



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

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Bids and Awards Committee

**SUPPLEMENTAL/BID BULLETIN NO. 1**

**DATE** : December 2, 2024  
**SUBJECT** : Procurement of Security Services for FY 2025  
(*Early Procurement Activity*)  
**IDENTIFICATION NO.** : NCIP-2024-11-002

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

All interested parties for the Procurement of Janitorial Services FY 2025 are hereby advised to consider the following information:

1. Submit a letter of intent address to the BAC Chairperson through email address or through mail or hand carry, not later than the date and time of submission of the bids.
2. Bids shall contain a standard administrative fee of not less than 20% pursuant to DOLE D.O. No. 150 Series of 2016.
3. Bids must be in accordance with all existing laws, rules and regulations mandatory for all benefits and wages concerning Security Services. Failure to comply shall result to disqualification of bids.

**Other Reminders:**

- Bidders are encouraged to submit two (2) copies of their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes. Bidders shall enclose their Original and Copy 1 of Eligibility and Technical documents in One (1) sealed envelope marked "ELIGIBILITY AND TECHNICAL COMPONENT". Bidders shall enclose their Original and Copy 1 Financial Documents in One (1) sealed envelope marked "FINANCIAL COMPONENT". These envelopes containing the original and the copy 1 shall then be enclosed in one (1) single envelope marked "THE BID" and address all bids to the BAC Chairperson.
- Bidders shall sign all documents that need the signature of the authorized representative.
- Required documents must be submitted and properly marked/tabbed.
- Deadline for the submission of bids is on December 10, 2024 at 10:30AM
- Opening of bids is December 10, 2024 at 11:00 AM
- Late bids shall not be accepted.

For guidance and information of all concerned.

**DIR. MARY GRACE P. BUASEN**  
BAC Chairperson