



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Komunikasyon
Ermita, City of Manila

SUPPLEMENTAL BID BULLETIN NO. 1
01 October 2021

PROCUREMENT OF SECURITY SERVICES FOR CY 2022
(Procurement/Contract No. 2021-09-001-EPA)
Php 4,247,618.86

Anent the Pre-bid Conference held on 01 October 2021 for the above-cited procurement, the following clarifications were made:

Item/Particulars	Clarifications/Questions	Answer/Response
Purchase of Bidding Documents	Whether purchase can be made in-person or through money transfer.	Purchase of the Bidding Documents can be made in-person or through money transfer with the assistance of the BAC Secretariat
Section VII Technical Specifications (item no. IV.8)	Clarification on the mandatory Quarterly Submission of RT-PCR Swab Test Results	End-User preferred to waive the mandatory quarterly submission of RT-PCR swab tests results (<i>please refer to the revised Technical Specifications</i>)
Duly Authorized Representative for the Submission and Bid Opening		Only one (1) duly authorized representative shall be allowed during the opening of bids.
Section VII Technical Specifications - Quaterly submission of proof of remittance	Whether the 2021 or 2022 rates shall be followed for the Philhealth, PAG-IBIG, and SSS contributions	2021 rates shall prevail. Increase in the rates of contributions (for CY 2022) shall be subject to the issuance of the concerned authorities/agencies, and the existing budgeting, and accounting rules.

In view thereof, please be informed of the following revisions:

- A. Invitation to Bid
- B. Technical Specifications
- C. Price Schedule Form
- D. Procurement Schedule

All amendments are indicated in **red**.

A. Invitation to Bid

Original Text	Amended/Additional Text
<p><i>Item no. 5, third (3rd) paragraph:</i></p> <p>Interested Bidders shall contact the BAC Secretariat through e-mail at <i>bac1@pco.gov.ph</i> for further instructions on the purchase and payment of the Bidding Documents.</p>	<p>Interested Bidders may opt to purchase the Bidding Documents in-person or through money transfer with the assistance of the BAC Secretariat. For further instructions on the purchase and payment of the Bidding Documents, interested Bidders shall contact the BAC Secretariat through e-mail at <i>bac1@pco.gov.ph</i></p>
<p><i>Item no. 10 - additional paragraph</i></p>	<p>To facilitate the evaluation of documents, the bidder is encouraged to include a table of contents per PDF file, page numbers, and title pages before the actual document. For reference, the sample format may be downloaded via these links: Legal and Technical; Financial.</p>

B. Technical Specifications

Technical Specifications

Below are the minimum specifications and its corresponding details per item:

Item	Specification	Statement of Compliance
I.	MINIMUM QUALIFICATIONS OF SECURITY GUARDS	
II.	MINIMUM SECURITY EQUIPMENT REQUIRED BY PCOO	
III.	SECURITY GUARDS ASSIGNMENTS/ TOURS OF DUTY	
IV.	OTHER REQUIREMENTS	
NOTHING FOLLOWS		

I. MINIMUM QUALIFICATIONS OF SECURITY GUARDS

Aside from the valid license issued by the PNP/SAGSD/PADPAO, the security officers/guards must possess the following minimum qualifications and must submit the needed documentary requirements as part of the technical proposals:

1. Must be a Filipino citizen;
2. Must have completed at least forty (40) units of college education, for security guards; if an ex-military (AFP or PNP), with rank of sergeant, for security officer;
3. Physically and mentally fit; must submit latest (year 2021) medical certificate and psychological test results;
4. Height: at least 5'4"; weight: at least 63 kg;

5. Must have passed neuropsychiatric and drug tests conducted by any Philippine government accredited hospital/center. Expenses for the said tests shall be at the expense of the service contractor; must submit the latest test results;
6. Must not have a derogatory record;
7. Must be trained in handling firearms with appropriate certificates and/or licenses; Must submit alongside other documentary requirements latest and updated certificates of training from PNP-FOE; must submit certificates of training;
8. Must have undergone basic in-service training from accredited schools for security guards; security supervisory training for security officer; must submit certificates of training;
9. Must submit the following documents which should be valid as of the date of bid opening and subject to renewal, if the same should expire during contract implementation, to wit:
 - a. NBI clearance
 - b. Police/PNP clearance
 - c. Barangay clearance
 - d. Court clearance
 - e. Summary profile of security supervisor/s, officers and guards, which must be attested by service contractor’s authorized signatory.
10. Prior to their deployment, the Security Guards assigned to PCOO must secure security clearance/s as may be allowed by the rules (e.g. PSG Clearance, etc.)
11. At least twenty-one (21) years old;

II. MINIMUM SECURITY EQUIPMENT REQUIRED BY PCOO

1. The Service Contractor shall, on its own account, provide all materials, tools, and equipment necessary, appropriate and incidental to the performance of the job. Unless otherwise specified by PCOO, the following supplies, materials, tools and equipment with the specified kind will be utilized:

