

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 1

for

DSWD12-AD-2022-001 Procurement of Hiring of Security Service Provider for the Period of January to December 2022

This Supplemental Bid Bulletin No. 1 for **PhilGEPS Reference Number 8282638** is being issued after considering the queries, clarifications, recommendations, and suggestions raised by the prospective bidders within the prescribed period in Section II (9) Clarification and Amendment of Bidding Documents. The BAC hereby decides to include, revise, amend, delete, and/or adapt the following provisions:

PARTICULARS	CLARIFICATION/AMENDMENT/ADDENDUMS																																																		
Terms of Reference	Terms of Reference																																																		
Other Terms and Conditions	Other Terms and Conditions																																																		
Change on the time of duty, from Twelve (12) hours to Eight (8) hours																																																			
<p>22. The posting of the security personnel shall be as follows:</p> <table border="1"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>7:00 A.M. to 7:00 P.M.</td> <td align="center">40</td> <td align="center">40</td> </tr> <tr> <td>Evening Shift</td> <td>7:00 P.M. to 7:00 A.M.</td> <td align="center">11</td> <td align="center">11</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td align="center">51</td> </tr> </tbody> </table> <p>A 15-minute period before the start of the shift shall be observed for briefing and transition purposes, to wit:</p> <table border="1"> <thead> <tr> <th>Shift</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Morning</td> <td>6:45 A.M.</td> </tr> <tr> <td>Evening</td> <td>6:45 P.M.</td> </tr> </tbody> </table>	Shift	Time	Number of Security	Total	Morning Shift	7:00 A.M. to 7:00 P.M.	40	40	Evening Shift	7:00 P.M. to 7:00 A.M.	11	11	Total			51	Shift	Time	Morning	6:45 A.M.	Evening	6:45 P.M.	<p>22. The posting of the security personnel shall be as follows:</p> <table border="1"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>5:00 A.M. to 1:00 P.M.</td> <td align="center">20</td> <td align="center">20</td> </tr> <tr> <td>Afternoon Shift</td> <td>1:00 P.M. to 9:00 P.M.</td> <td align="center">20</td> <td align="center">20</td> </tr> <tr> <td>Evening Shift</td> <td>9:00 P.M. to 5:00 A.M.</td> <td align="center">11</td> <td align="center">11</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td align="center">51</td> </tr> </tbody> </table> <p>A 15-minute period before the start of the shift shall be observed for briefing and transition purposes, to wit:</p> <table border="1"> <thead> <tr> <th>Shift</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Morning</td> <td>4:45 A.M.</td> </tr> <tr> <td>Afternoon</td> <td>12:45 P.M.</td> </tr> <tr> <td>Evening</td> <td>8:45 P.M.</td> </tr> </tbody> </table>	Shift	Time	Number of Security	Total	Morning Shift	5:00 A.M. to 1:00 P.M.	20	20	Afternoon Shift	1:00 P.M. to 9:00 P.M.	20	20	Evening Shift	9:00 P.M. to 5:00 A.M.	11	11	Total			51	Shift	Time	Morning	4:45 A.M.	Afternoon	12:45 P.M.	Evening	8:45 P.M.
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<p>subject to applicable taxes, a fixed cost as follows chargeable against funds of AD-GASS, DRMD, CCAM, and CIU Funds. The contract shall be for 12 months, covering the period of 01 January 2022 to 31 December 2022.</p> <p>Amount per Guard:</p> <ul style="list-style-type: none"> Seventeen Thousand Five Hundred Pesos (P17, 500.00) per month per guard on a twelve (12) hour daily duty. <p>Total Amount per Month (12-hr shift):</p> <ul style="list-style-type: none"> Eight Hundred Ninety Two Thousand Five Hundred Pesos (P892, 500.00). <p>Total Amount in Twelve (12) Months (12-hr shift):</p> <ul style="list-style-type: none"> Ten Million Seven Hundred Ten Thousand Pesos (P10, 710,000.00). 	<p>subject to applicable taxes, a fixed cost as follows chargeable against funds of AD-GASS, DRMD, CCAM, and CIU Funds. The contract shall be for 12 months, covering the period of 01 January 2022 to 31 December 2022.</p> <p>Amount per Guard:</p> <ul style="list-style-type: none"> Seventeen Thousand Five Hundred Pesos (P17, 500.00) per month per guard on an Eight (8) hour daily duty. <p>Total Amount per Month (8-hr shift):</p> <ul style="list-style-type: none"> Eight Hundred Ninety-Two Thousand Five Hundred Pesos (P892, 500.00). <p>Total Amount in Twelve (12) Months (8-hr shift):</p> <ul style="list-style-type: none"> Ten Million Seven Hundred Ten Thousand Pesos (P10, 710,000.00).
<p>QUALIFICATION OF THE SERVICE PROVIDER</p> <p>The TECHNICAL WORKING GROUP that may be assigned may require the certified true copy of the following clearances and certification for further evaluation and to ensure its compliance with existing labor laws and standard.</p> <ol style="list-style-type: none"> 1. Clearance from DOLE Regional Office where the principal office of the bidder is situated, stating that the bidder has no pending administrative case for violation of the minimum wage laws, rules and regulations [must be original copy and issued on the current year]; 2. Clearance from the National Labor Relations Commission (NLRC) stating that the bidder has no pending Administrative Case for violation of the minimum wage laws and other applicable labor rules and regulations (covering the period CY 2020 and 2021). The said certification must be issued on the current year [must be duly notarized and in original form]; 	<p>QUALIFICATION OF THE SERVICE PROVIDER</p> <p>The TECHNICAL WORKING GROUP that may be assigned may require the certified true copy of the following clearances and certification for further evaluation and to ensure its compliance with existing labor laws and standards.</p> <ol style="list-style-type: none"> 1. Clearance from DOLE Regional Office where the principal office of the bidder is situated, stating that the bidder has no pending administrative case for violation of the minimum wage laws, rules, and regulations [must be an original copy and issued on the current year]; 2. Clearance from the National Labor Relations Commission (NLRC) stating that the bidder has no pending Administrative Case for violation of the minimum wage laws and other applicable labor rules and regulations (covering the period CY 2020 and 2021). The said certification must be issued on the current year [must be duly notarized and in original form];

