



UNIVERSITY OF THE PHILIPPINES CEBU

Safety and Security Unit

SCOPE OF SERVICES FOR THE SUPPLY AND DELIVERY OF SECURITY SERVICES January 2021- December 2021

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)
 - Administration Bldg.
 - College of Communication, Art, & Design Buildings
 - Undergraduate Buildings
 - School of Management Buildings
 - Library Building
 - Guesthouse
 - TIC Building
 - Dormitories
 - Fine Arts Workshops
 - Arts & Sciences Bldgs.
 - High School Campus
2. UP Cebu-SRP Professional Schools

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 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 of entry and exit. Visitors shall be requested to affix their signatures. In cases when visitors enter the campus in a vehicle, (public utility), the guard shall record the plate

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numbers of the vehicles/taxis that were used.

- c. **Property Logbook** - To record the date and time of the ingress and egress of inventory 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.
3. Provide an adequate number of guards when there are incidents or events (e.g. dealing with informal settlers) that require additional security support for UP Cebu Officials. During emergencies, the request can be made verbally by the Chancellor and/or the Security Officer. Otherwise, a formal request for additional security support will be necessary. Security personnel shall always be ready to engage, maim or disable persons in the act of inflicting harm to life or limb of UP constituents.
 4. Conduct preventive patrols against informal settlers, illegal occupants, criminal elements and provocateurs and arrest offenders, if warranted. The Agency shall also assist Safety and Security Unit and Legal Office in the filing of appropriate charges with the proper authorities 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, the presence of any unattended **pets** like dogs and cats.
 6. Assist the University in Emergencies (e.g. fire, earthquakes) Situations. The Agency's guards should be familiar and knowledgeable on 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. Implement Safety and Health Protocols of the University in addressing the Covid19 Pandemic.
 8. Implement new Safety and Security Protocols and mechanism in the New Normal.
 9. Turn off the appropriate electrical power/main switches in the event of power outages/failures (brown outs) and other emergency situations;
 10. 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.
 11. Train security personnel about traffic rules and regulations and designate them as traffic enforcers when necessary.
 12. Knowledgeable about the coding system of priority for UP Cebu properties so that agency guards



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know what to prioritize in the event of evacuation during emergency situations. Also, assist the University in the checking and monitoring of these properties to ensure that this property is properly log.

13. File Incident Reports within 24 hours on any violation of laws and local ordinances, University Policies and Orders within UP Cebu's campuses,
14. Assist the University in court cases by serving as witness, when deemed proper and necessary
15. Ensure that their guards should always be firm but courteous and tactful when dealing with official guests, faculty, students, employees, and other visitors of the University.
16. Ensure that their guards who are on duty are in proper uniform and that guards always maintain a composure that commands respect.
17. Provide an atmosphere of a safe/secure environment.
18. Require contractors, suppliers to present University clearance or permits from the Campus Maintenance Office before commencement of any project. Other than the contractors, suppliers. No persons 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.
19. 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.
20. The Agency should ensure that their Guards strictly enforce the UP Cebu Policies in Dealing with Informal Settlers and Illegal Occupants and the UP Cebu Security Manual. In addition, the Agency should strictly implement all University rules and policies and Memorandums.
21. Perform other duties as directed from time to time by superior officers and the Campus Security Officer/VCA/Chancellor.

Specific Duties of Fixed Post Guards:

1. Monitor and control the ingress and egress of persons/persons driving vehicles in the 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.



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2. Conduct routine body search and inspection of bags of all workers who are on Job Order status upon ingress and egress:
3. Screen and require visitors to register in the Visitors Logbook (e.g. *name*, address, purpose, date, time and signature, vehicle's plate number) especially those who will be checking in the Guest House.
4. Conduct random inspection of bags and all personal belongings of UP Cebu constituents and guests.
5. Ban the entry of persons who possess unauthorized deadly weapons explosives prohibited drugs and other illegal materials and supplies. Also, disallow the entry of beggars, ambulant vendors as well as persons who appear to be under the influence of drugs or liquor.
6. Require Property Gate Pass for all UP Cebu assets and equipment's when taken outside by authorized personnel.
7. 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. 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 no occupants in the room or in the building. If necessary, they should contact the authorities/ administration if assistance is needed.
8. Conduct random roving inspection within their area of assignment when there are no roving guards assigned in the station.
9. Maintain the cleanliness and upkeep of their area of assignment within a 5-meter radius.

