

SUPPLEMENTAL BID BULLETIN

**Republic of the Philippines
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, 1307 Pasay City
BIDS AND AWARDS COMMITTEE (BAC)**

April 16, 2024

**THIRTY-ONE (31) MONTH SECURITY SERVICES FOR THE MAIN COMPLEX
AND FORUM**

ADDENDUM NO. 02

This Addendum is issued to amend/revise certain provisions of the Bid Documents for the above-captioned procurement. Said amendments are as follows:

- I. Section III- Bid Data Sheet has been revised to read as follows:
 - ITB Clause 20.2
 - a. Certified Photocopy of the CY 2022 Income and Business Tax Returns **with proof of payment;**

- II. Section VII-Technical Specifications have been changed to read as:
 - Item (a) SPECIFIC PROVISIONS
 - Male Security Guard
 - (b) At least **High school** graduate
 - Female Security Guard
 - At least **High school** graduate

- III. Section VIII-Checklist of Technical and Financial Documents has been changed to read as:

- **II. FINANCIAL COMPONENT ENVELOPE**

- **j. Cost Distribution of Bid Price (corrected copy)**

- for purposes of computation of wages, the number of days in a year shall be **395**

The corrected copies are attached. Bidders are advised to replace their original copies with the corrected copies.

For guidance and information of all concerned.


MELPIN A. GONZAGA
Chairman

Received by:

(Signature over printed name)

Telephone/Fax No. _____

Date: _____

Name of Company: _____

20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> a. Certified photocopy of the CY 2022 Income and Business Tax Returns <i>with proof of payment</i>; b. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative; c. Company profile with its organizational set-up and sketch of office location; d. List of existing licensed firearms with documentary proof of the corresponding licenses as well as the quantity, nomenclature and location of each firearm; e. List of existing licensed communication devices such as handheld radios and radio based transceiver, with documentary proof of such licenses issued by the National Telecommunications Commissions; f. Certified photocopy of an NTC license to operate radio communication equipment g. List of registered vehicles; h. Certified photocopy of latest registered license issued by the PNP-SOSIA to operate a security agency; i. Copies of past and present contracts with hotels, conventions/exhibitions centers and/or government institutions, entered into within the last five (5) years from the date of bidding with a deployment of not less fifty (50) security guards on one area of assignment; j. Security Plan suitable for PICC; k. Certificate of Ocular Inspection; and l. Certificate of Satisfactory Completion and Acceptance of previous PICC projects executed within the last five (5) years, if any. <p>Failure of the bidder with the lowest calculated bid to submit the above requirements, or a finding against the veracity of such requirements shall be ground for forfeiture of the bid security and disqualification of the bidder for award.</p>
21.2	No additional requirement

- k) Ability to communicate effectively in English, both verbally and in written form.
- l) Must be computer literate and draft letters or emails, reports, spreadsheets, and other documents related to security operations.
- m) Organize files and keep records related to the security office
- n) Performs other related studies that may be assigned from time to time
- o) Must have at least 2 years' experience as Security Admin before their deployment/designation at PICC

Male Security Guard:

- a) Filipino citizen;
- b) At least *High School graduate*
- c) At least 25 years of age *but not beyond 45 years of age*;
- d) At least 1.75 meters in height and not more than 75 kg. in weight;
- e) Must be of good moral character, honest, reliable, competent, courteous, polite, and of cooperative disposition;
- f) Must be physically and mentally fit as evidenced by a Medical Certificate issued by a duly licensed medical practitioner and must have passed the neuro-psycho screening test conducted and as certified by a professional evaluation center duly accredited by Camp Crame, PNP;
- g) Must be well-groomed, possess a pleasing personality, trim in physical appearance, or well-built;
- h) Must submit a Certified photocopy of the results of the drug-free test.
- i) Must submit Certified photocopies of Certificates showing that each guard had finished the Basic Security Training Course, First Aid Treatment, and Crowd Control Management Training and
- j) Must know how to render verbal and written reports such as spot reports, incident reports, etc.

