



Bids and Awards Committee

SUPPLEMENTAL/BID BULLETIN NO. 1
(October 24, 2022)

Procurement of Security Services for CY 2023

This Supplemental/Bid Bulletin No. 1 is issued to clarify, modify, or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUE/S	CLARIFICATION/MODIFICATION/ADDENDUM
1. What rate will be used with regard to the administrative cost?	Administrative Fee of not less than twenty percent (20%) will be strictly followed as per DOLE Department Order No.150-16, Series of 2016.
2. Is it required that the bidder attach all contracts for the all-ongoing government and private contracts or will it be sufficient that the bidder submits the statement through a matrix?	It is sufficient for the bidder to submit a list of all ongoing government and private contracts in a form of matrix. However, the bidder shall submit/attach supporting document in relation to the Single Largest Contract.
3. How many copies of Technical & Financial Documents do we need to submit?	Two (2) copies of the Technical & Financial Documents should be submitted consisting of one (1) original and (1) certified true copy.
4. How many percent/rate will be used as basis for the computation of SSS contribution?	SSS Contribution is 9.5% of Average Pay/Month as provided for under R.A. 11199
5. How many percent/rate will be used as basis for the computation of Philhealth contribution?	PhilHealth Contribution is 4.5% of Average Pay/Month as provided for under Philhealth Circular No. 2019-0009

<p>6. Clarification on the Technical Specifications line-item no. 2. b): “2 units 38 caliber revolver plus 20 ammos for each firearm” – 38 caliber is already phase out.</p>	<p>Modification to the Technical Specifications: Item No. 2. b.) is hereby deleted and Item No. 2. a.) is hereby replaced and read as follows:</p> <p>a.) 3 units 9mm pistol plus six (6) magazine. Must be operational, functional and well maintained, with valid license in the name of the Security Agency</p>
<p>7. Clarification on the Technical Specifications line-item no. 3:</p> <p>Can you specify the “3 shift for 8 hours per day from Monday to Sunday”?</p>	<p>For more details on the schedule, please refer to Section VI. (Schedule of Requirement) page 23, of the Bid Documents.</p>
<p>8. What other documents shall be submitted?</p>	<p>Modification/addition to the Technical Specifications: Item No. 5, page 27, of the Bid documents.</p> <ul style="list-style-type: none"> • Bidder must submit company profile. • Security Plan is required for the winning bidder

Reminders:

- Submission of bids will be on or before November 3, 2022, Wednesday, at 1:00PM.
- Bidders shall sign all documents that need the signature of the authorized representative.
- Late bids shall not be accepted.
- Attached for reference is the suggested Bid Form (Cost Distribution)
- Amount due to the guards and amount due to the government in favor of guards for FY 2023 must be in accordance with the existing guidelines. Failure to do so will cause the disqualification of the bidder.

For guidance and information of all concerned.



DIR. HAZEL MARJORIE H. LUCAS
BAC Chairperson

Cost Distribution of Monthly Contract Rate for Security Services

(Based on Wage Order No. NCR - 23)

Effective : June 4, 2022

NATIONAL COMMISSION ON INDIGENOUS PEOPLES

No. of Days per Year	394.4	394.4	394.4
No. of Days per Week	7 days a week	7 days a week	7 days a week
No. of Hours per Shift	(10 Hrs) Day Shift	(8 Hrs) Night Shift	(8 Hrs) Day Shift
A. Amount due to the Guard			
New Daily Wage (DW)			
Average Pay/Month			
13th Month Pay			
Night Differential			
5 Days Incentive Pay			
Uniform Allowance			
Overtime			
Sub-Total			
B. Amount due to the Govt. in Favor of Guard			
Retirement Benefit (RA 7641)			
SSS Premium			
Mandatory Provident Fund			
Philhealth Contribution			
Employees Compensation			
Pag-Ibig Fund (RA 7742)			
Sub-Total			
C. Total Amount to Guard and Govt. (A+B)			
D. Administrative Overhead and Margin (_____ % of A+B)			
E. Value Added Tax (Agency Fee x 12% VAT - RMC-039-2007)			
F. Minimum Rate per guard per Month			
Number of Guard			
Amount			
G. Monthly Contract Price for 7 Guards			
H. Total Contract Price for 7 Guards for 12 Months			

Name: _____

Position/Legal Capacity: _____

Signature: _____

Duly Authorized to sign the bid for in and behalf of: _____

Date: _____