



*Bids and Awards Committee for Goods and Services*

December 10, 2021

**BID BULLETIN NO. 1**

This Bid Bulletin No. 1 is issued to modify or amend items in the Bid Document with Solicitation No.: 21-11-160 for the **Provision of Security Services**.

In the Pre-Bid Conference conducted last December 07, 2021 for the above-mentioned project, the following revisions in the bidding documents were effected:

1) Amendments to Section VI – SCHEDULE OF REQUIREMENTS

<i>Item No.</i>	<i>Before</i>	<i>Revised</i>
1.	<p><b>Security Guards for PSHS-MC</b></p> <p>Male &amp; Female Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days.</p> <p>Day Shift: 6:00 AM – 2:00PM; <b>13 guards</b> 2:00 PM – 10:00PM; <b>11 guards</b></p> <p>Night Shift: 10:00PM – 6:00AM; <b>9 guards</b></p>	<p><b>Security Guards for PSHS-MC</b></p> <p>Male &amp; Female Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days.</p> <p>Day Shift: 6:00 AM – 2:00PM; <b>12 guards</b> 2:00 PM – 10:00PM; <b>11 guards</b></p> <p>Night Shift: 10:00PM – 6:00AM; <b>9 guards</b></p>

2) Amendments to Section VIII – CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

**I. TECHNICAL COMPONENT ENVELOPE**

*Class “A” Documents*

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) ***in accordance with Section 8.5.2 of the IRR;***  
**Or**

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, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (h) 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**

- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) 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.

*Financial Documents*

- ☐ (k) 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.

***Class "B" Documents***

- ☐ (l) 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.

*Other documentary requirements under RA No. 9184 (as applicable)*

- ☐ (m) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

*Additional documentary requirements required by the Procuring Entity*

- ☐ (c) Estimates (Annex O); **and**
- ☐ (d) Equipment Estimates (Annex P).

3) Amendments to Annex "F" – OPERATING POLICIES AND PROCEDURES

**OPERATING POLICIES AND PROCEDURES**

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These Operating Policies and Procedures of the Security Guards are hereunder grouped into functions, duties and responsibilities, place of assignments, number of hours of duties, equipment requirements, and actions to be followed in times of natural and man-made disasters.

**I. DUTIES AND RESPONSIBILITIES OF THE SECURITY AGENCY AND SECURITY GUARDS**

**1. Headquarters, Security Agency**

- a. Act as liaison with PSHS-MC & PSHS-OED Management.
- b. Provide guidance to the Detachment Commander.
- c. Extend managerial support to the Detachment Commander.

- d. Acts on reports/complaints filed against the detachment commander/ security officers.
- e. Procure supplies and equipment that are needed by the Security Force.
- f. Provide assistance to the members of the Security Force assigned at PSHS-MC & PSHS-OED.
- g. Reinforce the security force in any of the AOR upon directive or notification by the PSHS-MC & PSHS-OED.
- h. Monitor the daily operations of the Security Force at PSHS-MC & PSHS-OED installations
- i. Pay the wages, salaries or compensation of the security personnel in accordance with the provisions of the Minimum Wage Law as follows:
  - Not later than the 15th and 30th day of the month
  - Through ATM payroll account
  - Acknowledgement of the payroll sheet shall be done on PSHS premises
  - Pay slips should be provided per payroll period.

The payment shall be made, even if, for some reason or the other, the Security Agency fails to collect on time from PSHS-MC & PSHS-OED.

- j. Acknowledges that no authority has been conferred upon it by PSHS-MC to hire any person or persons in behalf of PSHS-MC, and it is understood that each person or persons employed or utilized by the Security Agency in carrying out the security services shall be paid by and considered as exclusive employee of the Security Agency and as such PSHS-MC shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Security Agency and/or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the security personnel.

The Security Agency holds PSHS-MC free and harmless from any claim whatsoever from its security personnel.

