

Supplemental/Bid Bulletin


Addendum No. 1
December 29, 2021

ITB No. DSWD7-PB-2022-20

PROVISION OF SECURITY MANPOWER SERVICES FOR CY 2022

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **December 23, 2021**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section I. Invitation to Bid	<ul style="list-style-type: none"> ✚ It was emphasized that the Approved Budget for the Contract is <i>Nine Million Five Hundred Thousand Pesos Only (₱9,500,000.00)</i>
Section III. Bid Data Sheet	<ul style="list-style-type: none"> ✚ One of the requirements is the Latest Mayors Permit issued by the city/municipality where the Local Office is located, however, considering that the Bid Opening is scheduled on January 5, 2022 and it's the start of the year, it was agreed that the participating bidder may submit Official Receipt of renewal for CY 2022 with attached Mayor's Permit for CY 2021 on the submission of bids. <p>This shall be accepted by the Bids and Awards Committee during the scheduled Bid Opening.</p>
Section VII. Technical Specifications	<ul style="list-style-type: none"> ✚ In item no. V. MINIMUM REQUIREMENTS FOR A SECURITY GUARD, it was agreed by both the Bids and Awards Committee and participating bidders that security personnel <i>must be fully vaccinated for COVID-19.</i>
Section VIII. Checklist of Technical and Financial Documents	<ul style="list-style-type: none"> ✚ <i>It was emphasized that the Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance with DBM Circular Letter No. 2013-16. Participating bidder must attach a photocopy of their bank account details (bank account name, number and branch) in the bids submitted. This shall be verified during the conduct of post-qualification".</i> <ul style="list-style-type: none"> ✚ Please see attached Bank Details/Info template. ✚ Again, it was reiterated that One of the requirements is the Latest Mayors Permit issued by the city/municipality where the Local Office is located, however, considering that the Bid Opening is scheduled on January 5, 2021 and it's the start of the year, it was agreed that the participating

	<p>bidder may submit Official Receipt of renewal for CY 2022 with attached Mayor's Permit for CY 2021 on the submission of bids.</p> <p> The comparative statement attached in the Audited Financial Statement should be covering CY 2020 and CY 2019.</p>
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Attached herewith are the revised **Section III. Bid Data Sheet, Section VII. Technical Specifications, and Section VIII. Checklist of Technical and Financial Documents.**

For guidance and information of all concerned.

(SGD.) AILEEN G. CUEVAS
Presider / Chairperson, Bids and Awards Committee II

Revised 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 CY 2022</i>, similar contracts shall refer to <i>Provision of Security Manpower Services</i>.</p> <p>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP (state place of destination) or the applicable International Commercial Terms (INCOTERMS) for this Project.
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 190,000.00 (<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 475,000.00 (<i>Indicate the amount equivalent of five percent (5%) of ABC</i>) if bid security is in Surety Bond.</p>
15	<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>
19.2	<p><i>Detailed Evaluation and Comparison of Bids</i></p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</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	<p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p>
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 December 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 and updated Clearance from NLRC. 4. Latest Mayors Permit issued by the city/municipality where the Local Office is located. Official Receipt for renewal in the absence of Valid Mayor's Permit for CY 2022 with attached Mayor's Permit for CY 2021. 5. BIR Certificate of Registration with line of business for Security Services. 6. Certificate of Good Standing and Compliance with statutory obligation from SEC / DTI / PAGIBIG / PHILHEALTH & SSS.

Revised Section VII. Technical Specifications

Bidders must state either “**Comply**” or “**Not Comply**” in each of the individual parameters of each Specification stating the corresponding performance parameter of the item offered. Statements of “Comply” or “Not Comply” must be supported by evidence and cross-referenced to that evidence or may copy the specification stated in verbatim if applicable. A statement of “Comply” or “Not Comply” that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

