ATENEO DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE

Terms of Reference

I. Project Title : Five-Year Comprehensive Security Service for the Four Ateneo De Manila University Campuses

II. Owner : Ateneo de Manila University, Katipunan Avenue, Loyola Heights, Quezon City

III. Background :

Security, safety, and traffic management are very important facets of the Ateneo de Manila University's operations where the well-being and protection of all its members and its properties rely on. This Terms of Reference is a set of guidelines that shall be used as main reference in the preparation and evaluation of proposals pertinent thereto. Fundamentally, the objectives of the University regarding comprehensive security service, which shall be considered in the preparation of any security service proposal, are as follows:

1. To maintain peace and order – guard, protect, and secure persons and properties within the four Ateneo de Manila University campuses and its perimeters against all acts punishable or prohibited under the Revised Penal Code and/or other laws, statutes and ordinances, whether local or national; and, acts contrary to the rules and regulations of the University in general;

2. To manage traffic in all the Ateneo campuses in accordance with the University's traffic plans, rules, and regulations, wherein the national and local traffic laws and regulations shall be suppletory in application;

3. To provide immediate response to emergency medical incidents as first responders; and,

4. To provide emergency disaster management assistance to community members in accordance with the Campus Emergency Management Plan.

The proposal shall also be based on the following aspects of security, safety, and mobility that the Ateneo adheres to:

1. Personnel Security
   - Ensures that all the members of the Ateneo community can enjoy a safe, capable, reliable, trustworthy, and loyal life with the effective and efficient implementation of safety and security protocols.
   - Ensures that all the lives and limbs of the members of the Ateneo community are free from danger or harm against all forms of natural and human hazards.

2. Information Security – ensures that all critical and sensitive information about the University that was entrusted to security personnel are not destroyed, lost, distorted or disclosed to those not concerned.

3. Operations Security – ensures that systems and standard operating procedures for personnel security that were established and written by the security agency were properly disseminated and aligned with the University's existing policy for uniformity of communication and continuity.

4. Physical Security – ensures that the Ateneo campuses as well as persons and properties within its perimeters are appropriately and adequately manned and supervised against physical threats.

5. Reputation Security – ensures that the Ateneo campuses delivers its commitments, free from embarrassment and indignation, and ensures that the Agency shall not by its actions or inactions bring the Ateneo campuses or the University into disrepute.

6. Environment Security – ensures that the Ateneo campus surroundings are protected, orderly and free from undue distractions and personal inconvenience, and maintains goodwill with the community, the academe and the law.

IV. General Requirements

1. License and Permits – the Security Service Provider must have a License to Operate (LTO) issued by the Chief PNP or the duly authorized representative and with complete and appropriate operating permits and compliant with other statutory requirements.

2. Bidders Eligibility

2.1. The Security Service Provider must be a Private Security Agency (PSA) wholly owned and controlled by Filipino citizens: *Provided,* That they shall not employ more than two thousand (2,000) private security professionals as defined in RA 11917 **AN ACT STRENGTHENING THE REGULATION OF THE PRIVATE SECURITY SERVICES INDUSTRY, REPEALING FOR THE PURPOSE, REPUBLIC ACT NO. 5487, ENTITLED "AC ACT TO REGULATE THE ORGANIZATION AND OPERATION OF PRIVATE DETECTIVE WATCHMEN OR SECURITY GUARD AGENCIES", AS AMENDED**.

2.2. The Security Service Provider or its parent company (in the same line of business) must be in the business for at least ten (10) years.

2.3. The Security Service Provider must have experience in campus security, safety and traffic management for at least two (2) years.

3. The Security Service Provider shall submit the following **Government-mandated Compliance Documents**:

3.1. With valid License to Operate (LTO) to operate and manage PSA issued by the Chief PNP or the duly authorized representative.

3.2. Certified true copy of SEC registration; certified true copies of latest corporate and financial reports as submitted to and stamped received by SEC.

3.3. Certified true copies of SSS/Philhealth/Pag-IBIG registrations with certificate of good standing from said institutions as of December 2025. 3.4. DOLE clearance issued within the last three (3) months.