KIND	NUMBER
12 ga shotgun, semi-automatic, pump action	2 pieces
Ammunition, 12ga. Shotgun, OO buckshot	16 rounds
Handheld Radio/Transceiver with minimum range of three kilometers (3 kms)	5 units
Chargers	4 pieces
Uniform (which includes): <ul style="list-style-type: none"> ▪ Handcuffs ▪ Teargas ▪ Heavy duty flashlight ▪ Whistle ▪ Tickler ▪ Ballpen ▪ First Aid Kit 	12 sets
Office Supplies: <ul style="list-style-type: none"> ▪ A4 bond paper ▪ Logbook 	60 reams 18 pieces
Rain Coats	3 pieces
Rain Boots	3 pairs
Pro Baton	2 pieces
Digital Camera, 8GB memory	1 piece

Firearms must be in good condition, covered with PNP license, with complete load of ammunition. No “paltik”¹ revolvers should be issued to the security guards. All other materials as per Service Contractor’s specifications will be subject to the approval of PCOO.

¹ Paltik, a home made revolver, is not a firearm for which a license or permit can be issued to its possessor and, therefore, it is not a "firearm" contemplated within the purview of Section 878 in connection with Section 2692 of the Revised Administrative Code as amended by Commonwealth Act No.

2. The maintenance, repair, loss and replacement of tools and equipment necessary and incidental to the performance of obligations herein required shall be for the account of the Service Contractor.
3. Delivery of the required supplies, materials, tools and equipment will be done at the project site, which shall coincide with the first day of the posting of security guards on each assignment to be inspected by the authorized representative of PCOO.
4. The Service Contractor shall also provide, as purchased by the PCOO, additional equipment to be used by the security personnel during the contract period. The equipment shall remain in the custody of PCOO after the contract expires.

III. SECURITY GUARDS ASSIGNMENTS / TOURS OF DUTY

The number of personnel that must be fielded in the following PCOO premises shall be eleven (11) security guards and one (1) Working Security Supervisor. Initial master list of security guards to be fielded must be provided as part of the bidders' Technical Specifications:

Item No.	Place of Assignment	No. of Guards	Shifting	Total	Days of Duty
1	5th Floor (Property and Motorpool)	1	1st Shift (6:00AM-2:00PM)	3	Monday to Sunday (including holidays)
		1	2nd Shift (2:00PM-10:00PM)		
		1	3rd Shift (10:00PM-6:00AM)		
2	7th Floor (Main Lobby)	1	1st Shift (6:00AM-2:00PM)	3	Monday to Sunday (including holidays)
		1	2nd Shift (2:00PM-10:00PM)		
		1	3rd Shift (10:00PM-6:00AM)		
3	7th Floor (Office of the Secretary)	1	6:00AM-6:00PM	1	Monday to Friday (including holidays)
4	Swing Shift	1	6:00AM-6:00PM	1	Monday to Friday (including holidays)
5	19th Floor (Main Lobby)	1	1st Shift (6:00AM-2:00PM)	3	Monday to Sunday (including holidays)
		1	2nd Shift (2:00PM-10:00PM)		
		1	3rd Shift (10:00PM-6:00AM)		
6	Security Supervisor / Roving Guard	1	6:00AM-6:00PM	1	Monday to Friday (including holidays)

56, as further amended by Republic Act No. 4. A Paltik with ammunition is a "deadly weapon"; without ammunition, it is merely a "weapon" (People v. Galang, G.R. No. L-18257, June 30, 1966).

IV. OTHER REQUIREMENTS

Item	Specifications
1. Scope of Work	Performing and/or conducting security and protection services for PCOO personnel, property and events; office rules, regulation and policy enforcement; disaster preparedness and mitigation management; and investigation and intelligence administration in all areas covered by this contract. All activities/events shall be recorded in detail in the designated record books.
2. Organizational set-up	The Service Contractor shall submit its Organizational Set-up to include the names of the holder of the position for the years 2019, 2020 and 2021
3. Years of Existence	The Service Contractor must be in the industry of providing security services for at least three (3) years.
4. Financial Stability	The Company's retained earnings for 2019-2020 should be positive. The liquidity ratio for CY 2019-2020 should be at least 2:1. Formula for liquidity ratio: Current Assets/Current Liability
5. No. of Resources	The Service Contractor must provide the following information: <ul style="list-style-type: none"> ▪ No. of licensed firearms ▪ No. and kind of communication devices ▪ No. of licensed guards
6. Assignment of Personnel	<ul style="list-style-type: none"> a. The Service Contractor shall at all times provide the required number of well-trained security supervisor and security guards. Such personnel shall be efficient, dependable, honest, of good moral character, wellgroomed and courteous. b. The number of personnel provided should be fully utilized as stated in the manpower composition. If the Service Contractor wishes to provide additional manpower, this should not be charged to the PCOO. c. At no instance shall a guard be permitted to render service beyond a period of twelve (12) hours continuously. A violation of this condition shall be considered sufficient ground to terminate the contract. d. The Service Contractor shall make available, at its own expense, such a number of relievers as may be necessary, who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day. e. The Service Contractor shall provide, for its own account, proper uniforms to its personnel assigned in Times Plaza and complete identification cards shall be worn at all times of their tour duty. f. The PCOO reserves the right to demand the immediate replacement of any personnel by the Service Contractor who may be found incompetent and dishonest, or whose continued employment may be deemed prejudicial to the interest of the PCOO. All replacements/deployments to be made by the Service Contractor shall have prior approval of the PCOO. g. That in the event there is a need of transfer or relocation of the assigned areas or offices, the Service Contractor agree to undertake, the availability of its services and personnel assigned at all times and in case any incidental expenses incurred relative

