



UNIVERSITY OF THE PHILIPPINESCEBU

**2017 SCOPE OF SERVICES
FOR THE SUPPLY AND DELIVERY OF SECURITY SERVICES**

I. OBJECTIVES

The University desires to provide 24-hour security/protection to its constituents/guests/visitors, physical assets, properties, facilities and immediate premises situated in the following areas:

1. **UP Cebu Main Campus (i.e., buildings, facilities and open areas/fields etc.)**

- Administration Bldg.
- College of Communication, Art, & Design Bldg.
- Undergraduate Bldg.
- School of Management Bldg.
- Library Bldg.
- Guesthouse
- Clinic
- Dormitory
- Arts & Sciences Bldg
- High School Campus
- Fine Arts Workshops

- 2. **UP Cebu-SRP Professional Schools**
- 3. **Busay Property**

II. DEFINITION OF TERMS

University - refers to the University of the Philippines Cebu (UP Cebu)
Agency - refers to Security Services provider

III. SECURITY PLAN

A. *Duties and Responsibilities of the Security Services Provider*

The general duties and responsibilities of the Security Agency are to:

1. Comply with the provisions of RA 5487 (The Private Security Agency Law) and its Implementing Rules and Regulations - Eleven (11) General Orders; Code of Ethics and Code of Conduct;
2. Maintain the following logbooks in each guard post:
 - a. Incident Logbook - To record all daily activities that transpired during the tour of duty
 - b. Visitors' Logbook - To record the names of visitors, address, the purpose of the visit, date and time in/out. Visitors shall be requested to affix their signatures. In cases when visitors enter the campus in a vehicle(s) (i.e., personal/public utility), the guard shall record the plate numbers of the vehicles/taxis that were used.
 - c. Property Logbook - To record the date and time of the ingress and egress of inventory items and physical properties within the University premises
 - d. Other Monitoring Logbook - To record the date, time and other particulars of a specific or specialized task as directed by the Campus Security Officer (SO)/ Vice Chancellor for Administration (VCA)/Chancellor

- by identifying the names of such offenders/squatters and serving demand letters/summons to them from the Anti-Squatting Committee. Failure to act (i.e., verify, document, and identify the owners) on any report regarding construction of new structures or displays inside UP Cebu properties which are unauthorized by UP Cebu's administration shall result in a recommendation to the Security Agency to impose the appropriate disciplinary action against the erring security personnel;
5. Drive away stray animals (e.g., dogs, cats) that scavenge or graze inside the campus and report to the Health, Sanitation and Environmental Committee Chair (Dr. Lorel Dee) the presence of any unattended pets like dogs and cats;
 6. Assist the University in emergency (i.e., fire, earthquakes, etc.) situations. The Agency's guards should be familiar/knowledgeable with the location of all fire exits and fire extinguishers in the buildings as well as the location of fire hydrants in the campus to facilitate response.
 7. Turn off the appropriate electrical power/main switches in the event of power outages/failures (brown outs) and other emergency situations;
 8. Report immediately and file an incident report on any illegal connections\leaking water pipes or illegal tapping of electricity inside the University premises. A copy of the incident report should be provided to the Campus Development and Maintenance Office (CDMO) to allow them to take immediate action;
 9. Train security personnel about traffic rules and regulations and designate them as traffic enforcers when necessary;
 10. Be knowledgeable about the coding system of priority decals attached to UP Cebu properties so that agency guards know what to prioritize in the event of evacuation during emergency situations. Also, assist the University in the checking/monitoring of these properties to ensure that these properties have priority decals;
 11. File Incident Reports within 24 hours on any violation of laws and local ordinances, University rules (i.e., vandalism, frat wars, gambling, use of prohibited drugs, etc.) within UP Cebu's campuses;
 12. Assist the University in court cases by serving as witness/es when deemed proper and necessary;
 13. Ensure that their guards should be firm but courteous and tactful at all times

