

**Supplemental/Bid Bulletin  
Addendum No. 1**

**Project Title : Provision of Security Manpower Services for DSWD Field Office NIR for CY 2025.**

**ITB No. : DSWD7-PB-2025-31**

**Date : May 26, 2025**

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provisions in the Bidding Documents for this project during the Pre-Bid Conference held on **May 23, 2025, 1:30 P.M.**

No.	Subject	Amendments/Inclusions/Clarifications
1.	Section VII. Technical Specifications	<p>The quantity of some of the equipment under <b>Item No. IV – Required Minimum Security Equipment for this Contract</b> were amended, namely:</p> <ul style="list-style-type: none"><li>• Firearms – from 2 units to 3 units</li><li>• Knight Stick – from 9 units to 3 units</li><li>• Umbrella – from 9 units to 3 units</li><li>• Communicative Device – from 9 units to 3 units</li></ul> <p><b>Attached herewith is the revised Section VII. Technical Specifications.</b></p>

By Rule, all other related provisions in the Bidding Documents correspondingly affected by these amendments are likewise deemed amended to conform to this Bid Bulletin.

Amendments/inclusions/clarifications made herein shall form an integral part of the Bidding Documents.

Please be guided accordingly.



**PATRICIA R. MEGALBIO**  
Chairperson, Bids and Awards Committee I

## Section VII. Technical Specifications

Bidders must state either “Comply” or “Not Comply” at the Statement of Compliance column against each of the individual parameters of each Specification.

Item No.	Specification	Statement of Compliance/Bidder's Specification
<b>I.</b>	<b>STABILITY &amp; MINIMUM REQUIREMENTS OF SERVICE PROVIDER</b>	
	<ul style="list-style-type: none"> <li>➤ Years of Experience – At least five (5) years in the business</li> <li>➤ Must have an operational office within Cebu, Region VII or Negros Island Region (NIR).</li> <li>➤ Liquidity of the Contractor – At least 2 Million (Current Assets minus current liabilities based on Balance Sheet as of December 31, 2024)</li> <li>➤ Organizational Set-up – With good office set-up, personnel and office tools and equipment.</li> <li>➤ Must have sufficient capital to answer the salaries of security guards and other benefits in case of delayed collections/payment.</li> <li>➤ Must be prompt in payments of SSS, Philhealth and Pagibig contributions of all security guards.</li> <li>➤ Must be of good standing and compliance with statutory obligation from SEC/DTI, PAG-IBIG, PHILHEALTH, and SSS (<i>certificates must be presented during post-qualification</i>).</li> <li>➤ Must have valid and updated NLRC Clearance (<i>must be presented during post-qualification</i>).</li> <li>➤ All guard assigned for this contract should be trained on Disaster Response (<i>Training Certificates must be presented during post-qualification</i>).</li> <li>➤ Must be prompt in payments of salaries of their security guards.</li> <li>➤ Must have sufficient communication equipment and reliable &amp; serviceable firearms.</li> </ul>	
<b>II.</b>	<b>GENERAL SCOPE OF WORKS</b>	
	<ol style="list-style-type: none"> <li>1. Protect the DSWD properties and personal belongings of personnel in their areas of jurisdiction from burglary, robbery, vandalism, pilferage, theft and other unlawful acts.</li> <li>2. Implement strict precautionary measures within the area of responsibilities including peace and order.</li> <li>3. Assist in the authorized investigation of cases involving injury, loss of lives and damage to properties.</li> <li>4. Implement rules and regulations, directives, local ordinances and other related policies which maybe promulgated from time to time.</li> <li>5. Except on fortuitous events and/or negligence of the DSWD Officials and employees, the Contractor shall be accountable for the following:               <ol style="list-style-type: none"> <li>i. Loss or damage of DSWD properties or facilities appearing in the Inventory Report or other documents which serve as proof of ownership.</li> </ol> </li> </ol>	