- k. Provides replacement to any security personnel found ineffective based on signed reports, upon written request by the Head of the Procuring Entity or his duly authorized representative.

- l. **The Security Agency shall be duly licensed and registered with the appropriate Government Agencies.**

**The Security Agency must provide certifications from the proper government agencies that the Agency is regularly paying the Social Security System, Pag-ibig Fund and Philhealth Insurance contributions as mandated by law, as well as income taxes (if applicable) of their security guards, as of the 3rd quarter of 2021 or the latest.**

- **Authenticated or Certified True Copy of DOLE Certificate of Registration and Certificate of Compliance with General Labor Standards, where the Agency principally operates.**
- **Certificate of pending or no pending labor standards violation case/s with the NLRC and DOLE.**
- **Must warrant that its employees are paid not less than the minimum wage as provided by law.**
- **Proof of payment of security guards' benefits (such as 13th month pay, five days' service incentive).**

## **2. Detachment Commander or Officer-in-Charge**

- a. Has overall responsibility of the members of the security force in the PSHS-MC & PSHS-OED premises.
- b. Provide leadership and direction for the Shift-In-Charge and Security Guards.
- c. Responsible to the PSHS-MC & PSHS-OED management for the implementation of all rules and regulations relevant to security matters.

- d. Monitors the implementation of the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases
- e. Monitor the performance and efficiency of guards and recommend the relief of misfits.
- f. Serve as liaison between the PSHS-MC & PSHS-OED and the Security Agency.
- g. Prepare and submit special reports of unusual incidents.
- h. Submit and prepare guard detail order and monthly security report and conditions of secured properties.
- i. Prepare and submit daily, weekly, and monthly reports which summarizes the following details, such as but not limited to:
  - visitors' log
  - employees' log
  - incident reports
- j. Advise PSHS-MC & PSHS-OED officials concerned regarding measures to be undertaken to improve the security of the building premises.
- k. Acts of reports/complaints filed against the security guards.
- l. Conducts thorough investigation on filed incident reports and submits reports to the PSHS-MC & PSHS-OED authorized representative.
- m. Conduct Troop Information and Education to all guards once a month or as the need arises.
- n. Perform other duties as PSHS-MC & PSHS-OED and/or the security agency may direct.

### **3. Post Guards**

- a. Operate and enforce the system of personnel identification.
- b. Implements the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases.
- c. Observe and patrol designated perimeters, areas, structures and activities of security interest.
- d. Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts.
- e. Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order.
- f. Enforce the established system control over the removal of property and material from the premises, as may be applicable.
- g. Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.
- h. Submit reports of any unusual incidents.
- i. Perform other duties as PSHS-MC & PSHS-OED and/or the security agency may direct.

### **4. Vehicular Entrance/Exit Gate Guards**

- a. Control flow or traffic and direct drivers to park vehicles properly in designated parking areas.
- b. Safeguard and protect parked vehicles from pilferage of accessories and other attachments.
- c. Not allow PSHS-MC & PSHS-OED vehicles to leave the premises without necessary trip ticket and gate pass duly signed by the authorized signatory.
- d. Maintain a logbook on the arrival and departure of PSHS-MC & PSHS-OED vehicles.
- e. Control the parking of vehicles of visitors to the designated parking area. Employee's vehicles shall be allowed entry and to park in the designated area for privately owned vehicles. When departing, however, their vehicles shall be subjected to inspection as PSHS-MC & PSHS-OED vehicles.
- f. Enforce all existing PSHS-MC & PSHS-OED security rules and regulations (to be discussed by the Security Services Coordinator).
- g. Implements the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases
- h. Switch-off all necessary perimeter, gates and parking security lights within the area of his responsibility during nightfall.



- i. Submit reports of any unusual incidents
- j. Perform other duties as PSHS-MC & PSHS-OED and/or the security agency may direct.

