



Bids and Awards Committee (BAC) Goods and Services

SUPPLEMENTAL/ BID BULLETIN Addendum No. - 09

This Supplemental/bid bulletin is being issued to advise prospective bidders to clarify items in the Bidding Documents in response to the clarification from prospective bidders during the Pre-Bid Conference held on July 01, 2025 at 9:00 AM at the Rogelio D. Colting (RDC) Hall. The Bidding Documents and all papers previously issued in relation to the aforesaid project are hereby amended as follows:

PROJECT NO: IB No. 2025-23
PROJECT TITLE: PROCUREMENT OF SECURITY SERVICES FOR BENGUET STATE UNIVERSITY – LA TRINIDAD CAMPUS

I. Approved Budget for the Contract (ABC):

- The contract award shall be on monthly basis

II. Sub title:

- Deployment of 52 Security Guards for BSU-La Trinidad Campus

III. Technical Requirement (Modification)

Provision of Security Services:

Item 2. Guarding Scheme: Row 4: Upon request of the Benguet State University, the security agency shall provide security guards during special occasions such as graduation, charter day celebration, foundation day and other special occasions which the BSU-Chief Security Officer (CSO) would determine as requiring additional deployment of guards at the expense of the Security Agency. The Agency shall at least assign Three (3) augmentation guards during the identified events at its own cost.

Item 6. Salaries and Benefits: The AGENCY shall give the appropriate salaries and benefits to the guards on time and in accordance with the provisions allowed by law in which case, salaries should be based on PADPAO RATES – (Cost Distribution per Month- Cordillera Administrative Region, Wage Order No. CAR-23, 8 Hours Work Per Day)

Technical /Project Requirement:

Item 2. At least Five (5) Years of Experience with at least one year contract of service for the certifying client

This Supplemental Bid Bulletin No.2025-09 shall form part of the Bidding Documents. Any provision in the Bidding Documents and other documents in consistent herewith is hereby amended, modified and superseded accordingly. Other provisions shall remain in full force and effect.


JOSEL M. FLORENTIN
Chairperson
Bid and Awards Committee (Goods and Services)



Security Services Office

**AMENDED SECURITY DEPLOYMENT PLAN FOR BSU LA TRINIDAD CAMPUS
(JULY – DECEMBER 2025)**

Post and Security Guard deployment plan covering the BSU - Main Campus, with corresponding area assignments and jurisdictions. Deployment plans may be subject to flexible adjustment depending on the degree of security risk assessment within the area.

POSTS	AREAS COVERED	NUMBER OF GUARDS	SHIFTING
Post 1	Main Gate and Vicinity	6 Agency Guards *2 guards per shift for entrance and exit	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 2	Gate behind McDo, College of Information Sciences, and Landscaping Area	1 Agency Guard	1 shift: 0900H – 1700H
Post 3A	Elementary Laboratory School, College of Nursing, ECDC	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 3B	College of Veterinary Medicine, College of Public Administration and Governance, CCARD	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 4	Marketing Center, CAS-Main, CAS-An, CHET, CA, Home Management, and Bakery	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 5	SLS Junction, VoAg Boom, University Library, IT Building, and CTE	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 6	Museum, Men's Dormitory, NSTP Office, Oval, Guestel, Medical Clinic	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 7A	Last Gate, Gymnasium, College of Engineering, College of Human Kinetics, Oval, and Ladies Dormitory	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 7B	Motorpool, Floriculture, and Old Building of IPA	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 8A	Poultry, Demo Farm, Rockyhill, Fishery, and PAG-ASA	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 8B	Poultry	1 Agency Guard	1 shift: 2100H – 0500H
Post 9	Forestry, Mushroom, and CRAC	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 10	NPRCRTC Area, and Root Crops Area	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H

Post 11	Research and Extension Building	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 12	Presidential Cottage and Betag Housing	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 13	Administration Building	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 14	Gladiola Center	3 Agency Guards	3 shifts: 2400H – 0800H 0800H-1600H 1600H – 2400H
Post 15	Strawberry Backfill	2 Agency Guards	2 shifts: 2400H – 0800H 1600H – 2400H

Total: 52 Agency Guards

RESPONSIBILITIES AND DUTIES OF GUARDS:

- As the front line of defense, guards must always observe proper decorum and familiarize themselves with the university's policies, buildings, training halls, and employees.
- Guards must always observe proper courtesy and discipline.
- At all times, guards must wear the proper uniform, maintain good hygiene, and have a smart bearing.
- Strictly enforce the NO ID, NO GATE PASS, NO ENTRY policy.
- Observe vehicular access control and thoroughly inspect all materials and objects being brought in or out.
- Implement the NO TRIP TICKET/TRAVEL ORDER, NO TRIP policy, and log vehicle/plate numbers, passengers, destinations, and time in/out.
- Assist visitors to their designated areas and coordinate with other posts for assistance as needed.
- Turn perimeter lights on or off within the assigned Area of Responsibility (AOR).
- Conduct inspections of all buildings within the AOR, including the interiors, exteriors, back areas, and surrounding vicinity.
- Take necessary security measures to screen and control ambulant vendors entering the campus.
- Incoming guards must be at their assigned post at least 10 minutes before the scheduled relief time to ensure a smooth turnover.
- Perform other tasks as assigned.