<p>3. Certification from the bidder under its oath of its compliance with existing labor laws and standard [must be duly notarized and in original form] with the following documents.</p> <p>3.1. Proof of payment and undertaking of the benefits paid;</p> <p>3.2. PHILHEALTH Certification/Clearance - Membership and paid remittances of all existing personnel for CY 2019 including the alpha list. Certification/Clearance must be issued on the current year;</p> <p>3.3. PAG-IBIG Certification/Clearance - Membership and paid remittances of all existing personnel for CY 2019 including the alpha list. Certification/Clearance must be issued on the current year;</p> <p>3.4. SSS Certification/Clearance - Membership and paid remittances of all existing personnel for CY 2019 including the alpha list. Certification/Clearance must be issued on the current year.</p>	<p>(Note: clearances should be within December 2021)</p> <p>3. Certification from the bidder under its oath of its compliance with existing labor laws and standards [must be duly notarized and in original form] with the following documents.</p> <p>3.1. Proof of payment and undertaking of the benefits paid;</p> <p>3.2. PHILHEALTH Certification/Clearance - Membership and paid remittances of all existing personnel for CY 2019 including the alpha list. Certification/Clearance must be issued on the current year; <u>(clearance covering the period until October 2021 and attachment of proof of payment for November 2021)</u></p> <p>3.3. PAG-IBIG Certification/Clearance - Membership and paid remittances of all existing personnel for CY 2019 including the alpha list. Certification/Clearance must be issued on the current year; <u>(clearance covering the period until October 2021 and attachment of proof of payment for October 2021)</u></p> <p>3.4. SSS Certification/Clearance - Membership and paid remittances of all existing personnel for CY 2019 including the alpha list. Certification/Clearance must be issued on the current year. <u>(clearance covering the period until September 2021 and attachment of proof of payment for October 2021)</u></p> <p>Note:</p> <p>1. All of these clearances and certifications</p>
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	<p>including its supporting documents in the Terms of References shall be form part of the bidding documents under the Technical Component Envelope specifically on the technical specifications requirement.</p> <p>2. The alpha list for PhilHealth, PAG-IBIG, and SSS is not required during the opening of bids but shall have to be presented during the post-qualification.</p>
BUDGETARY REQUIREMENT	BUDGETARY REQUIREMENT
<p>If, during the effectivity of the Contract between the Service Provider and the DSWD FO XII, a wage order or pertinent laws shall be implemented increasing the minimum wage or providing additional benefits to employees in private sector, the rates herein shall be adjusted accordingly. The Service Provider shall comply with the wage increase. Salary adjustment within the Contract Duration under DOLE Wage Order shall be on the account of the Service Provider.</p>	<p>If during the effectivity of the Contract between the Service Provider and the DSWD FO XII, a wage order or pertinent laws shall be implemented increasing the minimum wage or providing additional benefits to employees in private sector, the rates herein shall be adjusted accordingly. The Service Provider shall comply with the wage increase. Salary adjustment within the Contract Duration under DOLE Wage Order shall be on the account of the Service Provider.</p> <p><u>(Note: If there will be a wage increase, upon its effectivity, the service provider shall reflect the adjustments on the payroll salary. The Service Provider shall have to submit with the Statement of Accounts (SOA) a request for the adjustment on the contract with the corresponding provision of the increase for Accounting and End-user's information and reference.)</u></p>
<p>Class "A" Documents Technical Documents</p>	<p>Class "A" Documents Technical Documents</p>
<p>(f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;</p>	<p>(f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;</p> <p>Note: This statement shall be supported with:</p> <ol style="list-style-type: none"> 1. Notice of Award and/ or Contract 2. Notice to Proceed issued by the owner 3. Certificate of Accomplishments signed by the owner or authorized representative
	<p>Additional Instructions:</p> <ol style="list-style-type: none"> 1. The Procuring Entity shall provide a uniform template or form for the

