



**Republic of the Philippines**  
**WESTERN MINDANAO STATE UNIVERSITY**  
**Zamboanga City**  
**Telephone No.: 062-991-7875**  
**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.) 1 Lot **Procurement of Security Services**
- 45 Guards for Main Campus, San Ramon Campus, La Paz and Malangas  
(11 pax x 15,517 x 12 = Php.2,048,244.00) night shift  
(34 pax x 14,362 x 12 = Php.5,859,696.00) day shift  
Terms of Delivery: The winning bidder/agency shall"
1. Provide Forty Five (45) Security Guards, who are duly licensed as private security guards, to the university.
  2. Secure & safeguard the personnel & properties of WMSU including security service for VIP's when necessary.
  3. Maintain peace & order within the premises of the University. Provide 24-hours security services in three (3) shift of eight (8) hours per shift within 24 hours supervision including sundays & holidays.
  4. The guards assigned in WMSU must not serve double duty or posting with other clients of the agency.
  5. Employ at least two (2) Licensed Criminologist with investigative skills, capacity or experience who shall conduct prompt investigation in case of theft, losses, damage to properties or violence to persons within the University Campuses.
  6. Provide licensed shotguns with ammunition not lower than the minimum of shotguns in the following areas to serve: Main Campus -4, San Ramon-3, La Paz-3 and Malangas-2.
  7. Provide the uniforms of the guards, at least two (2) sets for the guards assigned in the main campus, and fatigue uniform for the forest guards assigned in La Paz experimental Forest at their own expense.
  8. Shall comply with all stands benefits.
  9. Bids includes quotation for all items.
  10. All amounts due to the guards either by law or by rules must be specified in the detailed bid price including: overtime pay, night shift differential, 13th month pay, retirement benefits, SSS, Philhealth, Pag-ibig and the likes.
- Provisions:
- a. Six (6) handheld metal detectors (per shift)
  - b. Four (4) mirrors to check vehicle under chassis (per shift)
  - c. Nine (9) HD CCTV surveillance cameras (24/7) with monitor & DVD recorder (for main campus and one (1) CCTV for La Paz)
  - d. Twelve-Fourteen (12-14) licensed shotguns with ammunition (per shift)
  - e. Ten (10) handheld radios (per shift)
  - f. Other equipment like nightstick, flashlight, first aid kit, whistle (per guard)

Deployment of Assigned Guards:

- \* Main Campus - 21
- \* San Ramon - 10
- \* Malangas - 4
- \* La Paz - 10

2.) 1 Lot

**Procurement of Security Services**

25 Guards for External Studies Units (ESU)

(6 pax x 15,517 x 12 = Php.1,117,224.00) night shift

(19 pax x 14,362 x 12 = Php.3,274,536.00) day shift

Terms of Delivery: The winning bidder/agency shall"

1. Provide Twenty Five (25) Security Guards, who are duly licensed as private security guards, to the university.
2. Secure & safeguard the personnel & properties of WMSU ESU including security service for VIP's when necessary.
3. Maintain peace & order within the premises of the University. Provide 24-hours security services in three (3) shift of eight (8) hours per shift within 24 hours supervision including sundays & holidays.
4. The guards assigned in WMSU ESU must not serve double duty or posting with other clients of the agency.
5. Employ at least two (2) Licensed Criminologist with investigative skills, capacity or experience who shall conduct prompt investigation in case of theft, losses, damage to properties or violence to persons within the External Campuses.
6. Provide licensed shotguns with ammunition not lower than the minimum of shotguns in the following areas to serve: Aurora, Molave, Pagadian, Alicia, Diplahan, Ipil, Mabuhay, Naga, Olutanga, Siay, Tungawan, Imelda
7. Provide the uniforms of the guards, at least two (2) sets for the guards assigned in the main campus
8. Shall comply with all stands benefits.
9. Bids includes quotation for all items.
10. All amounts due to the guards either by law or by rules must be specified in the detailed bid price including: overtime pay, night shift differential, 13th month pay, retirement benefits, SSS, Philhealth, Pag-ibig and the likes.

Provisions:

- a. Six (6) handheld metal detectors (per shift)
- b. Mirrors to check vehicle under chassis (per shift)
- c. With communication system
- f. Other equipment like nightstick, flaslight, first aid kit, whistle (per guard)

Deployment of Assigned Guards:

- \* Alicia (day Shift - 2, night shift-1)
- \* Aurora (day shift - 2)
- \* Diplahan (day Shift - 1)
- \* Imelda (day Shift - 1)
- \* Ipil (day Shift - 4, night shift-2)
- \* Mabuhay (day Shift - 1)
- \* Naga (day Shift - 1)
- \* Olutanga (day Shift - 1)
- \* Pagadian (day Shift - 2, night shift-1)
- \* Siay (day Shift - 2)
- \* Tungawan (day Shift - 1, night shift-1)

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 shall be available upon payment of a non-refundable fee of **Twenty Five Thousand Pesos Only (Php.25,000.00)**. Eligible bidders that will download the bidding paper from the PhilGEPS website shall pay the said fee before the submission of their bids. (Please attached the Xerox 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 Proposal, Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS", "ORIGINAL - TECHNICAL PROPOSAL", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit three (3) copies of each bidding documents- "Original", Copy 1", and Copy 2". 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. Bid opening shall be on **February 18, 2020** 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.
5. Price validity shall be for a period of 120 calendar days.
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. 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.
8. 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.