



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON INDIGENOUS PEOPLES

Bids and Awards Committee

SUPPLEMENTAL/BID BULLETIN NO. 1

DATE : **March 4, 2024**

SUBJECT: **Procurement of Security Services**

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
What rate will be used with regard to the administrative fee?	Administrative Fee of not less than twenty percent (20%) will be strictly followed as per DOLE Department Order No.150-16, Series of 2016.
Is it required for the bidder to attach contract for 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 and Completed Contract (SLCC).
How many Security Guards will be provided and how many days in a week are they required to report to duty?	The Service Provider shall provide a total of seven (7) Security Guards to render security services from Monday to Sunday with the following schedule: Six (6) Male Guards and Security Officer: 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 One (1) Female Security Guard on the scheduled Day Shift: 6:00AM-2:00PM
How many copies of Technical & Financial Documents do we need to submit?	Two (2) sets of the Technical & Financial Documents should be submitted consisting of one (1) original and (1) certified true copy.
Clarification on the Number of Days per year	With reference to the Handbook on Workers' Statutory Monetary Benefits, 2023 Edition, the number of days per year is 395.
How many percent will be used for the computation of PhilHealth.	Philhealth Contribution is 5% of the Average Pay/ Month.

Shall we consider the increase in Pag-IBIG contribution?	Yes. Pursuant to Pag-IBIG Fund Circular No. 460, dated January 15, 2024.
Are the bidders required to submit Security and Emergency Plan?	No. Only the winning bidder is required to submit the Security and Emergency Plan.
Do we need to attach proof of remittances of premiums to SSS, PhilHealth, Pag-IBIG upon submission of billing statement?	Yes. With reference to the Special Conditions of Contract, GCC Clause 2.2 (A), page 22.
What are the components of the Basic Salary as reference for the SSS monthly salary credit?	The components of the basic salary credit are: a. Average Pay per Month b. Overtime Pay c. Night Differential
Do we need to submit clearances from SSS, PhilHealth and Pag-IBIG?	Yes. With reference to ITB Clause 20.2, page 17, the Bidders shall attach to their Bids the following additional requirements: a. Certificate of no pending labor standards violation case/s with the National Labor Relations Commission and DOLE b. DOLE 174 Registration Certificate c. Certificate/clearance from SSS, PhilHealth and Pag-IBIG.

Reminders:

- Submission of bids will be on or before March 11, 2024, Monday, at 5:00PM.
- Bidders shall sign all documents that need the signature of the authorized representative.
- Bidders shall submit their Company Profile
- Required documents must be submitted and properly marked/tabbed. Incomplete document will be considered non-responsive.
- Late bids shall not be accepted.

For guidance and information of all concerned.

ATTY. JOSEFINA S. RODRIGUEZ - AGUSTI
BAC Chairperson