when dealing with official guests, faculty, students, employees and other visitors of the University;
 14. Ensure that their guards who are on duty are in proper uniform and that the guards maintain at all times, a composure that commands respect;
 15. Provide an atmosphere of a safe/secure environment;
 16. Require contractors/suppliers to present University clearance or permits from the CDMO Head before commencement of any project. Other than contractors/suppliers, no person/s shall be allowed to bring inside UP Cebu compound/properties any construction materials and supplies. Moreover, outsiders must not be allowed to pass through UP Cebu's campuses to bring construction materials and supplies for any purpose without appropriate authorization from UP Administration.
 17. Prohibit non-UP Cebu individuals or entities from parking their vehicles inside the campus if they do not have any official business transaction with the University;
 18. The Agency should ensure that their Guards strictly enforce the UP Guiding Policies in Dealing with Informal Settlers and Illegal Occupants and the UP Cebu Security Manual. In

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University's campuses and buildings, premises and other installations. Monitor the movement of any sighted known snatchers, robbers, thieves, hustlers and suspicious-looking persons by informing and instructing the roving guard;

2. Conduct random checks of IDs of students, faculty, and employees of this University and regular checks on guests/visitors before they will be allowed to enter;
3. Conduct routine body search and inspection of bags of all workers who are on Job Order status upon ingress and egress;
4. Screen and require visitors to register in the Visitors' Logbook (i.e., name, address, purpose, date, time and signature, vehicle's plate number) especially those who will be checking in the Guest House or Dormitory.
5. Conduct random inspection of bags and all personal belongings of UP Cebu constituents and guests;
6. Ban the entry of person/s who possess unauthorized deadly weapons, explosives, prohibited drugs and other illegal materials/supplies. Also, disallow the entry of beggars, ambulant vendors as well as persons who appear to be under the influence of drugs/liquors;
7. Require Property Gate Pass for classroom/office/laboratory equipment and furniture/furnishing and other physical assets taken in/out of the University facilities/buildings/premises. Retain a copy of the Gate Pass and make appropriate entry in the Property logbook;
8. Maintain the smooth flow of traffic inside the campus by enforcing traffic rules. Record ingress and egress of UP Cebu vehicles and implement the procedure covering vehicles that do not have the appropriate UP Cebu sticker attached to the vehicle;
9. Promptly submit Incident Report(s) (within 24 hours) on any busted lights, water pipe leaks, defective faucets, gas pipe leaks, damage on properties, construction of illegal structures, and other campus maintenance concerns within their area of assignment. Guards should put off lights and shut faucets that have not been left open and secure rooms that have been left unlocked by the end-user after checking properly that there are no occupants in the room or in the building. If necessary, they should contact the authorities/ administration if assistance is needed;
10. Conduct random roving inspection within their area of assignment when there are no roving guards assigned in the station; and
11. Maintain the cleanliness and upkeep of their area of assignment within a 5-meter radius.

The specific duties and responsibilities of Roving Guards are to:

1. Check and inspect perimeter fences and boundary markers and immediately file an Incident Report(s) (within 24 hours) on damaged fences and/or dislocated/displaced markers; illegal construction/diggings/ throwing of wastes and trespassing by persons. Guards should also conduct immediate remedial repair (stop gap) on breached/broken fences;
2. Check and ensure that roads inside the campus are free from any obstruction that may impede traffic flow. The Guards should immediately report the presence of any open manholes, fallen debris and other similar objects that may pose danger to life and limb; and trees or tree branches that are about to fall that may cause damage to properties (i.e., vehicles) or endanger the lives of UP Cebu's constituents;
3. Immediately file a report (within 24 hours) on any incident within his/her area of jurisdiction unlawful acts which result in injuries, destruction, damages, leaking water, busted lightings, losses, disruption in University operations, illegal construction, door lock damages (opened

possible theft and intrusion;

- d) Prohibit private individuals/non-UP Cebu constituents from parking their vehicles inside the campus when they do not have any business or transaction with the University and if they do not have official UP Cebu car stickers.
- e) Require users (UP Cebu constituents and outsiders) to present permits issued by authorized officer for use of facilities.

