

Supplemental/Bid Bulletin

Addendum No. 1
June 21, 2021

ITB No. DSWD7-PB-2021-44


Provision of Security Manpower Services for 2nd Semester of CY 2021

This **Addendum No. 1** of ITB No. DSWD7-PB-2021-44 is issued to clarify and/or amend, pursuant to Section 22.5 of the IRR of Republic Act 9184, certain provision on the Bidding Documents issued for this project as follows:

Subject	Amendment/Agreement/Clarification
Section III. Bid Data Sheet	Added ITB Clause 15 – “Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. <i>Copy 1 should be a replica of the original as to appearance and contents.</i> ”
Single Largest Completed Contract	Single Largest Completed Contract is at least 50% of the ABC or amounting to Php2,450,000.00
Section VI. Schedule of Requirements	Item No. 2 – Office/Station <i>“Crisis Intervention Section / SWAD Cebu Office, Cebu City”</i>
Section VII. Technical Requirements	Item No. II – PERFORMANCE CRITERIA <i>“Note: Attach a minimum of one Certificate of at least Satisfactory Performance from completed/existing contracts.”</i>
Contract Price Schedule and Cost Breakdown	No. of Months should be 5 months instead of 6 months.

Attached herewith are the revised **Section III. Bid Data Sheet, Section VI. Schedule of Requirements, Section VII. Technical Specifications and Contract Price Schedule and Cost Breakdown.**

For guidance and information of all concerned.



AILEEN G. CUEVAS
BAC II, Chairperson

Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. The name of the Contract is <i>Provision of Security Manpower Services for 2nd Semester of CY 2021</i>, similar contracts shall refer to <i>Provision of Security Manpower Services</i>.</p> <p>b. completed within <i>three (3) years</i> prior to the deadline for the submission and receipt of bids.</p>
7.1	<p><i>Subcontracting is not allowed.</i></p>
12	<p>The price of the Goods shall be quoted DDP (state place of destination) or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than Php 98,000.00 (<i>indicate the amount equivalent to two percent (2%) of ABC</i>), if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php 245,000.00 (<i>Indicate the amount equivalent of five percent (5%) of ABC</i>) if bid security is in Surety Bond.</p>
15	<p><i>Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. Copy 1 should be a replica of the original as to appearance and contents.</i></p>
19.3	<p><i>[In case the project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by the item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p><i>[List here any project will be awarded by item, list each item indicating its quantity and ABC]</i></p>

21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>
29.2	<ol style="list-style-type: none"> 1. Latest Income and Business Tax Returns, filed and paid through Electronic Filing and Payments System (EFPS), consisting of the following: <ol style="list-style-type: none"> a. Income Tax Return with proof of payment, and b. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the period. 2. Latest Certificate of No Pending Cases from DOLE as of May 31, 2021 or any later date however, subject to evaluation with DOLE as to any pending cases filed after the issuance of the certification. 3. Latest Mayors Permit issued by the city/municipality where the Local Office is located. 4. BIR Certificate of Registration with line of business for Security Services and/or to include Security Services. 5. Certificate of Good Standing and Compliance with statutory obligation from SEC / DTI / PAGIBIG / PHILHEALTH & SSS.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Office/Station	No. of Guard	No. of Shift	No. of Hour	Days/Time of Duty	Contract Duration
1.	Field Office VII and ACSWD Office, Cebu City	6 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
2.	Crisis Intervention Section / SWAD Cebu Office, Cebu City	3 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
3.	Area Vocational Rehabilitation Center II (AVRC II), Camomot-Franza Rd., Labangon, Cebu City	2 Guards	2	8 hours/shift or a total of 16 hours/day	Monday - Sunday 3 PM - 11 PM 11 PM - 7 AM	5 Months
4.	Regional Haven for Women, Camomot-Franza Rd., Labangon, Cebu City	3 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
5.	Home for Girls, Camomot-Franza Rd., Labangon, Cebu City	3 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
6.	Reception and Study Center for Children (RSCC), Camomot-Franza Road, Labangon, Cebu City	3 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
7.	Regional Rehabilitation Center for Youth (RRCY), Candabong, Argao, Cebu	3 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
8.	SWAD-Bohol Office and Warehouse, Tagbilaran City, Bohol	6 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
9.	Regional Warehouse, Labangon, Cebu City	4 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months

10.	Pilot Warehouse, Cebu City	3 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
11.	Warehouse, Dumaguete City, Negros Oriental	3 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
12.	SWAD-Negros Office, Dumaguete City, Negros Oriental	3 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months
13.	VDRC, Tingub, Mandaue City, Cebu	6 Guards	3	8 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM - 3 PM 3 PM - 11 PM 11 PM - 7 AM	5 Months

Other Provision:

Posting of security guards and other requirements to each Office/Station shall commence within 7 calendar days from receipt of the Notice to Proceed.