## **5. Roving Guards**

- a. All roving guards must politely guide, check and observe situations of visitor/s within the area of responsibility.
- b. Implements the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases
- c. Guide visitors to their office destination.
- d. Check and prevent unauthorized persons from loitering in the corridors or entering offices without official business or transactions.
- e. Check all office equipment and appliances before or after office hours. See to it these office equipment and appliances are in proper places, and then close/lock all offices after determining that everything is secured.
- f. See to it that all lights are switched off and all electrically operated equipment and appliances are unplugged when occupants of an office are all gone.
- g. Impose all existing PSHS-MC & PSHS-OED security rules and regulations.
- h. Be familiar with the location of the fire alarm system and fire-fighting equipment.
- i. Be alert at all times.
- j. Submit reports on any unusual incidents.
- k. Conduct regular on the spot search of vehicles and belongings as necessary
- l. Perform other duties as PSHS-MC & PSHS-OED and/or security agency may direct

## **6. Information/Lobby Guards**

- a. Enforce PSHS-MC & PSHS-OED rules and regulations.
- a. Implements the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases
- b. Screen visitors with utmost courtesy and guide them to the office they desire to transact business. Also notify by phone the official or employee to be visited.
- c. Issue a visitors pass in exchange of a current and valid government issued identification card.
- d. Advise all visitors and employees to pin their ID while inside the building.
- e. Prohibit individuals or groups from loitering in the lobbies or building entrances.
- f. Prohibit vendors or solicitors from entering the office during office hours.
- g. Inspect thoroughly using metal detector all bags, packages and attaché case hand- carried by visitors.
- h. Maintain a logbook for visitors and a separate logbook for office personnel.
- i. Conduct inventory of movable equipment in the office.
- j. Unplug electrically operated office equipment and appliances left by employees.
- k. Be familiar with the fire alarm system as well as the location of fire-fighting apparatus.
- l. Submit reports on any unusual incidents.
- m. Perform other duties as PSHS-MC & PSHS-OED and/or the security agency may direct.

## **II. PREMISES/BUILDING SECURITY ACCESS SYSTEM**

Secure all main entry/exit doors and gates during and after office hours in order to prevent entry of people carrying deadly weapons, explosive, toxic chemicals, contraband items, prohibited drugs and other harmful materials to prevent pilferage and any property destruction.

- A. Check entry of packages, boxes, equipment, firearms and other deadly weapons, etc., to prevent destruction or loss of lives and properties (e.g., bombs).*

For hand-carried items:

The guards shall:

- a. Monitor by using metal detectors and frisk suspicious looking people of deadly weapons, explosives, contraband items, prohibited drugs and other harmful substances.
- b. Inspect all bags and parcels to ensure that no deadly paraphernalia is brought inside the premises.
- c. Inspect the surroundings for suspicious objects which do not belong to the ground.
- d. Require individuals possessing firearms to leave/deposit the firearm to the security guard after issuing a deposit slip.
- e. Turn over to the nearest police station individuals who are found possessing, unauthorized by law, deadly or other harmful materials and/properties.
- f. Call the recipient of the delivery boxes to confirm whether or not he/she is expecting delivery boxes/properties.

For vehicles of visitors, clients and employees:

- a. Maintain a record of departure and arrival of vehicles within client premises. The record will indicate the plate number, time-in and out, the name of the driver and company.
- b. All vehicles entering the premises will be subject to thorough inspections. The guard will require the vehicle owners to open its compartment for inspection if there are illegal contraband items onboard, and if there is such, initiate arrest.
- c. Direct the inward and outward flow of traffic and apply existing parking regulations.
- d. Visitors who refuse to subject his vehicle for inspection shall be denied entry.
- e. The guards at the entrance gates must be equipped with the under-chassis mirror for inspection under the vehicle.

***B. Record entry of packages (except food items), boxes, equipment, firearms and deadly weapons.***

The guard shall:

- a. Maintain a record of the visitor's logbook within its post. The logbook will indicate the name of the visitors, company/residence address, purpose of visit, signature and time in/out.
- b. Verify with the recipient of delivered boxes if he is expecting any delivery.

