



**Republic of the Philippines**  
**WESTERN MINDANAO STATE UNIVERSITY**  
Zamboanga City  
Telephone No.: 062-991-7875  
[www.wmsu.edu.ph](http://www.wmsu.edu.ph)

## INVITATION TO BID

The Western Mindanao State University, through its Bids and Awards Committee (BAC), is inviting PhilGEPS registered suppliers to apply for eligibility and to submit bids for the item mentioned hereunder:

1.) One (1) LOT of PROCUREMENT OF SECURITY SERVICES FOR MAIN CAMPUS

Night Shift:

13 guards x 19,529 rate/guard x 12 months = 3,046,524.00

Day Shift:

35 guards x 18,222 rate/guard x 12 months = 7,653,240.00

Campus	Day Shift (6 am-2 pm)	Mid-Shift (2 pm-10 pm)	Night Shift (10 pm-6 am)	Total
Main Campus	10	10	10	30
San Ramon	2	3	3	8
La Paz	(Note: 8: 00 A.M. to 5: 00 P.M.)			10
Total				48

Terms of Reference: The winning bidder/agency shall:

1. Provide forty-eight (48) Security Guards, who are duly licensed as private security guards, to the university, consisting of Male -41 and Female 7 (Female guard to be assigned at San Ramon Campus and 2 Female guards must be a Muslim)

2. Secure and safeguard the personnel and properties of WMSU including security service for VIP's when necessary.

3. Maintain peace & order within the premise of the University. Provide 24-hours Security Services in three (3) shifts of eight (8) hours per shift within 24 hours. Security agency shall provide daily supervision including Sundays and Holidays.

4. The guards assigned in WMSU must not serve double duty or posting with other clients of the agency or with other security agencies.

5. Employ at least two (2) Licensed Criminologist with investigative skills, capacity or experience who shall conduct prompt investigation in case of theft, losses, damages to properties or violence to persons within the University Campus.

6. Provide licensed shotguns with ammunition not lower than the minimum of shotguns in the following areas to serve:

Main Campus: 4

San Ramon Campus: 3

La Paz: 10

7. Provide appropriate uniforms of the guards assigned in WMSU La Paz experimental forest.

8. Should provide documents for the following test per guards:
- Neuro Pcyhological Test
  - Drug Test
  - Police/NBI Clearance
  - Updated License Certificate as private security guard.

9. Shall comply with all Labor standard benefits.

PROVISIONS:

1. Six (6) handheld metal detector (per shift)
  - a. 1 unit at Gate 1 (GYm)
  - b. 1 unit at Gate 3 (Main Gate)
  - c. 1 unit at Gate 5 (Elem)
  - d. 1 unit at Gate 6 (High School/CSM)
  - e. 1 unit at Gate 7 (College of Medicine)
  - f. 1 unit at San Ramon Campus
2. Four (4) mirrors to check vehicle under chassis (per shift)
  - a. 2 units at Gate 1 (Gym)
  - b. 1 unit at Gate 7 (College of Medicine)
  - c. 1 unit at San Ramon Campus
3. Three (3) System (12 Channels) HD CCTV surveillance cameras (24/7) with monitor and DVD recorder (8 for main campus and 4 for San Ramon Campus).
  - a. 1 channel at Gate 1
  - b. 1 channel outside Gate 1
  - c. 1 channel at Gate 2
  - d. 1 channel at Gate 3
  - e. 1 channel inside Gymnasium
  - f. 1 channel at Parking Area Infront VPAA
  - g. 1 channel infront Admin Building
  - h. 1 channel inside Security Services Office

San Ramon Campus

- a. 1 channel at Main Gate
  - b. 1 channel at Dean's Office at Admin Building
  - c. 2 channels at the back area Tissue Culture Building
4. Seventeen (17) licensed shotguns with ammunitions (per shift)
    - a. 4 units Main Campus
    - b. 3 units San Ramon Campus
    - c. 10 units La Paz Campus
  5. Ten (10) handheld radios (per shift) should be compatible with WMSU frequently (UHF)
    - a. 6 units for Main Campus
    - b. 4 units for San Ramon Campus
  6. Other equipment like nightstick, flashlight, first aid kit, whistle (per guard) and rain coat.