1.1.1.2. *Arts & Sciences Building and the High School Campus (East Side)*

- a) Perform duties and responsibilities enumerated in III-A;
- b) Enforce rules prohibiting High School students from going outside the University premises during class hours without approved permit from the Principal or class advisers;
- c) Secure the HS gate and prohibit outsiders from using the gate leading to the Arts and Sciences Building as passage. Also, man the opening and closing of the gates as scheduled:

Opening Schedule	Closing Schedule
6:30 A.M.	8:30 A.M.
11:00 A.M.	1:30 P.M.
5:00 P.M.	7:15 P.M.

- d) Require users (UP Cebu constituents and outsiders) to present permits issued by authorized officer for use of facilities

1.1.1.3. *UP Professional Schools at SRP*

- a) Perform duties and responsibilities enumerated in III-A;
- b) Maintain peace and order in the Main Building and the Theater areas;
- c) Undertake periodic and random spot checking for possible theft and intrusion.
- d) Prohibit private individuals/non-UP Cebu constituents from parking their vehicles inside the campus when they do not have any business or transaction with the University and if they do not have official UP Cebu car stickers.
- e) Require users (UP Cebu constituents and outsiders) to present permits issued by authorized officer for use of facilities.

IV. MANAGEMENT/OPERATIONAL POLICIES AND PROCEDURES

B. Operational Policies

1. The Agency's security guards and personnel shall be under the direct supervision and control of the Agency. However, the University, through its Campus Security Officer/VCA/Chancellor, shall be consulted from time to time on all security matters requiring the attention of the University. Furthermore, the University can suggest measures for implementation by the Agency to carry out the basic purposes for which the Agency was engaged;
2. The Security Agency should first coordinate with and inform the Campus Security Officer/VCA/Chancellor one week before any change in the posting of guards. The Agency should take into consideration the recommendation of the University's authorized representatives with regard to any changes in the posting of guards;

pre-terminate the contract. This course of action would be based on the review and subsequently the recommendation of the Security Committee represented by the Security Officer to the Office of the Chancellor;

5. A Security Guard of the Agency who is relieved or replaced by reason of lack of discipline, poor performance, failure to execute provisions of this Contract or breach of contract shall no longer be qualified for assignment in the University;
6. To prevent the likelihood of guards sleeping or dozing off during their tour of duty, the agency should avoid assigning a security guard a consecutive shift, except for an unanticipated or emergency absence of a relieving security guard. Any incident involving a guard identified as sleeping or dozing off during his/her tour of duty will result in the following schedule of penalties to the Agency:

First Incident as validated by UPC's Security Officer	Penalty of PhP 10,000
Second Incident as validated by UPC's Security Officer	Penalty of PhP 20,000
Third Incident as validated by UPC's Security Officer	Disqualified from future bidding

7. The security guards assigned in the University shall conduct guard-mounting, prior to every change of shift, to ensure proper continuity and coordination with each other.
8. The University, through its Campus Security Officer/VCA/Chancellor, has the authority to conduct spot inspections to ensure that the Agency faithfully complies with the provisions of the contract;
9. The Agency with its security guards, shall jointly and severally be liable for any injury, damage to and/or loss of property during the time of security coverage of the buildings, facilities, installations or other structures and their immediate premises due to assault, arson, theft, robbery, mischief or any unlawful act of negligence; further the Agency and its security guards shall likewise be liable to replace/repair any lost, damaged or stolen items facilities and property of the University.
10. The Security Agency is responsible for informing and making its security guards aware of the Agency's administrative policies, procedures, rules and regulations; and
11. Break time for meals and other purposes should not exceed 15 minutes. If the guards need to leave their post to buy or procure meals or attend to personal comfort needs, the post should not be left un-attended at any time. Furthermore, guards on duty should schedule their meal breaks so that they do not take their meal breaks at the same time.