***C. Safekeeping of the deadly weapons***

- a. Individuals found in possession of deadly weapons will be subject for investigation. If he is authorized by law, the owner will deposit the firearms/weapons to the guard and the duty guard will issue a deposit slip indicating the name of the owner, model/type/caliber of firearm, date & time in/out. When the owner needs to leave the premises, he/she must surrender the deposit slip to the guard to retrieve his weapons/firearms.
- b. Individuals in possession of deadly weapons who are found unauthorized by law will be apprehended and turned over to the nearest police station.

***D. Check exit of package, boxes, equipment, firearms, and deadly weapons.***

Hand-carried PSHS-MC & PSHS-OED property brought out of the premises shall be accompanied with a property pass slip signed by the authorized PSHS-MC & PSHS-OED property officer.

- a. Guards shall deny the pull-out of the PSHS-MC & PSHS-OED property that is not covered by pass slip.
- b. Guards must inspect and ensure that the property/ies being brought out are indicated in the property slip or gate pass. They will record the name/kind of the equipment including the serial number, person responsible, time and date. Sealed boxes brought outside the complex will be required for inspection.

***E. Exiting vehicle***

- a. The gate guard will require the owner of every vehicle intending to leave the area to open its trunk compartment. If PSHS-MC & PSHS-OED property is found on board, pass slip or gate pass shall be required.

**III. MAINTAIN A LIST OF PSHS-MC & PSHS-OED OFFICIALS WHO ARE AUTHORIZED TO ISSUE GATE PASS**

- a. The security office will be provided with a list of PSHS-MC & PSHS-OED officials who are authorized to sign the property pass. The list shall contain the signature of the authorized representative for comparison with the submitted gate pass of the concerned party.
- b. If the gate pass is found suspicious, the guard shall verify with the signatory if he issued such gate pass to the specified person.

**IV. CHECK ENTRY OF INDIVIDUALS FOR PROPER IDENTIFICATION**

- a. PSHS-MC & PSHS-OED employees who are issued PSHS-MC & PSHS-OED ID cards upon employment shall wear them at all times.
- b. Employees who do not have their ID cards must be advised to secure PSHS-MC & PSHS-OED ID at the HRMU.
- c. Strict implementation of “NO ID. NO ENTRY” system on all gates and entrances of PSHS-MC & PSHS-OED for security purposes shall be imposed.
- d. Visitors are required to present/show valid identification, such as school or office ID, voters ID, etc. before signing in on the logbook. Then they are required to leave their personal ID in exchange for a Visitor’s pass which they will wear while inside the premises.
- e. Direct/guide lost visitors and other non-organic personnel who transacted business within the premises.
- f. All guards at the entrance and exit areas shall maintain a logbook or log sheets for visitors. Logbooks must be kept in the security office, and shall be made available when asked for verification purposes.

**V. CHECK ENTRY OF VISITORS WITH VEHICLES**

- a. A control on the number of vehicles entering will be implemented to avoid congestion. The guard shall require the owner or driver of the vehicle to leave his license to the guard at the entrance gate. The guard at the gate shall require the owner or driver of the vehicle to present his/her driver’s license for record purposes. The guard shall record the driver’s name, type of vehicle, plate number of the vehicle and time of entry.
- b. The guard at the parking area shall direct the visitors where to park his/her vehicle.

- c. The guard on duty must properly control and direct the entrance of any vehicle into the designated parking areas. Loading and unloading operations shall be supervised by the guards to ensure that only authorized materials are being loaded or unloaded inside the premises.
- d. The guard shall direct the inward and outward flow of traffic and employ existing parking regulations. He must also direct traffic at the parking area to avoid congestion.