2.) One (1) LOT of PROCUREMENT OF SECURITY SERVICES FOR EXTERNAL STUDIES UNITS (ESU)

Night Shift:

5 guards x 19,529 rate/guard x 12 months = 1, 171,740.00

Day Shift:

17 guards x 18,222 rate/guard x 12 months = 3,717,288.00

Terms of Reference: The winning bidder/agency shall:

1. Provide 22 Male Security Guards, who are duly licensed as private security guards, to the university who will be deployed at the following campus:

Campus	Day Shift	Mid-Shift	Night Shift	Total
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	(6 am-2 pm)	(2 pm-10 pm)	(10 pm-6 am)	
Alicia	1	1		2
Aurora	1	1		2
Diplahan	1	1	1	3
Imelda		1		1
Ipil	1	1	1	3
Mabuhay		1		1
Naga		1		1
Olutanga		1		1
Pagadian	1		1	2
Siay	1		1	2
Tungawan		1	1	2
Molave	1	1		2
Total				22

2. Secure and safeguard the personnel and properties of WMSU-ESU including security service for VIP's when necessary.

3. Maintain peace and order within the premise of the University. Provide 24-hours Security Services in three (3) shifts of eight (8) hours per shift within 24 hours. Security agency shall provide daily supervision including Sundays and Holidays.

4. The guards assigned in WMSU-ESU must not serve double duty or posting with other clients of the agency or with other security agencies.

5. Employ at least two (2) Licensed Criminologist with investigative skills, capacity or experience who shall conduct prompt investigation in case of theft, losses, damages to properties or violence to persons within the University Campus.

6. Provide Twelve (12) licensed short firearms with ammunition to be deployed to the following areas to serve: ALICIA, AURORA, DIPLAHAN, IMELDA, IPIL, MABUHAY, NAGA, OLUTANGA, PAGADIAN, SIAY, TUNGAWAN and MOLAVE.

7. Shall comply with all Labor standard benefits.

#### PROVISIONS:

1. One (1) handheld metal detector (per shift) per campus.
2. One (1) mirror to check vehicle under chassis (per shift) per campus.
3. Twelve (12) licensed shorts firearms. One (1) firearm/campus.
4. Two (2) units Handheld for the Guard and the WMSU-ESU coordinator for each campus.
5. Other equipment like nightstick, flashlight, first aid kit, whistle (per guard) and rain coat.

The criteria to be used for the eligibility check of the prospective bidders, examination and evaluation of bids, post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act. No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.

Interested bidders may obtain further information from WMSU BAC Secretariat regarding the checklist of eligibility and technical requirements.

#### IMPORTANT NOTICE FOR BIDDERS:

1. Bidding papers may be acquired starting March 24 until April 24, 2023 from the BAC Office or download from website ([www.wmsu.edu.ph](http://www.wmsu.edu.ph)). The WESTERN MINDANAO STATE UNIVERSITY shall allow the bidder to present its proof of payment for the Bidding Documents fees before the submission of their bids, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty Five Thousand Pesos (Php.25,000.00). (Please attached the machine copy of the Official Receipt)

2. All bidders' are required to post a Bid Security, at least Two (2%) Percent of the ABC in the form of Cash, Cashier's Check or Manager's Check or may submit Bid Securing Declaration. Bids without Bid Security will not be considered.
3. The Bidder shall prepare an original of the Eligibility Documents & Technical Components and original of Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS and TECHNICAL COMPONENTS", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. State the unit price of each item and the total bid price and also state the shortest time of delivery and submit your quotation duly signed by your representative in a sealed envelope.
4. Pre-bid shall be on April 3, 2023 at 10:00 A.M. at BAC Office, Ground Floor Executive Building, WMSU, Zamboanga City, Philippines, 7000.
5. Bid opening shall be on April 24, 2023 at 10:00 A.M. at BAC Office, Ground Floor Executive Building, WMSU, Zamboanga City, Philippines, 7000. Bids will be opened in the presence of the Bidders representatives who choose to attend at the address above. Late bids shall not be accepted.
6. Deadline of Bid Submission will be on or before April 24, 2023 at 10:00 A.M. through Manual Submission.
8. Price validity shall be for a period of 120 calendar days.
9. Warranty shall be for a period of Six (6) months for supplies and materials. One (1) year for equipment, from date of acceptance by WESTERN MINDANAO STATE UNIVERSITY.
10. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.