Item	Specifications	Statement of Compliance
I	STABILITY & MINIMUM REQUIREMENTS OF SERVICE PROVIDER	
	<ul style="list-style-type: none"> • Years of Experience – At least five (5) years in the business • Must have an operational office either within Cebu City / Talisay City / Mandaue City / Lapu-lapu City • Liquidity of the Contractor – At least 2 Million (Current Assets minus current liabilities based on Balance Sheet as of December 31, 2020) • Organizational Set-up – With good office set-up, personnel and office tools and equipment. • Must have sufficient capital to answer the salaries of security guards and other benefits in case of delayed collections / payment. • Must be prompt in payments of SSS, Philhealth and PagIbig contributions of all security guards. • Must be of good standing and compliance with statutory obligation from SEC/DTI, PAG-IBIG, PHILHEALTH, and SSS. • Must have valid and updated NLRC Clearance. • Must be prompt in payments of salaries of their security guards. • Must have sufficient communication equipment and reliable and serviceable firearms. 	
II	PERFORMANCE CRITERIA	
	<p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria:</p> <ul style="list-style-type: none"> • quality of service delivered; • time management; • management and suitability of personnel; • contract administration and management; • weekly provision of regular progress report; • attentiveness and presence of mind of guards on duty; • compliance with DSWD-FO VII instructions and policies; • provision of a roving supervisor <p><i>Note: Attach at least one Certificate of Performance from completed/existing contracts</i></p>	

III	GENERAL SCOPE OF WORK	
	<ul style="list-style-type: none"> • Protect the DSWD properties and personal belongings of personnel in their areas of jurisdiction from burglary, robbery, vandalism, pilferage, theft and other unlawful acts. • 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: • Loss or damage of DSWD properties or facilities appearing in the Inventory Report or other documents which serve as proof of ownership. • Any damage due to negligence in the performance of duty of security guards. • Prompt submission of reports that maybe 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 - 7 units • Metal Detector - 10 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: 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.</p>	

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 those who will be assigned at Centers and Institutions, while other area must be 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. • 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. • Deployed security guard must be fully vaccinated for COVID-19 	
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 	

	<p>regulations and if possible, report or cause the arrest of the perpetrator/s.</p> <ul style="list-style-type: none"> • 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 authorized 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: _____

Revised Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

and

(b) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

and

(c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Area;

*****Official Receipt for renewal in the absence of Valid Mayor’s Permit for CY 2022 with attached Mayor’s Permit for CY 2021.**

and

(d) Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

(e) Statement of the prospective bidder of all its ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

(f) Statement of 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; **and**

i.) Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and

ii.) Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt / Collection Receipt or Sales Invoice.

(g) Original copy of the Bid Security. If in the form of Surety Bond, submit also a certification issued by the Insurance Commission,

- The amount of not less than *two percent (2%) of ABC or equivalent to Php 81,200.00*, if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or
- The amount of not less than *five percent (5%) of ABC or equivalent to Php 203,000.00*, if bid security is in Surety Bond.

or

Original copy of Notarized Bid Securing Declaration; **and**

(h) Conformity with the Schedule of Delivery and Technical Specifications, which may include production / delivery schedule, manpower, requirement, and/or after-sales/parts, if applicable; **and**

(i) 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.

Technical Documents

(j) The Supplier's audited financial statement, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission (CY 2019 and CY 2020); **and**

(k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

(l) *Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance with DBM Circular Letter No. 2013-16. Participating bidder must attach a photocopy of their bank account details (bank account name, number and branch) in the bids submitted. This shall be verified during the conduct of post-qualification".*

 **Please see attached Bank Details/Info template.**

Class “B” Documents

(m) If applicable, a duly signed joint venture (JVA) in case the joint venture is already in existence **or**

Duly notarized statements from all the potential venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

(n) [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.

(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

(a) Original duly signed and accomplished Financial Bid Form; **and**

(b) Original duly signed and accomplished Priced Schedule(s) / Financial Proposal Sheet(s)

SUPPLIER / SERVICE PROVIDER'S BANK INFORMATION

Name of Bank	
Branch	
Bank Account Name	
Account No.	
TIN No.	

PLEASE CHECK IF TIN NUMBER is VAT or NON-VAT

VAT

NON-VAT

Signature: _____

Name of Authorized Representative: _____

Position: _____