircut
 - 4) Name Cloth
 - 5) Agency ID
 - 6) Holster
 - 7) Buckle
 - 8) Long Pants (Navy Blue)
 - 9) Black Formal Shoes
 - 10) Black socks
 - 11) Collar Pins
 - 12) Security Guard badge
 - 13) Agency Name cloth
 - 14) Agency Patch

- 15) Necktie (Navy Blue)
- 16) White long sleeves (Authorized Uniform)

f) Equipment/Tools:

- 1) One (1) Locker for Safety of Firearms
- 2) Three (3) handheld Metal Detector
- 3) Raincoat per Guard on Duty
- 4) Rainboots per Guard on Duty
- 5) Vest per Guard on Duty
- 6) Notebook and duty checklist (tickler) per guard on duty
- 7) Nightstick with holder
- 8) Whistle per Guard on Duty
- 9) Flashlights per Guard on Duty
- 10) Handcuffs per Guard on Duty
- 11) Medicine Kit per guard on duty
 - Cotton
 - Alcohol (small)
 - Betadine (small)
 - Band-aid (small box)
 - Hydroperoxide (small)
 - Gauze (small)
 - Gloves (1 pair)
 - Medicine (diatabs, bioflu, neozep, and biogesic) 5 pcs each

g) First Aid Kits per post (portable)

- 2 absorbent compress dressings (5 x 9 inches)
- 25 adhesive bandages (assorted sizes), also found within our Family First Aid Kit
- 1 adhesive cloth tape (10 yards x 1 inch)
- 5 antibiotic ointment packets (approximately 1 gram)
- 5 antiseptic wipe packets
- 2 packets of aspirin (81 mg each)
- 1 emergency blanket
- 1 breathing barrier (with one-way valve)
- 1 instant cold compress
- 2 pair of nonlatex gloves (size: large)
- 2 hydrocortisone ointment packets (approximately 1 gram each)
- 1 3 in. gauze roll (roller) bandage
- 1 roller bandage (4 inches wide)
- 5 3 in. x 3 in. sterile gauze pads
- 5 sterile gauze pads (4 x 4 inches)
- Oral thermometer (non-mercury/non-glass)
- 2 triangular bandages
- Tweezers
- Emergency First Aid instructions

8. CONTRACT DURATION

The Service Provider agrees, without occurrences of unexpected dependencies within the control of the EVSU-Main Campus, to satisfactorily complete all of the contract services under this Contract within twelve (12) months from the receipt of the approved Notice to Proceed.

Should the outcome of bidding not be determined upon the contract's expiration, it shall automatically extend on a month-to-month basis up to such period as may be allowed by law, rules, and regulations. Extension of the contract shall be based on performance evaluation obtaining at least a very satisfactory rating and compliance to performance criteria requirements provided in Section 8.20 and submission of evidence of tax payments and other mandated contributions, such as SSS, PhilHealth, and Pag-IBIG Fund.

9. QUALIFICATIONS OF THE SERVICE PROVIDER

The qualifications of the Service Provider are:

- 9.1 Should have at least two (2) years of experience in providing security services to a government agency;
- 9.2 Must be a duly licensed and registered Service Provider with the Department of Labor and Employment;
- 9.3 Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;
- 9.4 Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAG-IBIG) and Philippine Health Insurance Corporation (PHILHEALTH);
- 9.5 Must be duly registered with the Bureau of Internal Revenue;
- 9.6 Must present at least one (1) Client/Customer Feedback Form, with at least a Very Satisfactory Rating, from one (1) government agency, with whom the Service Provider has an ongoing contract or at least within the past two (2) years, upon submission of requirements;
- 9.7 Service Provider MUST have a local and physical office within Tacloban City, Leyte, and working phone numbers for purposes of communication and prompt response for the need of the office.

10. TERMS OF PAYMENT

- 10.1 The Service Provider shall bill and present the following documentary requirements to the EVSU-Main Campus within 15 working days after the end of the applicable month, as basis for the payment:
 - a) Original copies of the Service Provider's Billing Statement showing Service description, quantity and amount;
 - b) Certified copies of documents reflecting payment/remittances of SSS, PhilHealth, and Pag – IBIG benefits of the guards assigned to the entity;
 - c) Certified copy of the payroll showing acknowledgment of receipt by the guards of their salaries for the two (2) quincenas prior to current billing;
 - d) Monthly Accomplishment Report.