#### **VI. PREVENT ENTRY OF VENDORS**

- a. No vendor shall be allowed to enter unless he/she is bearing authorization issued by the Campus Director so as not to disturb students and employees during class hours.
- b. Entry of vendors shall be for the specific sanctioned school activities only.
- c. The guard shall record the time in and out of the vendor.
- d. Guard shall inspect the vendors' personal belongings for contraband items, weapons and other materials that are dangerous to individuals.

#### **VII. CHECK ENTRY OF PRIVATE CONTRACTORS FOR PROPER ID, DECORUM AND AUTHORIZATION**

- a. Monitor the entry of contractor's personnel working inside the PSHS-MC & PSHS-OED premises.
- b. Require the contractor's personnel to present his authority, i.e., request for repair in order for the guards to verify the veracity of the request by conforming with the issuing official.
- c. When contractual repairs are being undertaken, employees of the contractor must be accompanied at all times by the client representative while performing the repairs. These workers must be wearing safety gadgets for their safety and well-being.
- d. Personal belongings of these contractor employees shall be inspected when entering and departing the area.

#### **VIII. RECORD THE ENTRY OF VISITORS, VENDORS, SERVICEMEN, ETC.**

- a. Upon entry at the premises, the guard shall require them to sign/log in the visitor's logbook indicating the name, address, purpose, time in and out, and their individual signature.
- b. The guard will issue a gate Pass/ID for visitors for proper identification in exchange of their valid ID.
- c. Guide visitors to his/her destination.

#### **IX. MONITOR THE WHEREABOUTS OF PERSONS TO WHOM VISITOR PASS WAS ISSUED AND THE RETURN OF ISSUED VISITOR PASS**

- a. The visitor's tag and the pass slip and/or written authority are to be returned to the issuing guard at the time the visitors leave the PSHS-MC & PSHS-OED premises.
- b. To ensure that the visitors go directly to their official destination, the guard who issued the said gate pass shall communicate by giving the description of the visitor to his/her fellow guards to assist the visitor if it passes their area of responsibility



## **X. REGULARLY CHECK PERSONS INSIDE THE PREMISES FOR PROPER ID AND DECORUM**

- a. Direct/Guide lost visitors and other non-organic personnel who transacted business with PSHS-MC & PSHS-OED.

## **XI. EMERGENCY PLAN**

This security and emergency plan are the procedures to be followed by the Security Guards during disaster whether natural or man-made calamity.

### **A. FIRE**

Fire will develop when the three elements are present, known as the "Triangle of Fire" namely: fuel, heat and air. If one is absent the fire cannot exist. Fire also has three classifications: they are classified under class A, B and C. In the Philippines, classes A, B or C are common causes of fire. Class A is made of light materials such as papers, wood, and the like. Class B is composed of flammable liquid such as alcohol, gasoline, etc. Lastly, Class C is caused by electrical circuits.

Because of these classifications, manufacturers of fire extinguishers created three types of fire extinguishers.

1. In case of fire, the responding guard shall first determine the cause of fire. After determining, he shall use a fire extinguisher intended for that classification of fire. In using a fire extinguisher, the guard shall remember the "PASS" which means P – pull the pin, A – aim the nozzle, S – squeeze and S – sweep to the base of the fire until it is totally covered.
2. If the fire cannot be stopped, the guard shall immediately push the alarm button. Any guard who hears this alarm shall immediately initiate the following:
  - a. Call the nearest Fire department.
  - b. Secure all entrances and exit doors and allow no one to enter the building except those authorized.
  - c. All emergency exits shall be opened.
  - d. Identify and prepare a safe place for evacuation and for temporary use by the victims.
  - e. Observe any suspicious looking individual who could be a possible arson suspect.
  - f. Record the event of fire from time to time, e.g., color of smoke, speed of fire, location and the origin of fire. This will help fire investigators in locating possible evidence.
3. After the fire is contained and the building is declared safe by firemen, guards will allow no one to enter the gutted building except those authorized.