C. Administrative Requirements

1. The Agency shall assume full and exclusive obligation to pay the wages of the security guards assigned to the University including claims and other compensation as maybe legally due them. It is understood that the security guards are not employees of the University;
2. The Agency acknowledges and warrants that its security personnel shall be compensated (i.e., payment of wages, bonuses and benefits) promptly in accordance with existing labor laws and related wage orders;
3. To ascertain their attendance, each guard on duty shall be enrolled in UP Cebu's electronic biometrics-based timekeeping system. Guards shall follow the timekeeping procedure that govern UP Cebu employees.
4. As a pre-condition to any payment by the University of the Agency's monthly billing, the Agency shall submit an official certification under oath that the Agency has

of the forms as provided for in Section 39 of RA 9184 (Government Procurement Reform Act) for the faithful performance of its obligations to the University under the contract; and

7. Within one (1) month before the termination of the contract, the Agency shall post a Guaranty Bond in favor of the University in an amount equivalent to fifteen percent (15%) of the monthly gross pay of all the guards actually deployed to the University to answer for whatever claim that may arise by reason of the Agency's failure or refusal to pay the unpaid wages and benefits due the guards under existing labor laws and related social legislation.

D. Staff Development and Skills Upgrading

1. The Agency at its expense shall provide the appropriate training, seminars, or workshops on skills upgrading, proper conduct and decorum as well as Gender Sensitivity of its security guards.
2. The Agency shall provide a continuing feedback system on the performance of the guards. The Campus Security Officer will meet with the supervisor of the Agency and the Shift In-Charge assigned to the campus at least once a week so that corrective measures to observed failures can be effected. When necessary, the frequency of meetings may be increased.

V. LOGISTICS

A. *Command Post Set-up inside the UP Cebu Campus*

1. The Agency shall appoint three (3) guards who shall act as Shift In-Charge. The Shift In-Charge shall be based in the College Campus in order to maintain a physical presence in the campus. The Shift In-Charge must be given the appropriate authority to act in behalf of the Agency so that he/she can determine and coordinate immediately the appropriate response to any emergency situation. To ensure proper performance, the Agency must compensate properly the Shift In-Charge considering that the Shift In-Charge has a higher degree of responsibility and accountability relative to the other security guards.
2. The Agency shall provide basic office equipment and supplies for their office which is located in a space provided and designated by the University; and
3. The maintenance and utility charges of the Command Post shall be for the account of the Agency.

B. *Transportation, Equipment and Other Logistical Requirements*

The Agency must provide the following:

1. Ten (10) 8-cell "Maglite" flashlights and 12 units of two-way handheld radios, 10 big umbrellas, 10 rain boots and apparel (ponchos/raincoats), five (5) sets of traffic vest and gloves for use during rain or other emergency at the Main and SRP campuses. These equipment shall be available for use on a 24-hour basis for the following exclusive purposes:
 - Roving patrol during the day and night
 - Deploying guards to different posts during emergencies
2. One unit motorcycle for the Shift In-Charge. This will allow proper supervision of the guards assigned to the Main Campus, Arts and Sciences Building, High School Campus and the SRP Campus. The Agency shall be responsible for the proper operations and upkeep of the motorcycle so that the supervision of the different installations is unhampered.
3. Firearms - side arms (10 pcs. 9mm Pistol "ARMSCOR", original, non-*paltik*); and long arms as needed such as shotgun and semi-automatic rifles. If a shot gun/semi-

Note: The Agency must ensure that these CCTV monitors, CPU/Desktop, DVR units and CCTV Cameras are always in excellent operating condition (i.e., functioning without interruption). The Agency shall shoulder whatever cost is needed to maintain the cameras and the desktop. Any loss in an area with a malfunctioning CCTV will result to the Agency's liability for the value of the lost items.