3.5. Certified true copies of BIR Registration; BIR clearance issued within the last three (3) months; certified true copy of latest VAT, Withholding and Income Tax returns submitted and stamped and received by the BIR.

3.6. Certified true copies of latest Mayor's Permit and Licenses.

V. Scope

1. Review and assessment of the current security, safety, and traffic situation – Security Service Provider shall submit a comprehensive report on the review and assessment of current security deployment.

1.1. Manpower deployment

1.2. Equipment deployment

1.3. Environmental Scan

1.3.1. Current Security Management

1.3.2. Current Traffic and Parking Management

1.3.3. Current Safety and Disaster Management

2. Scope of Works – <u>also refer to Annex C - Proposed Service Level Agreement</u>

2.1.. Security, Traffic and Parking, Safety and Disaster Management Planning 2.2. Security Management and Implementation – Daily Operations, Deployment and Reporting

2.3. Traffic and Parking Management, Enforcement and Reporting

2.4. Access Control, Roving and Perimeter Survey

2.5. Medical Emergency, Crisis Management and Disaster Management (Incident Response, Monitoring and Reporting)

2.6. Manpower and Equipment Deployment

2.7. Trainings and Seminars Scheduling and Implementation

2.8. Campus Security Detachment Base / Helpdesk Operations and Reporting

2.9. Performance Review

2.10. Participation in External Community Programs

3. Minimum Manpower Qualifications

3.1. Licensed security guards

3.1.1. With at least one-year activity experience as security guard;

3.1.2. At least high school graduate;

3.1.3. Not less than 25 but not more than 35 years of age;

3.1.4. With height requirement of at least 157 cm for women and 162 cm for men; and,

3.1.5. License to Exercise Security Profession (LESP) validity not less than one (1) year.

3.2. Licensed security officers

3.2.1. With at least two years of experience as security officer/detachment commander;

3.2.2. College Graduate;

3.2.3. Not less than 30 but not more than 45 years of age; and,

3.2.4. License to Exercise Security Profession (LESP) validity not less than one (1) year.

3.3. Security personnel shall pass the neuro-psychological examination to be facilitated by ADMU-recognized testing centers (e.g. CORD, Bulatao Center).

3.4. Security personnel shall pass the government mandatory drug test.

3.5. List of security personnel with agency-certified photocopies of security licenses.

3.6. Traffic guards must have training on traffic management and a know-how to document traffic and parking incidents including sketching.

4. Equipment Requirement – see Annex B – List of Basic Requirements.

5. Ethical Standards – Security Service Provider shall ensure that all of its personnel assigned at the Ateneo campuses are knowledgeable of and shall follow the ethical standards below:

5.1. Code of Conduct

5.2. Code of Ethics

5.3. 10 Commandments of Human Relations

5.4. 11 General Orders 5.5. Children's Rights

5.6. Gender Sensitivity

5.7. Person with Disability and Special Needs

5.8. ADMU Code of Conduct

5.9. Ignatian Spirituality

6. Matrix of violations and penalties for security personnel

6.1. The Security Service Provider has the sole responsibility in supervising and imposing discipline on its personnel. A matrix of violation and penalties shall be submitted to the University.

6.2. The University shall maintain the prerogative of requiring the Security Service Provider to suspend or replace its security personnel found to have performed poorly or had violated ADMU rules and regulations. The Security Service Provider, however, shall ensure that due process shall be observed.

7. Service Level Agreement – preparation and implementation

7.1. Security Service Provider shall prepare a Service Level Agreement based on Annex C – Proposed Service Level Agreement which shall address the needs and expectations of the University.

7.2. The document shall be approved by the contracting parties.

7.3. The document shall govern the appraisal of the performance of the Security Provider.

VI. Cost

Cost shall conform to DOLE Wage Order and shall include government mandated insurance fees (e.g. SSS, Pag-IBIG, PhilHealth, retirement benefits) and HMO. Security Service Provider shall submit manpower cost based on total man-hours. Please refer to Annex D: Standard Manpower Cost Computation.

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