I hereby certify to comply and deliver the goods within the above-stated period.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

	<ul style="list-style-type: none"> ● Implement strict precautionary measures within the area of responsibilities including peace and order. ● Assist in the authorized investigation of cases involving injury, loss of lives and damage to properties. ● Implement rules and regulations, directives, local ordinance and other related policies which maybe promulgated from time to time. ● Except on fortuitous events and/or negligence of the DSWD Officials and employees, the Contractor shall be accountable for the following: <ul style="list-style-type: none"> a. Loss or damage of DSWD properties or facilities appearing in the Inventory Report or other documents which serve as proof of ownership. b. Any damage due to negligence in the performance of duty of security guards. ● Prompt submission of monthly reports required by the DSWD on security activities. ● Provide Identification Card (ID) to visitors and clients of DSWD. ● For emergency cases, the Contractor shall coordinate with proper authorities, police or agency designated officials in case of calamities. 	
IV	REQUIRED SECURITY EQUIPMENT FOR THIS CONTRACT	
	<ul style="list-style-type: none"> ● Firearms - 17 units ● Surveillance Mirror - 9 units ● Metal Detector - 11 units ● Flashlights with batteries - 17 units ● Knight Stick - 17 units ● Raincoat - 17 units ● Rain Boots - 17 units ● Umbrella - 17 units ● Whistle - 17 units ● First Aid Kit with PPEs - 17 units ● Communication Device - 17 units <p>Remarks:</p> <ul style="list-style-type: none"> ● Firearms should be in good condition, with license from Firearms and Explosive Office (FEO) and PNP with complete load of ammunition. No “paltik” revolver should be issued to the Security Guards. 	
V	MINIMUM REQUIREMENTS FOR SECURITY GUARD	
	<ul style="list-style-type: none"> ● Must possess a valid security guard license. ● Must have at least 1-year experience as security guard supported with a certification. ● Must be a Filipino citizen. ● Minimum height requirement: male - 5’5”; female - 5’2”. ● Must be at least 25 years old but not more than 50 years old. ● Must be at least college level for guards to be assigned in centers and institution; and the rest at least high school graduate. ● Must have certificates on neuropsychological, medical and drug tests issued by duly accredited agency of PNP. ● Must have barangay, police and NBI clearances. 	

	<ul style="list-style-type: none"> ● Must have a certificate of good moral character issued by a barangay official in the barangay where he/she resides. ● Must submit an updated biodata duly signed by the security guard. 	
VI	SECURITY MEASURES	
	<p>1. DSWD PERSONNEL</p> <ul style="list-style-type: none"> ● Implement strictly the “No ID No Entry Policy”. ● Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of employee/s. ● Check bags, plastic bags and boxes for security purposes. ● Prevent/detect any form of breach of DSWD rules and regulations and if possible report or cause the arrest of the perpetrator/s. ● Implement strictly the No Entry to security/restricted areas without proper authorization/clearance. ● Exercise tact and courtesy at all times. ● Assist employees as may be requested. ● Maintain logbook for personnel and property/equipment movements. ● No entry and stay in office after office hours, including Saturdays, Sundays and Legal Holidays unless authorized. ● Full concentration on security work. Avoid chatting to employees. 	
	<p>2. DSWD GUESTS/VISITORS</p> <ul style="list-style-type: none"> ● Implement strictly the “No ID No Entry Policy”. ● Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of visitor/s. ● Prevent/detect any form of breach of DSWD rules and regulations and if possible report or cause the arrest of the perpetrator/s. ● Prevent entry to security/restricted areas without proper authorization/clearance. ● Exercise tact and courtesy at all times. ● Assist as may be required. ● Maintain logbook. ● Prevent entry after office hours, including Saturdays, Sundays and Legal Holidays unless authorized. ● Prohibit loitering in the premises after visitor’s business is done. ● Issue Visitor’s ID to all non-DSWD personnel and properly coordinate with the officials/employees concerned the entry of visitors. 	