	<p>ii. Any damages incurred due to negligence in the performance of duty of security guards.</p> <p>6. Prompt submission of reports that maybe required by the DSWD on the security activities.</p> <p>7. Obtain basic data and provide Identification Card (ID) to visitors and clients of DSWD upon entry.</p> <p>8. For emergency cases, the Service Provider shall coordinate with proper authority, police or agency designated officials.</p>																																		
<b>III.</b>	<b>PERFORMANCE CRITERIA</b>																																		
	<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"> <li>➤ quality of service delivered;</li> <li>➤ time management;</li> <li>➤ management and suitability of personnel;</li> <li>➤ contract administration and management;</li> <li>➤ weekly provision of regular progress report;</li> <li>➤ attentiveness and presence of mind of guards on duty;</li> <li>➤ compliance with DSWD-FO NIR instructions and policies;</li> <li>➤ provision of a roving supervisor</li> </ul> <p><i>Note: Attach at least two (2) Certificate of Performance from completed/existing contracts</i></p>																																		
<b>IV.</b>	<b>REQUIRED MINIMUM SECURITY EQUIPMENT FOR THIS CONTRACT</b>																																		
	<table border="0"> <tr><td>➤ Firearms</td><td>-</td><td>3 units</td></tr> <tr><td>➤ Surveillance Mirror</td><td>-</td><td>2 units</td></tr> <tr><td>➤ Metal Detector</td><td>-</td><td>2 units</td></tr> <tr><td>➤ Flashlights with extra batteries</td><td>-</td><td>9 units</td></tr> <tr><td>➤ Knight Stick</td><td>-</td><td>3 units</td></tr> <tr><td>➤ Raincoat</td><td>-</td><td>9 units</td></tr> <tr><td>➤ Rain Boots</td><td>-</td><td>9 pairs</td></tr> <tr><td>➤ Umbrella</td><td>-</td><td>3 units</td></tr> <tr><td>➤ Whistle</td><td>-</td><td>9 units</td></tr> <tr><td>➤ First Aid Kit</td><td>-</td><td>9 units</td></tr> <tr><td>➤ Communicative Device</td><td>-</td><td>3 units</td></tr> </table> <p><i>Remarks: Firearms should be in good condition. Must have a license from Firearms and Explosive Office (FEO) and PNP with complete load of ammunition. No "paltik" revolver should be issued to the Security Guards.</i></p>	➤ Firearms	-	3 units	➤ Surveillance Mirror	-	2 units	➤ Metal Detector	-	2 units	➤ Flashlights with extra batteries	-	9 units	➤ Knight Stick	-	3 units	➤ Raincoat	-	9 units	➤ Rain Boots	-	9 pairs	➤ Umbrella	-	3 units	➤ Whistle	-	9 units	➤ First Aid Kit	-	9 units	➤ Communicative Device	-	3 units	
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<b>V.</b>	<b>MINIMUM REQUIREMENTS FOR SECURITY GUARDS</b>																																		
	<ol style="list-style-type: none"> <li>1. Must possesses a valid security guard license.</li> <li>2. Must have at least 1-year experience as security guard supported with a certification.</li> <li>3. Must be a Filipino citizen.</li> <li>4. Minimum height requirement: male - 5'5"; female - 5'2".</li> <li>5. Must be at least 25 years old but not more than 50 years old.</li> <li>6. Must be at least college level.</li> <li>7. Must have certificates on neuropsychological, medical and drug tests issued by duly accredited agency of PNP.</li> <li>8. Must have barangay, police and NBI clearances.</li> </ol>																																		

	<p>9. Must have a certificate of good moral character issued by a barangay official in the barangay where he/she resides.</p> <p>10. Must be trained on Disaster Response (supported with Training Certificate).</p> <p>11. Must submit an updated biodata duly signed by the security guard.</p>	
<b>VI.</b>	<b>SECURITY MEASURES</b>	
	<p><b>1. FOR DSWD PERSONNEL</b></p> <ul style="list-style-type: none"> <li>a) Implement strictly the "No ID No Entry Policy".</li> <li>b) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of employee/s.</li> <li>c) Check bags, plastic bags, boxes and vehicles for security purposes.</li> <li>d) Prevent/detect any form of breach of DSWD rules and regulations and if possible, report or cause the arrest of the perpetrator/s.</li> <li>e) Implement strictly the No Entry to secured/restricted areas without proper authorization/clearance.</li> <li>f) Exercise tact and courtesy at all times.</li> <li>g) Assist employees as may be requested/needed.</li> <li>h) Maintain logbook for personnel and property/equipment movements.</li> <li>i) No entry and stay in office after office hours, including Saturdays, Sundays and Legal Holidays unless authorized.</li> <li>j) Full concentration on security works. Avoid chatting to employees.</li> </ul>	
	<p><b>2. FOR DSWD GUESTS/VISITORS</b></p> <ul style="list-style-type: none"> <li>a) Implement strictly the "No ID No Entry Policy".</li> <li>b) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of visitor/s.</li> <li>c) Prevent/detect any form of breach of DSWD rules and regulations and if possible, report or cause the arrest of the perpetrator/s.</li> <li>d) Prevent entry to secured/restricted areas without proper authorization/clearance.</li> <li>e) Exercise tact and courtesy at all times.</li> <li>f) Assist as may be required/needed.</li> <li>g) Maintain logbook.</li> <li>h) Prevent entry after office hours, including Saturdays, Sundays and Legal Holidays unless authorized.</li> <li>i) Prohibit loitering in the premises after visitor's business is done.</li> <li>j) Obtain basic data upon entry and issue Visitor's ID to all non-DSWD personnel and properly coordinate with the officials/employees concerned on the entry of the visitors.</li> </ul>	



