



## SUPPLEMENTAL/BID BULLETIN NO. 1

### Procurement of Security Services for CY 2022 (DOT-BAC IB No. 2021-020 EPA)

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the virtual Pre-Bid Conference held on 06 January 2022 for the above-mentioned project.

#### A. Clarifications of Bidders

| PARTICULARS / QUERIES  | AMENDMENT/CLARIFICATION   |
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| On the PhilGEPS Bid Notice Abstract: Area of delivery: Abra  | On the PhilGEPS Bid Notice Abstract: Area of delivery: Metro Manila   |
| Qualifications of Bidder, Item No. 4 – “The Service Provider must be compliant with the PADPAO rates in determining its administrative costs”                            | To revised the said requirement as follows:<br><br><i>“The prospective bidder must follow the PADPAO format or template to ensure that all components of the cost are reflected in the financial bid proposal (copy attached) but the rates, particularly those due for the security guard and the rates due for government are in accordance with existing law, rules, and regulations.”</i> |
| Philhealth Contribution  | The PhilHealth Premium Rate shall be four percent (4%), following the latest PhilHealth issuance/advisory<br><br>(Average Pay per month x 4% ÷ 2)<br><br>Attached is a copy of the Philhealth Circular No. 2020-0005.   |
| SSS Contribution   | The SSS contribution shall be PhP2,630.00/guard/per month following the latest SSS issuance for PhP20,000.00/monthly salary bracket, in accordance with SSS Circular No. 2020-034-b.  |
| No. of Workdays  | 393.80-days   |
| In the computation of Administrative Agency Fee, are we going to follow the provision of DOLE Department Order No. 150-16 setting the administrative overhead and profit | The minimum administrative cost of twenty percent (20%) will not apply.<br><br>There shall be no minimum cost/percentage  |

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| <p>margin to (20%) of the total contract cost? If so, would it mean outright disqualification of those bidders who will offer an Administrative Agency Fee below 20% of their total bid price?</p> | <p>of Administrative Overhead and Margin (Agency Fee). The bid will be considered as long as the total offer (bid) is within the DOT-Approved Budget for the Contract (ABC) and that all rates provided in so far as the amounts due to the government and due to the security guards are in accordance with existing rules and regulations, such as salaries and benefits (e.g. SSS, PhilHealth, PAG-IBIG, taxes, etc.).</p> <p>This is in accordance with the position of the Government Procurement Policy Board (GPPB) as stated and explained in various issuances, as well as in the case of Philippine Sports Commission, et. al. vs. Dear John Services, Inc., which provides that Section 4 of DOLE DO No. 150-16, in so far as imposing a minimum administrative fee of 20% of the total contract cost for Service Agreement for security services runs counter to the provision of Section 31 of RA 9184 and its IRR.</p> |
| <p>On the On-going contracts and Single Largest Completed Contracts, may we know what are the supporting documents to attach?</p>  | <p>Only in the Single Largest Completed Contract shall be supported with the end-user's acceptance or official receipts(s) or sales invoice issued for the contract.</p>   |
| <p>In the Schedule of Requirements and Technical Specifications are we simply going state "comply"</p>   | <p>Just simply state comply and sign the conforme.</p>   |
| <p>When are we going to submit the copy of an updated proof of payment or receipts for the SSS, Philhealth, PAG-IBIG contribution?</p>   | <p>A copy of an updated proof of payment or receipts (within the last 6 months from the date of bid submission for the SSS, Philhealth, PAG-IBIG) must be prepared by the Lowest Calculated Bidder (LCB). The same documents may be required to be submitted by the BAC for purposes of post-qualification.</p>  |
| <p>What are the documents need to submit during the opening of the bids?</p>   | <p>All the documents listed in the Checklist of Technical and Financial Documents must be submitted by the prospective bidder during the bid submission.</p> <p>On the other hand, the following documents must be submitted by the LCB during the Post-qualification:</p> <p>a. Certificate of Satisfactory of Performance from at least three (3) completed contracts from a government or a private corporation within the last three (3) years;</p>  |

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|  | <p>b. Copy of certification that their security personnel have proper knowledge and underwent the following training for the last 2-years:</p> <ul style="list-style-type: none"> <li>- Use and care of fire extinguishers;</li> <li>- Role and function of security personnel and patrolling procedures;</li> <li>- Access control procedures, Radio and Telephone procedures;</li> <li>- Emergency procedures (bomb threats, evacuation, fire, medical, demonstrations, unruly behavior, etc.);</li> <li>- Basic First Aid;</li> <li>- Incident reporting procedures;</li> <li>- Safe Gun Handling Rules.</li> </ul> <p>c. Copy of its Operations Manual on the provision of security services to the client.</p> |
| <p>Can we submit a comparative audited financial statements?</p> | <p>Yes, as long the Supplier's audited financial statements, 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</p>   |

**B. Others**

1. In case of tie or when two (2) or more bidders are determined and declared as Lowest Calculated and Responsive Bid (LCRB), the DOT BAC shall follow the Guidelines on the use of Non-discretionary/Non-discriminatory Selection criteria as Tie-breaking Method issued by the GPPB thru Circular No. 06-2005.

This Supplemental/Bid Bulletin No.1 shall form part of the Bidding Documents

For the guidance and information of all concerned.

  
**OIC-USEC. REYNALDO L. CHING**   
 DOT-BAC Chairperson

12 January 2022