

BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 1

27 December 2022

PROCUREMENT OF SECURITY SERVICES

This Bid Bulletin No. 1 modifies the respective portions of the Bidding Documents issued on 15 December 2022.

The changes to the Bidding Documents, as indicated in the succeeding pages, are being issued in compliance with Section 22.5 of the Revised 2016 Implementing Rules and Regulations of RA 9184. Under this section, the procuring entity is directed to issue an amendment at least seven (7) days before the deadline for submission of the bid.

Except as expressly amended by this Bid Bulletin, all other terms and conditions of the Bidding Documents issued on 15 December 2022 shall remain unchanged and shall remain in full force and effect in accordance with their terms.

For guidance and information of all concerned.

SGD.

MINERVA ELOISA P. ESQUIVIAS

Chairperson

Bids and Awards Committee

PROCUREMENT OF SECURITY SERVICES

QUESTIONS AND ANSWERS

Q & A #	Reference	Amendments /Revision
Q&A-1	<p>On Section VII – Technical Specifications Item No. 4</p> <p><i>Other Factors – for the winning bidder</i></p> <p>a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements, among others, such as:</p> <ul style="list-style-type: none"> i. Guards must be at least second year college and physically, mentally, psychologically and emotionally fit to work; ii. Guards must be of good moral character and reputation, alert and without criminal or police records; iii. Guards must be at least five feet and six inches (5'6") tall for male and at least five feet and two inches (5'2"), at least 120 lbs. and not less than 21 years old; iv. Guards must have at least six (6) months experience as Security Guards; v. Guards must have been cleared from derogatory records both by the local and national clearing authorities and duly licensed to exercise the profession by the Philippine National Police Supervisory Office for Security and Investigation Agency (PNPSOSIA); vi. Guards must understand oral and written instructions, policies, rules and regulations and implement them in tactful and nonconfrontational manner; vii. Guards must have the necessary public relations and effective communication skills to deal with employees and customers in a professional and courteous manner. They must maintain post, self-control, discipline, tact, diplomacy and mature judgment under stressful situations. <p>b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR;</p> <p>c) Proof of paid remittances to the following government agencies: SSS, PhilHealth and</p>	<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification.</p>

	<p>Pag-ibig in the form of a certification issued by the said agencies;</p> <p>d) The agency shall submit to PSA qualification requirements for each security personnel, including:</p> <ul style="list-style-type: none"> • bio-data or resume • properly annotated licensed papers • result of neuro-psychotic examination • drug test result • training certificates clearance from the National Bureau of Investigation (NBI), Philippine National Police (PNP) and Barangay <p>e) Track record: submit at least two (2) contracts and certification of satisfactory performance with at least fifty (50) security guards deployed and telephone number of contact persons for the period of last five (5) years.</p> <p>f) Security agency shall submit the following clearances/certification:</p> <ol style="list-style-type: none"> 1. Clearance for no pending case from the Department of Labor and Employment (DOLE); 2. Securities and Exchange Commission (SEC) registration; and, 3. Certificate of compliance with DOLE Department Order 18-A, otherwise known as the “Rules Implementing Articles 106-109 of the Labor Code, as amended.” <p>Will a statement of compliance suffice? Or is there a need to submit those documents during bid submission or will the submission of the documents be required only to the winning bidder?</p>	
<p>Q&A-2</p>	<p>On Section VII. Technical Specification</p> <p><i>PERFORMANCE CRITERIA (for the winning bidder)</i></p> <p>The Bidder shall comply with the following performance criteria:</p> <ol style="list-style-type: none"> a) Quality of service delivered; b) Management and suitability of personnel; c) Contract administration and management; d) Provision of weekly accomplishment report and incident report as the need arises; e) Attentiveness and presence of mind of guards on duty; 	<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification.</p>

	<p>f) Compliance with Office policies/guidelines;</p> <p>g) Immediate provision of recorded videos from the security cameras whenever requested</p> <p>Will a statement of compliance suffice? Or is there a need to submit those documents during bid submission or will the submission of the documents be required only to the winning bidder?</p>	
Q&A-3	<p>On Section VII. Technical Specification</p> <p><i>SECURITY REQUIREMENTS (for the winning bidder)</i></p> <p>Will a statement of compliance suffice? Or is there a need to submit those documents during bid submission or will the submission of the documents be required only to the winning bidder?</p>	<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification.</p>
Q&A-4	<p>On financial proposal, there were adjustments on the computation of the basic pay of the SSS and PhilHealth.</p> <p>Should the bidder follow the 2023 rate of the SSS and PhilHealth contribution? Including the number of days for the computation?</p>	<p>Yes</p>
Q&A-5	<p>How many copies of the bidding documents should be submitted?</p>	<p>Each Bidder shall submit one copy of the first and second components of its Bid.</p> <p>Non-submission of the additional copies and/or USB copy of the bidding documents will not be a ground for disqualification.</p>
Q&A-6	<p>Regarding the Administrative Agency Fees—should the bidder follow what is prescribed in DOLE DO 150-16, wherein the administrative fees shall not be less than twenty percent 20% of the total contract cost?</p>	<p>We follow the GPPB Guidelines in consonance with RA No. 9184 and its Updated IRR.</p> <p>Prospective bidders, however, are reminded to strictly comply with all relevant labor rules and regulations.</p> <p>As such, pursuant to Section 31 of the R.A. 9184 and in view of the pertinent issuances of the GPPB on the matter, the Approved Budget for the Contract (ABC) of the procurement activity shall be the upper limit or ceiling for bid price and that there shall be no lower limit to the amount of the award.</p>

		Foregoing considered, the bids submitted must include in the computation of benefits all legal and regulatory requirements.
Q&A-7	<p>On Section VII – Technical Specification</p> <p>3. Security Plan during the opening of bids Bidders must submit a security plan tailored fit for the PSA addressing concerns given under III of this Section</p> <p>Can the bidder conduct a site visit on 27 December 2022?</p>	Yes
Q&A-8	<p>From the 6 or 5 days duty per week, the bidder uses factors, such as, 313 days and 261 days, what if the holiday falls during a work day or weekday—can we add additional 12 holidays? Are we going to count the exact number of holidays and include those factors?</p>	The bidder should follow what is prescribed by the DOLE in the computation of the wages.
Q&A-9	<p>On Section VII - Technical Specification</p> <p><i>Guards must be at least second year college and physically, mentally, psychologically and emotionally fit to work</i></p> <p>For the minimum qualification of security guard, can we reduce the requirements from at least second year college to at least high school graduate as provided on RA 5487?</p>	The specification is retained.