

## Supplemental/Bid Bulletin

Addendum No. 1  
September 25, 2020

ITB No. DSWD7-PB-2020-33

### PROVISION OF SECURITY MANPOWER SERVICES FOR NOVEMBER TO DECEMBER 2020

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 **September 24 2020**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section I. Invitation to Bid	<ul style="list-style-type: none"> <li>The project title has been modified to <i>Provision of Security Manpower Services for November to December 2020</i> to emphasize that this project will only cover the remaining two months of the year.</li> </ul> <p><i>A revised Section I. Invitation to Bid is hereby attached for the purpose.</i></p>
Section III. Bid Data Sheet	<ul style="list-style-type: none"> <li>The project titles indicated in this section were also modified based on the changes in Section I. Invitation to Bid for consistency.</li> </ul> <p><i>A revised Section III. Bid Data Sheet is hereby attached for the purpose.</i></p>
Section VI. Schedule of Requirement	<ul style="list-style-type: none"> <li>In this section, the number of Security guards needed for each area and work schedules has been discussed. Furthermore, for items no. 8 and 9 it was clarified and corrected that the number of hour per shift is <i>8 hours or a total of 24 hours per day</i>.</li> <li>The deployment of security guards to their areas shall commence on the first working day of the effectivity of the Contract Agreement.</li> </ul> <p><i>A revised Section VI. Schedule of Requirements is hereby attached for the purpose</i></p>
Bid Form	<ul style="list-style-type: none"> <li>The project title indicated in this form was modified in accordance with the project title indicated in Section I. Invitation to Bid.</li> </ul> <p><i>A revised Bid Form is hereby attached for the purpose.</i></p>

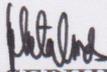
**Contract Price  
Schedule and Cost  
Breakdown**

- It was emphasized by the presiding officer that we in need of 47 Security Guards in which we have added a row for the total no. of guards needed.

*A revised Contract Price Schedule and Cost Breakdown is hereby attached for the purpose.*

Attached herewith is the revised **Section I. Invitation to Bid, Section III. Bid Data Sheet, Section VI. Schedule of Requirement, Bid Form and Contract Price Schedule and Cost Breakdown.**

For guidance and information of all concerned.

  
**JOSEPHINE C. BELOTINDOS**  
Presider / Chairperson, Bids and Awards Committee

## *Revised Section I. Invitation to Bid*

### **Provision of Security Manpower Services for November to December 2020**

#### **ITB No. DSWD7-PB-2020-33**

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2020 General Appropriations Act* intends to apply the sum of **One Million Nine Hundred Twenty Thousand Pesos (₱1,920,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the *Provision of Security Manpower Services for November to December 2020*.
2. The *DSWD-FO VII* now invites bids from **PhilGEPS registered Service Providers**. Delivery of the goods and services shall be in accordance with **Section VI. Schedule of Requirements**. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **single largest completed contract (SLCC)** similar to the Project of **at least 50% of the ABC or amounting to at least ₱960,000.00** which must be supported with two (2) documents, namely:
  - **1<sup>st</sup> document** is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and
  - **2<sup>nd</sup> document** is either of Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice.

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a **non-discretionary “pass/fail” criterion** as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from *BAC Secretariat* and inspect the Bidding Documents at the address given below during *office hours*.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 17, 2020** from the address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00).*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

6. The *DSWD-FO VII* will hold a Pre-Bid Conference on **September 24, 2020, Thursday at 1:30 PM** at **DSWD Field Office VII Conference Room, Cebu City** which shall be open to prospective bidders. However, as per Procuring Entity's Health Protocol, visitors to be accommodated in the field office shall be limited, therefore, interested bidders are encouraged to join us through *video-conferencing via Google Meet using the code: procurement7*.

*Note:*

DSWD Field Office is implementing health screening and temperature check for all personnel, visitor's and client. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premise. *(Please see attached Form)*

7. Bids must be duly received by the BAC Secretariat at the address below on or before **October 6, 2020, Tuesday at 1:15 PM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **October 6, 2020, Tuesday at 1:30 PM** at **DSWD Field Office VII Conference Room, Cebu City**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. Participating bidders shall submit two (2) copies of their duly accomplished eligibility requirement, technical and financial proposals.