Payment shall be suspended by the EVSU-Main Campus to the Service Provider in case of non-compliance of the above requirements

- 10.2 No adjustment in the contract price shall be allowed during the term of this Contract except in cases where the cost of the awarded contract is affected by any applicable new law, ordinance, regulation or other act of Government promulgated after the date of bidding. In which case, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss no gain basis to the Service Provider, pursuant to Sec. 61 of the Implementing Rules and Regulations of RA No. 9184.

11. TERMS AND CONDITIONS

- 11.1 The Service Provider hereby warrants that its security personnel have been properly trained and thoroughly screened prior to employment, and have been required to present favorable clearances and medical certificate attesting to their good moral character and physical fitness, respectively, for the work involved.
- 11.2 The Service Provider must provide the EVSU-Main Campus thru the Administrative Services Division, upon receipt of approved Notice to Proceed a complete and final list of its regular and reliever/on-call security guards and other personnel assigned to work in the EVSU-Main Campus with the following attachments:
 - a) Duly Accomplished Personal Data Sheet of each security guard with attached 2 x 2 photo
 - b) Photocopy of License to Exercise Security Profession (must not be expired)

- c) Photocopy of National Police Clearance
 - d) Test results of the following within six (6) months from receipt of Notice to Proceed:
 - i. Medical Certificate (Fit to Work)
 - ii. Neuro-Psychiatric test
 - iii. Drug Test
 - iv. X-ray
- 11.3 The Security Services shall be under the management of the Head, Security & Safety Office of the EVSU-Main Campus. Before they assume work at the beginning of the Contract, an orientation of the Scope of Responsibility, Rules and Regulations of the EVSU-Main Campus, and related matters shall be conducted by the Head, Security & Safety Office.
- 11.4 The Service Provider shall assure that the security personnel assigned at EVSU-Main Campus must undergo training on Basic Life Support and Fire Drill conducted by an accredited agency (i.e., BFP, Red Cross, Rescue Unit, etc.), within three (3) months after receipt of approved Notice to Proceed (NTP) and within three (3) months after deployment of newly assigned security personnel, in case of replacement.
- 11.5 The Service Provider in the performance of its services shall secure, and maintain at its expense all registration, licenses, or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices
- 11.6 The Service Provider shall assume full responsibility for any act, omission or dereliction of duty of its security guards during their assigned duty hours; the EVSU-Main Campus shall not be held liable to third parties arising from the said act or omission and freed from any or all civil or criminal liability whatsoever.
- 11.7 The Service Provider shall assume full responsibility for any loss or damage due to theft, pilferage, robbery, sabotage, and any form of trespass, which the EVSU-Main Campus may suffer during the effective period of this contract. However, they shall not in any manner be liable for any loss or damage caused by reason of force majeure or fortuitous event.
- 11.8 The Service Provider shall guarantee non-occurrence of any form of mass action, protest, mass leave, or strike by its security personnel within the EVSU-Main Campus premises.
- 11.9 The Service Provider shall not, during the existence of this contract or anytime thereafter, disclose to any person or entity any information concerning the EVSU-Main Campus affairs, which the Service Provider may have acquired by reason of this contract.
- 11.10 The Service Provider shall provide adequate and responsible supervision over its personnel. For this purpose, the Service Provider shall coordinate and regularly report to the EVSU-Main Campus for special instructions, directives and guidance or office policies, systems and proceedings.
- 11.11 The EVSU-Main Campus shall have the right to request for relief or replacement of any security guards with valid reason at any time.
- 11.12 The Service Provider shall pay all personnel costs under this Agreement such as:
- a) Wages, salaries and wage adjustments;
 - b) SSS payments and Philhealth Insurance required by law; and
 - c) Government licensing charges and taxes.
- 11.13 There shall be no assignment whatsoever of this contract to a third party.
- 11.14 There shall be no employer-employee relationship between the EVSU-Main Campus and the security guards assigned by the Service Provider.
- 11.15 The Service Provider also warrants that it has not given any money or gift to any official or employee of the EVSU-Main Campus to secure the contract.