	<p>3. SUPPLIES AND EQUIPMENT</p> <ul style="list-style-type: none"> • All outgoing DSWD properties must be covered with the appropriate documents duly signed by the authorized signatories indicating serial number/property number, person moving the equipment, time and date, etc. • Personal properties shall be covered by personal property slip issued by the security guard on duty. • Access to supply rooms and other restricted areas will be allowed to authorize personnel only. • Ensure to perform partial lock and key control system 	
VII	CONTINGENCY PLAN FOR VARIOUS RISKS	
	<p>1. FIRE (DURING NON-WORKING DAYS/AFTER OFFICE HOURS)</p> <ul style="list-style-type: none"> • In case of fire, turn off the main switch. • Use available fire-fighting equipment. • Call Fire Department for help. • Inform the Management immediately. • Clear driveways. 	
	<p>2. TRESPASSING</p> <ul style="list-style-type: none"> • Challenge and detain trespassers. • Turn-over trespassers to PNP. • Report to the management. 	
	<p>3. HOSTAGE SITUATION</p> <ul style="list-style-type: none"> • Notify PNP, DSWD and all guards. • Act as temporary negotiator until the arrival of the expert negotiator. 	
	<p>4. EARTHQUAKE</p> <ul style="list-style-type: none"> • Prevent panic and maintain calm. • Prevent use of direct escape thru other means of exit. • If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects. 	
	<p>5. FLOOD AND TYPHOON</p> <ul style="list-style-type: none"> • Prevent crossing of employees on flooded areas. • Prevent exit when there are strong winds outside the building. 	
	<p>6. SABOTAGE</p> <ul style="list-style-type: none"> • Cordon the affected area to secure evidence. • In case of explosion, help evacuate all personnel from affected area. • Inform the Fire Department. 	

	<p>7. BOMB THREAT</p> <ul style="list-style-type: none"> ● Immediately report to PNP. ● Inform DSWD-FO VII Management. ● Assist evacuation of personnel. ● Secure DSWD property and clear from unauthorized persons. ● Assist in bomb search, if necessary. 	
	<p>8. DEMONSTRATIONS/MASS ACTIONS</p> <ul style="list-style-type: none"> ● Inform DSWD-FO VII Management. ● Immediately report to PNP. ● Maximum tolerance must be observed and maintained at all times. ● Ensure that designated open gates must not be blocked by the demonstrators. ● Non-obstructive demonstrations should not be interrupted. Efforts should be made to conduct DSWD business as normally as possible. ● Disruptive demonstrations shall be terminated in coordination with the DSWD authorized personnel. 	

I hereby certify that all statements indicated under the **Statement of Compliance** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Contract Price Schedule & Cost Breakdown

For all covered workers in the different areas in Region 7 using factor 393.5 days or for those who are required to work every day including Sundays or rest days, special days and regular holidays.

Item No.	Description/Computation	Class A	Class B	Class C
A.	Amount Due to Security Guard			
	<i>1. Daily Wage (Per Wage Order No. ROVII-22)</i>			
	<i>2. Basic Salary (DW x 393.5 days/12)</i>			
	<i>3. 13th Month Pay (DW x 365 Days / 12 / 12)</i>			
	<i>4. Service Incentive Pay (DW x 5 Days / 12)</i>			
	<i>5. Night Shift Differential (#2 x 10% / 3)</i>			
	<i>6. Monthly Uniform Allowance (RA 5487)</i>			
	<i>7. Retirement Benefit (DW x 22.53 / 12) (RA 7641)</i>			
	Total (2+3+4+5+6+7)			
B.	Amount Due to Government as Mandated			
	<i>8. SSS (Employer's Share) (compensation based on the total of #2 + #4+ #5 + #6)</i>			
	<i>9. ECC (compensation based on the total of #2 + #4+ #5 + #6)</i>			
	<i>10. Philhealth (Employer's Share) (based on 365 days factor)(Circular No. 2019-0009)</i>			
	<i>11. Pag-Ibig Fund (Employer's Share) (RA 9679)</i>			
	Total (8+9+10+11)			
C.	Amount Due to Security Guard & Government (A + B)			
D.	Operating Cost			
	<i>12. Administrative Overhead/Margin which should not be lower than 20% (DOLE D.O. 150-16)</i>			
E.	Value Added Tax (D x 12%) (BIR Circular Mem. #039-2007)			
F.	Contract Cost per Security Guard			

Type	Quantity	No. of Months	Total Contract Cost
Class A Area	32 SG	5 months	
Class B Area	13 SG	5 months	
Class C Area	3 SG	5 months	
TOTAL CONTRACT PRICE IN FIGURES			

Total Contract Price in Words: _____
 _____.

 Name of Company / Bidder

 Name/Signature of Authorized Representative

 Date