9. The *DSWD-FO VII* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**MS. AILEEN G. CUEVAS**

*Head, BAC Secretariat*

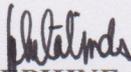
*DSWD – Field Office VII*

*M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City*

*Tel. Nos. (032) 2338785 local 140*

*Email Add: [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph)*

*Website: <https://fo7.dswd.gov.ph/>*

  
**JOSEPHINE C. BELOTINDOS**  
*Chairperson, Bids & Awards Committee II*

## *Revised Section III. Bid Data Sheet*

ITB Clause	
1.1	<p>The Procuring Entity is <i>Department of Social Welfare and Development, Field Office VII</i></p> <p>The name of the Contract is <i>Provision of Security Manpower Services for November to December 2020.</i></p> <p>The identification number of the Contract is <i>ITB No. DSWD7-PB-2020-33.</i></p>
1.2	<p>The lot and reference is:</p> <p><i>Provision of Security Manpower Services for November to December 2020 - ITB No. DSWD7-PB-2020-33.</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations for <i>FY 2020 General Appropriations Act</i> in the amount of <i>Six One Million Nine Hundred Twenty Thousand Pesos (₱1,920,000.00)</i></p> <p>The name of the Project is: <i>Provision of Security Manpower Services for November to December 2020.</i></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under <b>ITB Clause 5.2(b)</b> , may not participate in this Project.
5.4	<p>Bidders should have completed, within <i>three (3) years</i> from the date of submission and receipt of bids, a <b>single largest completed contract (SLCC)</b> similar to the project equivalent to <i>at least 50% of the ABC or amounting to at least ₱960,000.00.</i></p> <p>For this purpose, similar contracts shall refer to <i>Provision of Security Manpower Services.</i></p>
5.5	<p>NFCC should be at least equal to the ABC which is <b>₱1,920,000.00</b>, or if</p> <p><b>Credit Line</b> should be at least equal to 10% of the ABC or <b>₱192,000.00</b></p>
7	No further instructions.
8.1	<i>"Subcontracting is not allowed."</i>
8.2	"Not applicable".

9.1	The Procuring Entity will hold a pre-bid conference for this Project on <b>September 24, 2020 at 1:30 PM</b> in the <b>DSWD Conference Room, Cebu City</b> which shall be open to prospective bidders. However, as per Procuring Entity's Health Protocol, visitors to be accommodated in the field office shall be limited, therefore, interested bidders are encouraged to join us through <b>video-conferencing via Google Meet using the code: procurement7.</b>
10.1	The Procuring Entity's address is: <i>Department of Social Welfare and Development, Field Office VII Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City Telefax No. (032) 233-8785 local 140</i>  <i>Contact person:</i>  <b>MS. AILEEN G. CUEVAS</b> <i>Head, BAC Secretariat DSWD – Field Office VII M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City Tel. Nos. (032) 2338785 local 140 Email Add: <a href="mailto:bac.fo7@dswd.gov.ph">bac.fo7@dswd.gov.ph</a> Website: <a href="https://fo7.dswd.gov.ph/">https://fo7.dswd.gov.ph/</a></i>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.
13.1	"No additional requirements."
13.1(b)	No further instructions.
14.1(c)	"No additional requirements."
13.2	The ABC is <b>One Million Nine Hundred Twenty Thousand Pesos (P1,920,000.00)</b>
15.4 (a)(iv)	"No incidental services are required."
15.4(b)	"Not applicable"  "No incidental services are required."
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	"Not applicable"
17.1	Bids will be valid until <b>120 calendar days from bid opening.</b>

18.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>₱38,400.00</b> [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than <b>₱96,000.00</b> [5% of ABC] if bid security is in Surety Bond.</li> </ol>
18.2	<p>The bid security shall be valid until <b>120 calendar days</b> from the date of opening of bids.</p>
20.3	<p>Each Bidder shall submit <i>one (1)</i> original and <i>one (1)</i> 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></p>
21	<p>The address for submission of bids is at:</p> <p><b><i>BAC Secretariat Office, G/F DSWD, Field Office VII. M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City 6000</i></b></p> <p>The deadline for submission of bids is on <b><i>October 6, 2020 at 1:15 PM</i></b></p>
24.1	<p>The place of bid opening is at:</p> <p><b><i>DSWD-FO VII, Cebu City Conference Room M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City 6000</i></b></p> <p>The date and time of bid opening is on <b><i>October 6, 2020 at 1:30 PM</i></b></p>
24.2	<p>No further instructions.</p>
24.3	<p>No further instructions.</p>
27.1	<p>No further instructions.</p>
28.3(a)	<p><b>Grouping and Evaluation of Lots –</b></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>
29.2	<ol style="list-style-type: none"> <li>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"> <li>a) <b>Income Tax Return with proof of payment, and</b></li> </ol> </li> </ol>