- 11.16 The EVSU-Main Campus may, upon written notice within thirty (30) days, rescind the contract for failure of the Service Provider to abide by the herein terms and conditions.
- 11.17 The EVSU-Main Campus has the right to terminate or cancel this contract without the need of judicial action, at any time before its expiration on the following reasonable grounds, such as but not limited to:
- a) Failure of the Service Provider to maintain a very satisfactory performance rating;
 - b) Assigning security guards whose licenses are expired; and
 - c) Violation of any such terms of this contract.
- 11.18 The Service Provider shall promptly pay the wages and salaries of security personnel assigned at the EVSU-Main Campus.
- 11.19 The Service Provider ensures that all of its security personnel to be deployed are negative from COVID-19.
- 11.20 The Administrative Services Division in cooperation with the Head, Security & Safety Office, shall conduct an assessment or evaluation of the Service Provider every quarter end and a month before the end of the annual contract, wherein the Service Provider shall maintain at least a very satisfactory level of performance (at least 85%) throughout the term of the contract based on the following criteria, to wit:

Criteria	Weight
A. Quality of service delivered/provided	40
B. Time management	10
C. Management & suitability of personnel	20
D. Contract administration and management	20
E. Provision of regular progress report	10
Total	100%

- 11.21 The Agreement takes effect upon the signing by the parties and shall be binding upon the administrators, executors, successors and assignees of the parties. The Service Provider shall commence to perform the services called for under the Agreement upon receipt of the Notice to Proceed issued in behalf of the EVSU-Main Campus.

ANNEX H

PRICE SCHEDULE

Name of Bidder: _____

Project Identification Number: IB-2025-04-05 PROCUREMENT OF SECURITY SERVICE PROVIDER FOR EVSU-MAIN CAMPUS

PARTICULARS	MONDAY-SUNDAY			REFERENCES
	0700H-1500H	1500H-2300H	2300H-0700H	
No. of Working Days per Year				DOLE 2023 Edition Worker’s Statutory Monetary Benefits
Daily Wage (DW)				DOLE Wage Order No. RB VIII-24 effective November 5, 2024
A. AMOUNT DIRECTLY TO GUARD				
a. Average Pay/Month (DW x no. of days per yr./12)				
b. Night Differential Pay (Ave. Pay/mo. X 10%)				Labor Code of the Phils. PD No. 442 Art. 86
c. 13 th Month Pay (DW x 365/12/12)				DOLE Labor Advisory No. 13, s. 2024
d. 5 Days incentive Leave Pay (DW x 5/12)				Labor Code of the Phils. PD No. 442 Art. 95
e. Uniform Allowance				RA 11917
Total Amout Due to Guard				
B. AMOUNT DUE TO GOVERNMENT IN FAVOR OF THE GUARD				
a. Retirement Benefit (RA 7641) (DW x 22.5/12)				RA No. 7641
b. SSS Security System (Employer Share)				R.A. 11199 & SSS Circular No. 2022-033
c. PhilHealth Contribution (5%)				Philhealth Circular No. 2020-0005
d. State Insurance Fund (ECC)				
e. Pag-IBIG Fund				Pag-IBIG Law of 2009 & Pag-IBIG Fund Circular No. 460
Total				
C. TOTAL AMOUNT TO GUARD & GOVERNMENT (A+B)				
D. ADMINISTRATIVE FEE				
E. VAT (D x 12% VAT)				
F. MONTHLY BILLING RATE/GUARD (C + D + E)				
G. NUMBER OF SECURITY GUARD	6	6	4	

H. TOTAL MONTHLY CONTRACT (F x G)				
I. TOTAL CONTRACT/YEAR (H x 12 months)				
TOTAL BID PRICE (Amount in Figures)				
TOTAL BID PRICE (Amount in Words)				

Note: The Bidder shall provide the total bid amount, inclusive of all applicable government taxes and service charges.

Name : _____

Legal Capacity: _____

Signature : _____

Duly authorized to sign the Bid for and behalf of: _____