	<b>3. FOR SUPPLIES AND EQUIPMENT</b> <ul style="list-style-type: none"> <li>a) 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.</li> <li>b) Personal properties shall be covered by personal property slip issued by the office or security guard on duty.</li> <li>c) Access to supply rooms and other restricted areas will be allowed to authorized personnel/staff only.</li> <li>d) Ensure to perform partial lock and key control system.</li> </ul>	
<b>VII.</b>	<b>CONTINGENCY PLAN FOR VARIOUS RISKS</b>	
	<b>1. FIRE (DURING NON-WORKING DAYS/AFTER OFFICE HOURS)</b> <ul style="list-style-type: none"> <li>a) In case of fire, turn off the main switch.</li> <li>b) Use available fire-fighting equipment.</li> <li>c) Call Fire Department for help.</li> <li>d) Inform the Management immediately.</li> <li>e) Clear driveways.</li> </ul>	
	<b>2. TRESPASSING</b> <ul style="list-style-type: none"> <li>a) Challenge and detain trespassers.</li> <li>b) Turn-over trespassers to PNP.</li> <li>c) Report to the management.</li> </ul>	
	<b>3. HOSTAGE SITUATION</b> <ul style="list-style-type: none"> <li>a) Notify PNP, DSWD and all guards.</li> <li>b) Act as temporary negotiator until the arrival of the expert negotiator.</li> </ul>	
	<b>4. EARTHQUAKE</b> <ul style="list-style-type: none"> <li>a) Prevent panic and maintain calm.</li> <li>b) Prevent use of direct escape thru other means of exit.</li> <li>c) If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects.</li> </ul>	
	<b>5. FLOOD AND TYPHOON</b> <ul style="list-style-type: none"> <li>a) Prevent crossing of employees on flooded areas.</li> <li>b) Prevent exit when there are strong winds outside the building.</li> </ul>	
	<b>6. SABOTAGE</b> <ul style="list-style-type: none"> <li>a) Cordon the affected area to secure evidence.</li> <li>b) In case of explosion, help evacuate all personnel from affected area.</li> <li>c) Inform the Fire Department.</li> </ul>	
	<b>7. BOMB THREAT</b> <ul style="list-style-type: none"> <li>a) Immediately report to PNP.</li> <li>b) Inform DSWD-FO NIR Management.</li> <li>c) Assist in the evacuation of personnel.</li> <li>d) Secure DSWD property and clear from unauthorized persons.</li> <li>e) Assist in bomb search, if necessary.</li> </ul>	

	<p><b>8. DEMONSTRATIONS/MASS ACTIONS</b></p> <ul style="list-style-type: none"> <li>a) Inform DSWD-FO NIR Management.</li> <li>b) Immediately report to PNP.</li> <li>c) Maximum tolerance must be observed and maintained at all times.</li> <li>d) Ensure that designated open gates must not be blocked by the demonstrators.</li> <li>e) Non-obstructive demonstrations should not be interrupted. Efforts should be made to conduct DSWD business as normally as possible.</li> <li>f) Disruptive demonstrations shall be terminated in coordination with the DSWD authorized personnel.</li> </ul>	
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I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder's Remarks** 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: \_\_\_\_\_