### **B. BOMB THREATS**

Bomb threats are usually received through telephone. Experts say that 99% of which are hoax and only 1% is positive. In this kind of situation, precautionary measures shall be immediately initiated.

In case of bomb threat, the following shall be done by the security guards assigned at PSHS-MC & PSHS-OED.

1. To avoid panic among the employees inside the building, security guards shall use coded messages in their radio communication.
2. Security Officer shall standby near the telephones to receive calls and take note of the following when another call is received. Encourage the caller to talk and if possible, ask the caller for the location of the bomb.

- a. The gender of the caller.
  - b. Determine whether it is a serious or prank call
  - c. Take note of the background noise heard on the phone.
  - d. Other matters that will lead to identify/locate the caller.
3. Coordinate with the local law enforcement authorities, call the bomb disposal units and inform the fire department.
4. Tighten security measures by implementing luggage control and body frisking.
5. Cordon the area that is being identified by the caller and as much as possible know the location of the bomb.
6. Execute an immediate search of the area if there is still enough time.
7. If the bomb is found, do not touch it, cordon the area. There may be tiny wires that may trigger the bomb to explode.
8. Evacuate people in the nearby places that may be reached by the explosion.
9. If the bomb squad expert already defused the bomb, execute a search for the second time to clear the area allowing nobody to enter the place.

### **C. TYPHOONS**

Typhoons can be monitored through news reports. This kind of calamity may cause loss of properties and even lives. Security personnel must follow these instructions:

1. Observe the surroundings and detect possible danger from fall branches or any object placed on a higher ground.
2. If the area is flooded, check if the water reaches the electrical outlets, if so; inform the maintenance section to switch-off the power line.
3. Prepare all emergency lights for possible power cut-off.
4. Locate safe places for evacuation in case the situation worsens.
5. Monitor radio news reports to be up-dated of the situation.
6. After the typhoon, request maintenance personnel to inspect all electrical lines especially plugs in the lower level for possible danger.

### **D. EARTHQUAKE**

Earthquakes are natural hazards and cannot be predicted. Our priority concern here is to set in place procedures of how we can help mitigate or prevent damages to a minimum level:

1. During earthquakes one must remain calm and avoid panic.

2. When one is inside the building, he/she shall avoid using the elevator because chances are there might be power failures and he might be trapped inside.
3. Stay away from electrical cable and wires because this might erupt and can cause electrical shocks.
4. If necessary, stay under the table or anything that shall give your head ample protection from falling debris.
5. Guard on post must immediately assist to the best of his ability to protect and evacuate to a safer area the concerned VIPs and employees of PSHS-MC & PSHS-OED.
6. Send immediately those employees hurt in the course of the quake to the nearest hospital.
7. Search for other persons left in the building after evacuation and report all damages in properties and injured persons to the Incident Commander.

In case of an earthquake, security guards are expected to act as first responders; therefore, they must have undergone the basic course in basic life support or first aid.

#### **E. THEFT/ROBBERY**

1. Upon receiving a complaint for loss of properties, the supervisor shall immediately proceed to the scene of the crime for possible preservation and recovery of traces of evidence.
2. If possible, take a photograph of the scene, but do not touch anything.
3. List down personnel present during the discovery of the loss.
4. Conduct initial inquiry to the informant and other personnel that may have knowledge about the case.
5. Summon assistance from the security agency investigators if the need arises.
6. Blot the incident with the nearest police station that has jurisdiction of the place.
7. Prepare Incident Report and submit the same to the Security Officer for proper coordination, conduct investigation of the case and submit progress reports.

In case of disagreement or controversy regarding the restitution of any property lost, damaged or destroyed during the term of the Contract, PSHS MC and/or PSHS-OED shall create an Investigation Committee composed of two (2) officials from the PSHS-MC and/or PSHS-OED, and one (1) from the Security Agency, whose decision shall be final unless otherwise reversed by the Head of the Procuring Entity.

