

BIDS AND AWARDS COMMITTEE

Bid Bulletin No. 1

15 March 2021

PROCUREMENT OF SECURITY SERVICES

This Bid Bulletin No. 1 modifies respective portions of the Bidding Documents, issued on 26 February 2021.

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 26 February 2021 shall remain unchanged and shall remain in full force and effect in accordance with their terms.

For guidance and information of all concerned.

MINERVA ELOISA P. ESQUIVIAS
OIC Deputy National Statistician
BAC Chairperson

PROCUREMENT OF SECURITY SERVICES

BID BULLETIN NO. 1

<i>Bid Bulletin No.</i>	<i>Reference</i>	<i>Amendments/Revisions</i>
BB1-1	<p>Section VII – Technical Specifications, page 31</p> <p>On the provision re 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> <p>DOLE Dept. Order 150-16 requires the agency to allot a 20% minimum administrative fee. Is non-observance of this Order equivalent to DQ?</p>	<p>Non-observance of the 20% minimum administrative fee per DOLE DO 150-16 does not disqualify the bidder. Prospective bidders, however, are reminded to strictly comply with all relevant labor rules and regulations.</p> <p>Source: GPPB Non-Policy Opinion 089-2016 and GPPB Non-Policy Opinion 120-2016 which state that “<i>minimum administrative fee of 20% of the total contract cost for Service Agreement for security services, likewise runs counter to the provision of Section 31 of RA 9184 and its IRR</i>”</p>
BB1-2	<p>Section III – Bid Data Sheet</p> <p>Clause 20 – “Valid NLRC and DOLE Certificate stating that there is no pending or adverse decided case in areas where the security agency has on-going or completed contracts from CY 2016 to present”</p> <p>NLRC and DOLE certification does not indicate the period of its validity. Will the certification suffice without the stated period?</p>	<p>The date of issuance of the NLRC and DOLE certificate of no pending or adverse decided case in areas where the security agency has on-going or completed contracts must be as of March 2021.</p>
	Public Bidding Forms	See attached Annexes.

Q&A1-1	<p>Section VII – Technical Specifications, page 31</p> <p>Do the requirements under Technical Evaluation Parameters, 4(d) need to be submitted during the opening of bids?</p>	<p>The bidder is required to state “<i>Comply</i>” or “<i>Not Comply</i>” on the parameters of each specification.</p> <p>The Security Plan should be submitted during the opening of bids as part of its bid proposal.</p>
Q&A1-2	<p>Section V – Special Conditions of the Contract</p> <p>Clause 2.2 on “Proof of previous months remittances to SSS, Philhealth and Pag-IBIG together with the transmittal sheet with stamped received by the said agencies;”</p> <p>Can the bidder/s submit only the proof of remittance?</p>	<p>The bidder is required to submit the latest proof of payment.</p>
Q&A1-3	<p>Section VII – Technical Specifications</p> <p>On Security Plan “3. Security Plan during the opening of bids</p> <ul style="list-style-type: none"> • Bidders must submit a security plan tailored fit for the PSA addressing concerns given under III of this Section” <p>Is a site visit required? If so, when?</p>	<p>Security plan tailored for the PSA shall be attached to the technical specification of the bid documents.</p> <p>Site visit is from Monday to Friday (9:00AM – 5:00PM) until 19 March 2021. Request for site visit should be arranged at least one (1) day before the preferred date.</p>
Q&A1-4	<p>Regarding PADPAO membership requirement, is there a document we can submit in lieu of this?</p>	<p>Preferably PADPAO member; however, may submit any proof of membership in an association duly recognized by the PNP-CSG-SOSIA and licensed to operate by the latter.</p>

Q&A1-5	Statement of on-going contracts	The bidder may or may not attach the copy of the contracts and notice to proceed. However, the BAC will require them during post qualification.
Q&A1-6	Single Largest Completed Contracts – are we going to attach the contract, NOA, and NTP	The bidder is required to attach the certificate of completion.
Q&A1-7	Five (5) days or six (6) days a week are they going to render overtime during holidays?	Yes, when the need arises.
Q&A1-8	SSS Contribution	Must be based on the 2021 contribution table per SSC Resolution 578-s-2020 dated 04 November 2020.
Q&A1-9	Are the Detachment Commander, Assistant Detachment Commander and Security-in-Charge included in the 151 guards	Yes, the Detachment Commander, Assistant Detachment Commander and Security-in-Charge are included in the 151 guards indicated in the bid documents.
Q&A1-10	How many copies of eligibility document to be submitted	Each Bidder shall submit one (1) copy of the first and second components of its Bid. (ITB Section 2, No. 15)
Q&A1-11	Minimum height requirement for male and female guards	Minimum height requirements: <ul style="list-style-type: none"> • 5’4” for male security guard; and • 5’2” for female security guard