Specific Duties of Roving Guard:

1. Check and inspect perimeter fences and boundary markers and file an Incident Report(s) (within 24 hours) on damaged fences or dislocated/displaced markers, illegal construction/diggings/ throwing of wastes and trespassing by persons. And report to Campus Maintenance Office any broken fences or marker for immediate repair.
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 that may cause damage to properties or endanger the lives of UP Cebu's



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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 doors of usually closed rooms are suspect) or forced room intrusion at any of the buildings.

B. Specific Building Area Post:

1. Administration Building

- a) Perform duties and responsibilities enumerated in III-A
- b) Monitor and Secure Cash Office for unauthorized person in entering.
- c) Monitor and Secure the Office of the Chancellor, VCA, VCAA.
- d) Monitor and Secure other office in the Administration Building.

2. Arts and Sciences Building

- a) Perform duties and responsibilities enumerated in III-A
- b) Monitor and Secure all Offices occupying Arts and Science Building
- c) Conduct Roving on perimeter walls and corridors of the Arts and Science Building.
- d) Log all visitors from the time of Entry and Exit from area of responsibility.

3. High School Building

- a) Perform duties and responsibilities enumerated in III-A
- b) Enforce Policy in 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
06:30 A.M.	8:30 A.M.
11:00 A.M.	1:30 P.M.
05:00 P.M.	7:15 P.M.



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- d) Monitor and Secure all Offices occupying High School Building
 - e) Conduct Roving on perimeter walls and corridors of the High School Building.
 - f) Log all visitors from time of Entry and Exit from area of responsibility.
4. Undergrad Building
- a) Perform duties and responsibilities enumerated in III-A
 - b) Monitor and Secure all Offices, Laboratories, Workshop, Art Gallery and Fabrication Lab.
 - c) Conduct Roving on perimeter walls and corridors of Undergrad Building.
5. Library
- a) Perform duties and responsibilities enumerated in III-A
 - b) Monitor and Secure Library Premises, Offices, Study Area, Performing Arts Hall, Electrical Room.
 - c) Conduct Roving on perimeter walls and corridors including Guest House and Dormitory.
6. UP Professional School
- a) Perform duties and responsibilities enumerated in III-A
 - b) Monitor and Secure Area or Responsibility for possible theft and other criminalities.
 - c) Undertake regular visual check-up on all Fire Fighting Equipment's.
 - d) Prohibit private individuals and 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.
 - f) Submit within 24 hours incident report of incident to Safety and Security Unit.



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IV. MANAGEMENT/OPERATIONAL POLICIES AND PROCEDURES

A. Operational Policies

1. The Agency's security guards and personnel shall be under the direct supervision and control of the Agency. However, the University's, 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 recommendations of the University's authorized representatives with regards to any changes in the posting of guard.
3. The Security Agency is primarily responsible for the discipline, performance, and breach of norms of conduct by the security guards. However, the University, through its Campus Security Officer/VCA with the approval of the Chancellor has the right at any time to require the Agency to replace any security guard or personnel. Agency shall so comply within 24 hours after receiving the notice in writing.
4. The security agency must implement appropriate disciplinary action on its personnel for incidents resulting in damage to the University as a result of gross negligence, dereliction of duty, blatant disrespect to persons of authority, unprofessional behavior and or any conduct deemed unacceptable by the university or personnel representing it. Lack of action from the security agency thereof shall warrant the right to 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 un-anticipated 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 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



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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 University through its Campus Security Officer, will create a Frontliner Team among the Security Guards on duty per shift to facilitate in the implementation of Safety and Health Protocols of the University (checking for temperature, sanitizing vehicle entering the campus, monitoring of Covid Check Clearance and Health Declaration, etc.) in response to the Covid19 Pandemic.
10. 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.
11. The Security Agency is responsible for informing and making its security guards aware of the Agency's administrative policies, procedures, rules, and regulations.
12. Break time for short 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.