	<p>to such transfer or relocation shall be for the account of the Service Contractor and with no additional cost to PCOO.</p> <p>h. The Service Contractor and its security personnel shall comply with all safety and security regulations of the PCOO.</p> <p>i. The Service Contractor should report to the authorized representative of PCOO any untoward incident, complete with supporting documents and photo evidence, within twenty-four (24) hours of occurrence.</p>
<p>7. Schedule / Program of Services</p>	<p>1. The Service Contractor shall provide the required security personnel seven (7) days a week including holidays.</p> <p>2. The work shift, time schedule, numbers and names of workers shall be agreed upon through internal arrangement between the PCOO and Service Contractor. The Service Contractor shall observe the Shifting and Deployment Schedule specified in Item III of the Technical Specifications.</p> <p>3. The Service Contractor shall submit a schedule/ program of services for approval and with proper coordination with PCOO.</p> <p>4. Schedule/program of services may be altered by PCOO without prior notice.</p>
<p>8. Quarterly submission of Proof of Remittance</p>	<p>The Service Contractor shall submit proof of remittances of all the required contributions under labor laws and regulations, of the Security Guards servicing PCOO every three (3) months or on a quarterly basis.</p>
<p>9. Hazard Pay benefits</p>	<p>The Service Contractor shall ensure the rights and uphold the benefits of the security personnel deployed to PCOO including the payment of hazard pay benefits, if applicable, under the Labor Code, as amended.</p>

C. Price Schedule Form

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **2021-09-001-EPA**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	QTY.	Unit price exw per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Provision for Security Personnel		12 security personnel (including one [1] supervisor)						
2	Provision of security equipment/tools/supplies in good running condition as specified under Section VII. Technical Specifications		1 lot						
TOTAL BID PRICE		IN WORDS							
		IN FIGURES							

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule (Breakdown of Cost)

Name of Bidder _____ Project ID No. 2021-09-001-EPA

(kindly indicate the breakdown of cost)

D. Procurement Schedule

Particulars	Schedule
Bid Opening	The Bid Opening has been moved: From: 13 October 2021 (Wednesday), 10:00 AM To: 13 October 2021 (Wednesday), 11:30 AM
Bid Evaluation	The Bid Evaluation has been moved: From: 13 October 2021 (Wednesday), 10:00 AM To: 13 October 2021 (Wednesday), after Bid Opening

Pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, this Supplemental/Bid Bulletin is issued for the information and guidance of all prospective bidders and shall form an integral part of the Bidding Documents issued for said the project.

Should you have further concerns, you may contact the BAC Secretariat through the details below:

Atty. MARK WAYNE E. EUBANK
Head, Bids and Awards Committee Secretariat
 Presidential Communications Operations Office
 7th Floor, Times Plaza, UN Avenue Manila
 Telefax No: (+632) 935-248-1213
 Email: bac1@pco.gov.ph
 Website: https://pcoo.gov.ph

For information and guidance.

(ORIGINAL SIGNED)

ASec. OMAR ALEXANDER V. ROMERO
 Chairperson, Bids and Awards Committee - I

CERTIFICATION

The revisions in the Procurement Schedule, Technical Specifications, and Price Schedule Form for this project are hereby approved by the End-User unit:		
(ORIGINAL SIGNED) ENGR. DON DU End-User Representative		
Prepared by: (ORIGINAL SIGNED) MARIA ADORACION I. VINAS BAC Secretariat/AOV, Procurement Division	Reviewed and revised by: (ORIGINAL SIGNED) JOY MARIE P. PALOMA BAC Secretariat/SAO, Procurement Division	Approved for release by: (ORIGINAL SIGNED) ATTY. MARK WAYNE E. EUBANK Head, BAC Secretariat/Focal for Procurement Division