ANNEX “A” – STATEMENT OF LARGEST COMPLETED CONTRACT

Statement of Single Largest Completed Contract Which is similar in nature

This is to certify that _____ has the completed contract as stated:

Name of Client & Address	Date of Contract	Title of the Project in the Contract	Kinds of Goods	Amount of Contract	Date of Delivery / End-user’s acceptance	Date of Official Receipt(s)	Contract Duration

Name and Signature of Authorized Representative

Date: _____

ANNEX “B” - STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS

Statement of All Ongoing Government & Private Contracts Including Contracts awarded but not yet started

Name of Client & Address	Date of the Contract	Title of the Project in the Contract	Kinds of Goods	Contract Amount	Value of Outstanding Contracts	Date of Delivery	Contract Duration
<u>Government</u>							
<u>Private</u>							

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name and Signature of Authorized Representative

Date: _____

Instructions:

- i. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state “none” or equivalent term.
- ii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

ANNEX "C" – CONFORMITY TO SECTION VI – SCHEDULE OF REQUIREMENTS

Conformity to Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivered, Weeks/Months

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company: _____

Authorized Representative: _____

Signature over Printed Name

Date: _____

ANNEX “D” – CONFORMITY TO SECTION VII – TECHNICAL SPECIFICATIONS

Conformity to Section VII. Technical Specifications

		<p align="center">Statement of Compliance</p> <p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. A statement in the Bidders statement of compliance that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause and/or GCC ClauseError! Reference source not found..</p>
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Lot No.	Specification/s	Statement of Compliance
	(copy specifications as provided in the bidding documents here)	

I hereby certify that the Statement of Compliance to the foregoing Technical Specifications are true and correct, otherwise, if found false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name/Signature of Authorized Representative: _____

Date: _____

ANNEX “E” – FINANCIAL BID FORM

Bid Form for the Procurement of
Goods/Services_____

BID FORM

Date : _____

Project Identification No. : _____

To: MINERVA ELOISA P. ESQUIVIAS
PSA-Bids and Awards Committee
Chairperson

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said PBDs for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

PRICE SCHEDULE FORM¹

A. TOTAL AMOUNT TO GUARD & GOVERNMENT (₱)	
B. AGENCY FEE (₱)	
C. VALUE ADDED TAX = (Agency fee x 12%)	

GRAND TOTAL BID IN WORDS AND IN FIGURE	

Submitted by: _____
Signature over Printed Name of Authorized Representative

¹ See next page for the details

PRICE SCHEDULE FORM

for the Provision of Security Services for PSA Central Office
for the period of 01 April 2021 to 31 December 2021

Particulars	Wage Rate	CURRENT DAILY MINIMUM WAGE RATES
Basic Daily Wage (DW) (including COLA)	537.00	National Capital Region (NCR) ^{a/}
		Per Wage Order No NCR-22^{b/}
		Effective: 22 November 2018
	WORK SCHEDULE	
Particulars	7 days 12 hours work/day (7AM - 7PM)	7 days 12 hours work/day (7PM - 7AM)
No. of days/year (Base from PADPAO Cost Distribution per Month)		
Number of days/year for COLA		
Average Pay per Month (DW x no. of days per yr/12)		
Night Differential Pay (Ave.pay/mox10%)		
13th Month Pay (DWx365/12/12)		
5 Days Incentive Pay (DW85/12)		
Uniform Allowance (R.A. 5487)		
Overtime Pay		
Total Amount to Guard (P)		
Retirement Benefit (RA 7641)(DWx22.5/12)		
SSS Premium		
PhilHealth Contributon		
State Insurance Fund		
Pag-Ibig Fund		
Total Amount Directly to Government in Favor of Guard (P)		
A. TOTAL AMOUNT TO GUARD & GOVERNMENT (₱)		
B. AGENCY FEE (₱)		
Administrative Overhead and Margin		
C. VALUE ADDED TAX = (Agency fee x 12%)		
VAT-RMC-39-2007		
MINIMUM RATE (₱)		
No. of Security Guards (Central Office)		
CONTRACT RATE		
MINIMUM CONTRACT RATE - MONTHLY (₱)		
NO. OF MONTHS		
BID AMOUNT (₱)		
TOTAL ABC FOR 151 SECURITY GUARDS IN 6 MONTHS		

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

SUBSCRIBED AND SWORN to before me this _____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice

(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____ .

Witness my hand and seal this _____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____ Notary
Public for _____ until _____ Roll of
Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

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OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring

Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PROCURING ENTITY notices may be transmitted.

Telephone No/s. : _____
Fax No/s. : _____
: _____
E-mail Add/s. :

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised

Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

11. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20

_____, Philippines. at

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her insert type of government identification card used, with his/her photograph and signature appearing thereon, with no. _____ issued on ___ at _____ .

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission ___ Notary Public for
_____ until ___ Roll of Attorneys No.

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

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