	<p>b) <b>VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M)</b> with proof of payment covering the period.</p> <p>2. <b>Latest Certificate of No Pending Cases from DOLE as of August 31, 2020</b> or any later date however, subject to evaluation with DOLE as to any pending cases filed after the issuance of the certification.</p> <p>3. Latest Mayors Permit issued by the city/municipality where the Local Office is located.</p> <p>4. BIR Certificate of Registration with line of business for Security Services and/or to include Security Services.</p>
28.4	No further instructions.
32.4(f)	<i>“No additional requirement.”</i>

## *Revised Section VI. Schedule of Requirements*

The delivery schedule expressed as specific month period stipulates hereafter a delivery date which is the date of delivery of services to the procuring entity.

<b>Item No.</b>	<b>Office/Station</b>	<b>No. of Guard</b>	<b>No. of Shift</b>	<b>No. of Hour</b>	<b>Days/Time of Duty</b>	<b>Contract Duration</b>
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	2 Months
2.	Center 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	2 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	2 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	2 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	2 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	2 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	2 Months
8.	SWAD-Bohol Office and Warehouse, Tagbilaran City, Bohol	5 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	2 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	2 Months

**Other Provision:**

- *Deployment of security guards and other requirements to each Office/Station shall commence on the first working day of the effectivity of Contract Agreement.*

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder's Signature over Printed Name

Date: \_\_\_\_\_

## Revised Bid Form

---

Date: \_\_\_\_\_  
Invitation to Bid N<sup>o</sup>: ITB No. DSWD7-PB-2020-33

To: **The Bids and Awards Committee**

Department of Social Welfare & Development, Field Office VII  
Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/deliver the Provision of Security Manpower Services for November to December 2020* in conformity with the said Bidding Documents for the sum of [*total Bid amount in words and figures*] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>1</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

\_\_\_\_\_

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause 5** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the **Provision of Security Manpower Services for November to December 2020** of the **Department of Social Welfare & Development, Field Office VII** [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for the **Provision of Security Manpower Services for November to December 2020** of the **Department of Social Welfare & Development, Field Office VII**.*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## 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
<b>A.</b>	<b>Amount Due to Security Guard</b>			
	1. Daily Wage (Per Wage Order No. ROVII-22)	P	P	P
	2. Basic Salary (DW x 393.5 days/12)			
	3. 13 <sup>th</sup> Month Pay (DW x 365 Days / 12 / 12)			
	4. Service Incentive Pay (DW x 5 Days / 12)			
	5. Night Shift Differential (#2 x 10% / 3)			
	6. Monthly Uniform Allowance (RA 5487)			
	7. Retirement Benefit (DW x 22.50 / 12) (RA 7641)			
	<b>Total (2+3+4+5+6+7)</b>			
<b>B.</b>	<b>Amount Due to Government as Mandated</b>			
	8. SSS (Employer's Share) (compensation based on the total of #2 + #4 + #5 + #6)			
	9. ECC (compensation based on the total of #2 + #4 + #5 + #6)			
	10. Philhealth (Employer's Share) (based on 365 days factor)			
	11. Pag-Ibig Fund (Employer's Share) (RA 9679)			
	<b>Total (8+9+10+11)</b>			
<b>C.</b>	<b>Amount Due to Security Guard &amp; Government (A + B)</b>			
<b>D.</b>	<b>Operating Cost</b>			
	12. Administrative Overhead/Margin which should not be lower than 20% (DOLE D.O. 150-16)			
<b>E.</b>	<b>Value Added Tax (D x 12%) (BIR Circular Mem. #039-2007)</b>			
<b>F.</b>	<b>Contract Cost per Security Guard</b>	P	P	P

Type	Quantity	No. of Month	Total Contract Cost
Class A Area	33 SG	2 months	₱
Class B Area	11 SG	2 months	₱
Class C Area	3 SG	2 months	₱
Total	47 SG		
<b>TOTAL CONTRACT PRICE IN FIGURES</b>			₱

Total Contract Price in Words: \_\_\_\_\_

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Name/Signature of Authorized Representative

\_\_\_\_\_  
Date