5. The Agency shall setup the necessary equipment at the Security Office that will allow the Chancellor/VCA/Campus Security Officer to have remote access to all CCTV monitored areas via the Internet.
6. Base radio for the communication system (2 units): 1 – Main, 1 – SRP
7. Under chassis mirror (3 pcs.): 2 –Main, 1 – SRP
8. Metal detectors (5 pcs.): 4 – Main, 1 – SRP
9. One unit Guard Patrol equipment
10. Other personal accessories like flashlights, nightsticks, etc.

VI. DEPLOYMENT OF GUARDS

Thirty three (33) Agency guards including the Shift In-Charge shall be deployed in the different campuses or properties of the University as follows:

- UP Cebu properties in Cebu (College Campus Gates, buildings and vicinity, Arts & Sciences Bldg., Undergraduate Bldg., , Library, Guesthouse, High School Campus etc.)
- UP Cebu – SRP Professional Schools
- UP Cebu Busay Property

Each guard must always be in complete prescribed uniform when on duty. At the minimum, each guard shall have the following:

- Whistle
- Flashlight
- Night stick
- Firearm (clip loading / semi-auto pistol)
- Wet-look shoes
- 2 ponchos / big umbrellas
- Extra magazine loaded with factory-loaded ammo

Guards must have the following required qualifications before they are posted in the University:

- Valid Security Guard License;
- Clearance from the PNP, AFP, NBI, Courts and previous employer, if any;
- Neuro-psychiatric test conducted by accredited Neuro-Institution
- Medical clearance from Government Physician
- Certification from police and barangay on good moral character
- Drug test clearance
- Other personnel security requirements of PNP-SUSIA

The University, through its Security Officer, reserves the right to verify and validate the aforementioned requirements prior to posting of the guards by the Agency.

VII. OTHER SECURITY SERVICES

The Agency should augment, upon the University's request and subject to proportionate cost, such

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In case VIPs and important guests visit the University, the Agency will provide necessary VIP security and facilitate security arrangements with local police authorities.

VIII. OTHER PROVISIONS

The winning provider for Security Services to UP Cebu **must not be** an existing provider of any utility or manpower services in UP Cebu, either directly or indirectly through subsidiary or affiliated companies, so as to prevent the possibility of any conflict of interest.

**BUILDINGS AND INSTALLATIONS THAT MUST BE GUARDED
DAILY ON A 24-HOUR BASIS**

Item No.	Deployment Area	1 st Shift (6:00 AM 2:00 PM)	2 nd Shift (2:00 PM-- 10:00 PM)	3 rd Shift (10:00PM - 6:00AM)	Roving Guard	Remarks
A.	MAIN CAMPUS MAIN GATE- ENTRANCE 2ND GATE - EXIT	2	2	2	3	1 Roving Guard per shift
1	Library Bldg.			1		Duty Time: 7PM-5AM
2	Generator Hse.					
3	Guesthouse	1	1			
4	Administrative Bldg.	1				Duty Time: 8AM – 5PM
5	Student Dormitory					
6	Canteen					
7	Accord Bldg.-Clinic					
8	SoM Bldgs.					
9	Basketball Court					
10	Undergraduate Bldg.	1	1	1		
11	Fine Arts Workshop					
12	Water Tank					
13	Electrical Power Transformers, Perimeter Fences					
B.	UP CEBU – SRP PROF. SCHOOLS	1	1	1	2	One roving guard each during 2nd & 3rd shift
C.	HIGH SCHOOL CAMPUS	1	1	1	1	One roving Guard Duty Time: 10PM-6AM& Manning includes AS Area
1.	Science Lab.					
2.	Faculty/Offices Bldg.					
3	Bagong Lipunan Type School					
4	Buildings in Cluster					
5.	High School Canteen					
6	Computer Bldg.(Ayala Foundation)					
7	Comfort Rooms					
8	Open Stage					
9	Basketball /tennis courts					
10	Waiting sheds					
11	Perimeter fences					
D.	AS GATE & LOBBY	2	2	2		
1	Various offices					
2	Canteen					

Endorsed by:

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