



ADDENDUM NO. 02

Series of 2023

This Addendum No. 02 is issued to modify or amend items in the Bidding Documents for the **Provision of Security Guards for the operation of the University**. This shall form an integral part of the Bid Documents.

Name of Project:	Provision of Security Guards for the operation of the University
Location:	CSU Ampayon Campus, Ampayon, Butuan City
Brief Description:	Provision of Security Guards for the operation of the University
Approved Budget for the Contract :	Php. 4,109,000.00
Source of Funds:	Regular Agency Fund 2024
Contract Duration:	7 Months and 18 Days
Procurement Scheme:	1 Lot Procurement

Please be informed of the changes in the Bidding Documents as follows:

CHANGES/ AMENDMENT	
ITEM & DESCRIPTION	
FROM	TO
Contract Duration: 7 Months and 19 days	Contract Duration: 7 Months and 18 days/228 days

Additional Technical Specification

Duties and Responsibilities of SG Personnel

- a. The Eleven (11) General Orders must be observed at all times and during the tour of duty;
- b. Implement and enforce the following:
 - i. Standard Safety and Health Protocols on the COVID-19 Pandemic;
 - ii. Memorandum Order # 14, series 2018 RE: Security Control Measures at Gate # 4;
 - iii. Executive Order # 26, RE: Providing for the Establishment of Smoke-free in Public and Close Places;
 - iv. Memo # 82, s. 2017 in consonance with Proclamation No. 216 RE: Declaration of Martial Law in Mindanao;
 - v. S.O #227, s. 2017 per BOR Res. No. 32-14, s. 2017, the Animal-Free Workplace Policy of the University;
- c. Check and clear outsiders who rented the University facilities on garbage and waste disposals;
- d. Ensure security personnel presence and visibility in college and university-wide activities or events;
- e. Shift Team Leaders shall assume full command and responsibility of all personnel during his tour of duty;
- f. Outgoing guards reporting for duty should turn-over their post and do the same for the incoming guards at their post;
- g. Every Monday and Friday all guards must assist in the flag raising and flag retreat ceremony;
- h. Initiate protocols for curfew and during fire and disorder, i.e. the siren/bell should ring during curfew hours and in case of fire and disorder;
- i. Central alarm/siren must be sounded twice, one at 2030H as a warning and at 2100H when curfew hour is on effect.
- j. All guards in line of duty must wear their prescribed uniform properly, failure to do so will be subject to disciplinary action.
- k. Ensure that the following rules are implemented and observed at all times:
 - a. Wearing of Student IDs. Security personnel must report if students are caught not wearing their IDs without valid reasons;



BIDS AND AWARDS



- b. Motorized trisikads/motorcycle/tricycles without silencer are not allowed inside the school campus and shall be apprehended;
- c. Authorized trisikads operating inside the school campus must maintain the cleanliness at their parking area.
- d. Peddlers or outside vendors of any kind are not allowed to sell their foodstuff inside the school campus without any authorization.
- e. Vehicles passing the gate should be checked, the trip tickets of university vehicles must be recorded in the logbook.
- f. Issuance of "Visitors Identification Card" and "Gate Pass".
- g. Drivers of government-owned and private-owned vehicles should leave their I.D. at the guard on duty and withdraw the same before leaving the campus.
- h. No outsider vehicles shall park inside CSU Campus during off hours w/o authorization.
- i. All Offices inside CSU Campus must be closed during holidays, Saturdays and Sundays and must be open only when there is an approved request from their Head of Office.

Submission of Bids

Shall be done through Hard Copies:

- a. Bidders shall submit hard copy in two (2) separate Sealed and Signed bid envelopes consisting of 1 original copy, copy1 and copy 2 of their Bidding Documents on or before the schedule of the opening of bids, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of the IRR of R.A 9184 for the procurement of Goods and Infrastructure Projects, and the second shall contain the financial component of the bid.
- b. Bidders should properly mark, tab, arrange, and with corresponding Table of Contents the documents submitted as indicated in the Checklist of requirements in the respective folders in order to facilitate the evaluation of documents during the Opening of Bids.

CHANGE SCHEDULE OF ACTIVITIES

Activities	Schedule	
	FROM	TO
Opening of Bids	November 27, 2023	November 28, 2023
Venue	CSU University Library Board Room/Online Via Zoom App.	CSU University Library Board Room
Time	9:00 AM	9:00 AM

***** **NOTHING FOLLOWS** *****

For guidance and information of all concerned.

SIGNATURE REDACTED

MICHELLE V. JAPITANA, D.Eng.
BAC Chairperson