Immediately after it has been determined that the Security Agency, through its security personnel, is at fault, the Security Agency shall immediately pay PSHS-MC and/or PSHS-OED the cost of the lost items, otherwise, PSHS-MC and/or PSHS-OED shall withhold such amount from the Security Agency's billings

#### **F. PICKET/STRIKE**

In the event of any projected strike or work stoppage in the office, the following course of action is highly recommended:

*Pre-strike procedure:*

1. The Detachment Commander/Shift-in-Charge of the security agency are enjoined to exert their utmost effort to distract any possible plans that striking group/union contemplates to undertake.
2. Gather information, demands and complaints of employees' union against the management. Collect possible issues, points of the compromise advanced by management, the attitude of the labor and management and the number of sympathizers of the striking group.
3. Determine whether the impending strike is purely a result of a legitimate labor dispute or merely a front to create commotion and discontent.
4. Conduct a reconnaissance of the whole area to be covered by the security personnel, plan probable troop disposition, and screen personnel to be utilized for duty in case the strike is staged.

*On-going Strike:*

1. Notify the management or its authorized representatives.
2. Keep in contact with the management for further instructions.
3. Request for additional security guards to enforce perimeter guards to prevent possible looting, sabotage and vandalism.
4. Coordinate with management regarding the need for detail of policemen at the strike area to maintain peace and order.

## **G. HOSTAGE TAKING SITUATION**

Hostage taking situation is a complicated case, so we normally course the handling of the case to an expert of the PNP or other law enforcement agency with expertise in this kind of situation. However, the guards in the area of responsibility facing this kind of situation can help by doing the following:

1. Guards shall immediately notify PSHS-MC & PSHS-OED management and at the same time the nearest PNP unit of the hostage situation for immediate help.
2. Guards must keep the line of communication open for the hostage taker and if necessary, the hostage victim in order to determine the motive and purpose of the hostage taker.
3. Guards must avoid being reckless and avoid any confrontational approach with the suspect.
4. Guards on duty shall not allow other people to intervene, it might worsen the situation. Wait for the arrival of the PNP personnel and other government authorities who are experts in crisis management for hostage taking.
5. Guards must coordinate with the PNP personnel and Crisis Management Team for any information that was gathered.

## **H. COUP DE' ETAT**

This situation is of national security concern. The security force in the area must not cooperate with the rebel group. The guard must immediately inform the PSHS-MC & PSHS-OED management as well as his agency of the situation they have encountered.



Since this is a priority concern, at the direction of the Director or his duly authorized representative, all security personnel shall implement the special course of action by evacuating PSHS-MC & PSHS-OED personnel to safer areas. Immediately, sound the alarm and call for an emergency situation, through the use of radio communication. The guard shall immediately relay the message of concern to his supervisors.

#### **TRAFFIC PLAN FOR NORMAL AND EMERGENCY SITUATION**

1. For normal situations, the rules and regulations on pedestrian and vehicle traffic shall be strictly implemented such as car pass/sticker, speed limit, designated parking and no parking areas, overnight parking. To prevent parking spaces to deplete, owners of vehicles who intend to park their vehicles overnight must secure approval from the Campus Director.
2. For emergency situations, like a demonstration or rally being held within the premises or premises of PSHS-MC & PSHS-OED, security personnel shall initiate action that will preempt a condition of chaos or mob rule. In the event PSHS-MC & PSHS-OED management will request for additional security personnel, the Security Agency will immediately dispatch the number of security guards requested to control the crowd, especially those who shall force their way to enter in order to sow chaos and disorderly conduct.
3. During emergency situations, all stay-in off-duty security guards shall be utilized to help stop on-going disturbance.
4. In time of emergency, all security personnel and augmentation force shall be under the supervision of the Detachment Commander. All actions of the guards must be cleared by the Detachment Commander from the Campus Director or from his duly authorized representative.

This Supplemental Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provision in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Very truly yours,



JENNIFER C. BERMUDEZ  
Chairperson, BAC for Goods and Services