



Bids and Awards Committee

**SUPPLEMENTAL/BID BULLETIN NO. 1**

DATE : **November 28, 2023**

SUBJECT: **Procurement of Security Services**

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

ISSUE/S	CLARIFICATION/MODIFICATION/ADDENDUM
What rate will be used as the ceiling with regard to the administrative cost? Will it be strictly followed?	The law does not provide any ceiling rate on the administrative cost. Nevertheless, the administrative cost of not less than twenty percent (20%) of the total contract cost shall be strictly followed in accordance with DOLE Department Order No.150-16, Series of 2016.
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 already sufficient for the bidder to submit a list of all ongoing government and private contracts, including contracts awarded but not yet started, in a form of matrix. However, the bidder is required to submit/attach supporting document in relation to the Single Largest Contract.
Clarification on Section VI, Schedule of Requirement, Page 23. How many male and female security guards are required for each shift?	<p>The Service Provider shall provide a total of seven (7) Security Guards to render security services on the scheduled shift:</p> <p><b>Six (6) Male Guards and Security Officer:</b>            1 Male Security Officer: Day Shift: 7:00AM-5:00PM            1 Male Security Guard: Day Shift: 6:00AM-2:00PM            2 Male Security Guards: Day Shift: 2:00PM-10:00PM            2 Male Security Guards: Night Shift: 10:00PM-6:00AM</p> <p><b>One (1) Female Security Guard</b>            on the scheduled Day Shift: 6:00AM-2:00PM</p>
How many monitors and CCTV shall be provided by the service provider? What are the areas to be covered by the CCTV?	One (1) monitor and seven (7) CCTVs shall be provided and shall be installed by the service provider at the 6 <sup>th</sup> and 7 <sup>th</sup> Floor of Sunnymede IT Center, where NCIP Office is also located.

How many copies of Technical & Financial Documents do we need to submit?	Two sets of the Technical & Financial Documents should be submitted consisting of one (1) original and (1) certified true copy.
Do we need to be physically present for the Opening of Bids or will you provide a zoom link for hybrid set-up?	Physical Attendance is much appreciated for the Opening of Bids but a Zoom Link will also be provided for those who cannot attend physically.
Clarification on the Number of Days per year as stated in page 33, Cost Distribution of Monthly Contract Rate for Security Services	With reference to the Handbook on Workers' Statutory Monetary Benefits, 2023 Edition, the number of days per year is 395.  All items in the Bid Form (Cost Distribution of Monthly Contract Rate) are considered mandatory. Incomplete bids shall be considered non-responsive and shall be automatically be disqualified. Therefore, indicating a zero "0" or dash "-" is highly discouraged.
How many percentage/rates will be used as basis for the computation of Philhealth & SSS contribution?	Philhealth Contribution is 4.5% of Average Pay/ Monthly.  SSS Contribution is 9.5% of Monthly Salary Credit. Please refer to the SSS Circular No. 2022-033, Schedule of SS Contribution Effective January 2023.

**Reminders:**

- Submission of bids shall be on or before December 11, 2023, Monday, at 1:30PM.
- Bidders shall sign all documents that need the signature of the authorized representative.
- Required documents must be submitted and properly marked/tabbed. Incomplete documents shall be considered non-responsive.
- Late bids shall not be accepted.

For guidance and information of all concerned.

  
**DIR. HAZEL MARJORIE H. LUCAS**  
 BAC Chairperson