	<p>computation of the prospective bidder's bid quotations. (Please see attached Annex "B" form)</p> <p>1.a No. of days per week is 7 days; 1.b No. of Days per year is 393.8; 1.c Daily minimum wage is P336.00; 1.d Administrative Cost shall be at least 20% of the total contract cost; 1.e Standard percentage for PhilHealth Contribution is Four Percent (4%). (Offered percentage of contribution lower than 4% shall be a ground for an outright disqualification of bids); and 1.f Bracket for SSS contribution based on the SSS Contribution Schedule effective January 2021 shall be within the P12,250.00-P12,749.99 range of compensation.</p> <p>2. In case of tie occurred between the bidders, the Bids and Awards Committee (BAC) recommends awarding through;</p> <p>2.a Tossing of Coin if a tie occurs between two (2) bidders, and 2.b Draw lots if a tie occur between at least two (2) bidders.</p>
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All terms, conditions, and instructions to bidders specified in the Bidding Documents inconsistent with this Bid Bulletin are hereby amended, modified, and superseded accordingly.

For further inquiries, you may coordinate with the Bids and Awards Committee Secretariat at Tel. (83) 228-8637 or email us at procurement.fo12@dswd.gov.ph.

For the information and guidance of all concerned.

Issued this 21st day of December 2021.

(Signed) BAILANO SALIK-ALI
Chairperson, Bids and Awards Committee

Annex "B"

Below are the breakdown of estimated contract per month for the Security Services for One (1) Year Contract:

Item no.	Description			Total Price
	No. of Days per Week	No. of Days per year	Daily Wage	
	7	393.8	336	
	Amount Directly to Security			
	Basic Pay			
	13 th Month pay			
	Incentive Pay			
	Night Differential Pay			
	Uniform Allowance			
A.	TOTAL AMOUNT DIRECTLY TO SECURITY			
	Amount to Government in favour of the Security			
	SSS Premium			
	Philhealth Contribution			
	EC Insurance Premiums			
	PAG-IBIG Fund Contribution			
B.	TOTAL AMOUNT TO GOVERNMENT IN FAVOR OF SECURITY			
C.	TOTAL PAID TO SECURITY AND GOVERNMENT			
D.	ADMINISTRATIVE OVERHEAD AND AGENCY FEE			
E.	VALUE ADDED TAX			
F.	TOTAL CONTRACT RATE FOR EIGHT (8) HOURS			
G.	TOTAL AMOUNT FOR FIFTEEN (51) SECURITY GUARDS PER MONTH			
H.	TOTAL AMOUNT FOR ONE (1) YEAR			
	(AMOUNT IN WORDS)			