B. 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 these 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. 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.
3. 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 paid/remitted to the appropriate government agencies the SSS, Medicare/insurance contributions and other benefits of their guards during the contract period. Also, it will submit a certification under oath that each guard assigned to the University has duly received from the Agency the corresponding compensation (*ie.* wages, bonuses, benefits) due them.



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4. The Agency's billings covering the first six (6) months shall be subject to a three (3%) retention fee by the University during the effectivity of the contract to answer for any loss, damage or money claim by the University against the Agency:
5. Upon execution of the contract, the Agency shall post a Performance Bond in any 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.
 - 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.

C. 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 corrected. 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 to maintain a physical presence in the campus. The Shift In-Charge must be given the appropriate authority to act on 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.
3. The maintenance and utility charges of the Command Post shall be for the account of the Agency.



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B. Transportation, Equipment and Other Logistical Requirements

The Agency must provide the following:

1. Ten (10) Rechargeable Led flashlights and 12 units of two-way handheld radios, 10 big umbrellas, 10 rain boots and apparel (ponchos/raincoat?), five (5) sets of traffic vest and gloves for use during rain or other emergency at the Main and SRP campuses. This 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, original, non-paltik) and long arms as needed such as shotgun and semi-automatic rifles. If a shot gun/semi-automatic rifle is needed, a written approval from the Campus Security Officer with the concurrence of the Chancellor must be secured first.
4. Closed-circuit TV (CCTV) System - night vision-capable cameras with DVR units and CCTV monitors that can provide for twenty-four hours/day - seven days/week (24/7) coverage of the activities in the identified UP Cebu properties or areas and the e- logging/report of the Shift In-Charge on duty. CCTV equipment required will be 40 CCTV cameras with the corresponding DVR units and CCTV monitors (7 units) and one CPU e-logging for recording and monitoring purposes which shall be installed at the Security Office for centralization.

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. Underchassis mirror (3 pcs.): 2 - Main, 1 - SRP
8. Metal detectors (5 pcs.): 4 - Main, 1 - SRP
9. One-unit Guard Patrol equipment (motorcycle)
10. Other personal accessories like flashlights, nightsticks, etc.



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VI. DEPLOYMENT OF GUARDS

Twenty-eight (28) Agency guards including the Shift In-Charge and Head Guard shall be deployed in the different campuses or properties of the University as follows:

- UP Cebu Main Campus
- UP Cebu - SRP Professional Schools

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 from the PNP, AFP, NBI
- 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 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 adequate security during University activities as, but not limited to:

- Crazy Day
- Cook Out
- Intramurals Night
- Christmas Festivity celebrations
- Registration period
- Graduation ceremonies
- UPCAT Examinations
- Board of Regents' Meetings

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



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VIII. OTHER PROVISIONS

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

DEPLOYMENT OF GUARDS PER BUILDINGS AND INSTALLATION


Deployment Area	1 st Shift (6:00AM-2:00PM)	2 nd Shift (2:00PM-10:00PM)	3 rd Shift (10:00PM-06:00AM)	Roving Guard	Remarks
UP Cebu Lahug Campus Main Entrance and Exit Gate	2	2	2	3	One Roving Guard per shift
Library	1	1			1 Roving Guard to cover during 3 rd Shift
Undergraduate Building	1	1	1		
UP Cebu High School	1	1	1		
Arts and Science Building	1	1	1		
Arts and Science Entrance and Exit Gate	1	1	1		
Admin Building					1 (08:00AM-05:00PM)
UP Cebu SRP Campus	1	1	1		
Head Guard		1			(08:00AM-02:00PM)
TOTAL NUMBER OF GUARDS-28					




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Endorsed:


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Approved:


ATTY. LIZA D. CORRO
Chancellor 14 Oct. 2020
UP Cebu