Female Security Guard:

- a) Filipino citizen;
- b) At least *High School graduate*
- c) At least 25 years of age *but not beyond 40 years of age*;
- d) At least 1.62 meters in height and not more than 65 kgs. in weight;
- e) Must be of good moral character, honest, reliable, competent, courteous, polite, and of cooperative disposition;
- f) Must be physically and mentally fit as evidenced by a Medical Certificate issued by a duly licensed medical practitioner and must have passed the neuro-psycho screening test conducted and as certified by a professional evaluation center duly accredited by Camp Crame, PNP;
- g) Must be well-groomed, possess a pleasing personality, trim in physical appearance, or well-built;
- h) Must submit a Certified photocopy of the results of the drug-free test.
- i) Must submit Certified photocopies of Certificates showing that each guard had finished the Basic Security Training Course, First Aid Treatment, and Crowd Control Management Training and

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR; *If any of the documents in Annex "A" has expired, the updated document shall be submitted during post-qualification;*

Technical Documents

- (b) 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 (**Annex "A"**); **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (**Annex "B"**); **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration (**Annex C"**); **and**
- (e) Conformity with the Technical Specifications (**Section VII- signed on each and every page**), which includes production/delivery schedule, manpower requirements, and/or after-sales/parts (**Section VI**), if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder (**Annex "D"**).

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (**Annex "E"**) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form;
- (j) **Cost Distribution of Bid Price (Corrected Copy)**
 - *For purposes of computation of wages, the number of days in a year shall be 395*

Other documentary requirements under RA No. 9184 (as applicable)

- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

COST DISTRIBUTION PER MONTH
 Wage Order No. NCR - 24
 For Philippine International Convention Center

	SECURITY MANPOWER SERVICES				FORUM HALL		
	MAIN BUILDING						
	Detachment Commander (1)	SIC (2) / DIC (2) Day Shift (4) w/o NDP 395	SIC (1) / DIC (1) Night Shift (2) w/ NDP 395	Security Guard Day Shift (39) w/o NDP 395	Security Guard Night Shift (24) w/ NDP 395	Security Guard Day Shift (10) w/o NDP 395	Security Guard Night Shift (5) w/ NDP 395
Equivalent No. of Days per Year	760.00	710.00	710.00	610.00	610.00	610.00	610.00
Minimum Wage Rate (plus Phip 40.00 Increase ref. Wage order no. NCR-24) AMOUNT TO GUARD							
Ordinary working days: (293 days x MMWR)							
Regular holidays: (12 days x 200% x MMWR)							
Rest days: (52 days x 130% x MMWR)							
Special holidays: (8 days x 130% x MMWR)							
Annual Total							
Total Equivalent Monthly Rate							
Night Differential Pay							
Ordinary working days: ((MMWR/8) x 10% x 293 days x 8 hrs)							
Regular holidays: ((MMWR/8) x 200% x 12 days x 8 hrs)							
Rest days: ((MMWR/8) x 43% x 52 days x 8 hrs)							
Special holidays: ((MMWR/8) x 43% x 8 days x 8 hrs)							
Annual Total							
Total Equivalent Monthly Night Shift Differential Rate							
TOTAL EQUIVALENT MONTHLY RATE (MMWR + NSD)							
13th Month Pay: (MMWR x 365/12)/12							
Overtime Pay (4 hours daily OT (only for Det Cmdr))							
5 Days Service Incentive Leave (MMWR x 5/12)							
Uniform Allowance (RA5487)							
TOTAL EQUIVALENT AMOUNT DUE TO GUARD/S							
AMOUNT TO THE GOV'T IN FAVOR OF GUARD							
Retirement Benefit (R.A. 7641)							
SSS Premium							
Philhealth Contribution							
State Insurance Fund							

Paying Premium	=====	=====	=====	=====	=====	=====	=====	=====	=====	
TOTAL DIRECT TO GUARD & TO GOV'T IN FAVOR OF GUARD	=====	=====	=====	=====	=====	=====	=====	=====	=====	
Add: Administrative Cost:	=====	=====	=====	=====	=====	=====	=====	=====	=====	
Value Added Tax: (12% Value Added Tax shall be based on the Administrative Cost)	=====	=====	=====	=====	=====	=====	=====	=====	=====	
TOTAL GRAND TOTAL	=====	=====	=====	=====	=====	=====	=====	=====	=====	
TOTAL FOR ONE MONTH									=====	=====
GRAND TOTAL FOR ONE MONTH										

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date

COST DISTRIBUTION PER MONTH
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AMOUNT TO THE GOV'T IN FAVOR OF GUARD							
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Philhealth Contribution							
State Insurance Fund							

Page-By Premium TOTAL DIRECT TO GUARD & TO GOV'T IN FAVOR OF GUARD Add: Administrative Cost: Value Added Tax: (12% Value Added Tax shall be based on the Administrative Cost)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL GRAND TOTAL	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL FOR ONE MONTH GRAND TOTAL FOR ONE MONTH										

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date

