



*Bids and Awards Committee for Goods and Services*

December 4, 2023

**BID BULLETIN NO. 1**

This Bid Bulletin No. 1 is issued to modify or amend items in the Bid Document with Solicitation No.: 23-11-104 for the **Provision of Security Services FY2024**.

In the Pre-Bid Conference conducted last November 29, 2023 for the above-mentioned project, the following revisions in the bidding documents were effected:

1) Amendments to Section I – INVITATION TO BID

<i>No.</i>	<i>Before</i>	<i>Revised</i>
1	The <i>Philippine Science High School – Main Campus</i> , through the <i>NEP 2024 / GAA 2024</i> intends to apply the sum of <i>Eleven Million Ninety-Nine Thousand Nine Hundred Ninety-Three Pesos &amp; 95/100 only (Php11,099,993.95) to Lot 1 [PSHS-MC]</i> and <i>Three Million Eight Hundred FiftyOne Thousand Six Hundred Seven Pesos &amp; 64/100 only (Php3,851,607.64) to Lot 2 [PSHS-OED]</i> being the ABC to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.	The <i>Philippine Science High School – Main Campus</i> , through the <i>NEP 2024 / GAA 2024</i> intends to apply the sum of <i>Eleven Million Ninety-Nine Thousand Nine Hundred Ninety-Three Pesos &amp; 95/100 only (Php11,099,993.95) to Lot 1 [PSHS-MC]</i> and <i>Three Million Eight Hundred <b>Fifty-One</b> Thousand Six Hundred Seven Pesos &amp; 64/100 only (Php3,851,607.64) to Lot 2 [PSHS-OED]</i> being the ABC to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2) Amendments to Section VI – SCHEDULE OF REQUIREMENTS

<i>No.</i>	<i>Before</i>	<i>Revised</i>
1	<b>Security Guards for PSHS-MC</b> <b>25 Male &amp; 2 Female</b> Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days, including Shifts-In-Charge for the 2nd and 3rd shifts. <u>Day Shift:</u> 6:00 AM – 2:00PM; <b>11 guards</b> [8 male; 3 female] 2:00 PM – 10:00PM; <b>11 guards</b> [11 male] <u>Night Shift:</u> 10:00PM – 6:00AM; <b>6 guards</b> [6 male]	<b>Security Guards for PSHS-MC</b> <b>24 Male &amp; 3 Female</b> Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days, including Shifts-In-Charge for the 2nd and 3rd shifts. <u>Day Shift:</u> 6:00 AM – 2:00PM; <b>11 guards</b> [8 male; 3 female] 2:00 PM – 10:00PM; <b>11 guards</b> [11 male] <u>Night Shift:</u> 10:00PM – 6:00AM; <b>5 guards</b> [5 male]

	<b>TOTAL SECURITY GUARDS INCLUDING DETACHMENT COMMANDER/SECURITY OFFICER FOR PSHS-MC: 29</b>	<b>TOTAL SECURITY GUARDS INCLUDING DETACHMENT COMMANDER/SECURITY OFFICER FOR PSHS-MC: 28</b>
3	<b>Security Guards for PSHSS-OED</b> Male Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days. <u>Day Shift:</u> 6:00 AM – 2:00PM; <b>4 guards</b> 2:00 PM – 10:00PM; <b>3 guards</b> <u>Night Shift:</u> 10:00PM – 6:00AM; <b>3 guards</b>	<b>Security Guards for PSHSS-OED</b> <b>8 Male &amp; 1 Female</b> Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days. <u>Day Shift:</u> 6:00 AM – 2:00PM; <b>4 guards [3 male; 1 female]</b> 2:00 PM – 10:00PM; <b>3 guards [3 male]</b> <u>Night Shift:</u> 10:00PM – 6:00AM; <b>2 guards [2 male]</b>
	<b>TOTAL SECURITY GUARDS FOR PSHS-OED: 10</b>	<b>TOTAL SECURITY GUARDS FOR PSHS-OED: 9</b>

3) Amendments to Section VII – TECHNICAL SPECIFICATIONS

<i>Before</i>	<i>Revised</i>
<b>II. SERVICE TAKE-OVER/DEPLOYMENT PHASE</b> xxx 5. The actual takeover shall commence at 12:00 midnight, 01 January 2023 at the PSHS-MC & PSHSS-OED. xxx	<b>II. SERVICE TAKE-OVER/DEPLOYMENT PHASE</b> xxx 5. The actual takeover shall commence at 12:00 midnight, 01 January 2024 at the PSHS-MC & PSHSS-OED. xxx

- 4) Amendments to Section VIII – CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

## Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class “A” Documents*

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

##### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, 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**
- (c) Statement of the 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**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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.

##### Financial Documents

- (g) 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.

#### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

##### Additional documentary requirement required by the Procuring Entity

- (i) **Copy of Supplement Bid Bulletin/s (if any).**

### II. FINANCIAL COMPONENT ENVELOPE

- (j) Original of duly signed and accomplished Financial Bid Form; **and**
- (k) Original of duly signed and accomplished Price Schedule(s).

Additional documentary requirement required by the Procuring Entity

- (l) Detailed Cost Breakdown; **and**
- (m) Supply Estimates.

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.

5) Amendments to Annex “B” – SECURITY GUARDS ASSIGNMENTS / TOUR OF DUTY

*For PSHS-MC*

Posting Area	No. of Guards per Shift			Required Firearms	
	1 <sup>st</sup> (6am- 2pm)	2 <sup>nd</sup> (2pm- 10pm)	3 <sup>rd</sup> (10pm- 6am)	Shotgun	.38 Revolver
Information/ Lobby (Admin Bldg.)	1	1			
ASTB Bundy Clock	1	1			
Pedestrian Gate (Gate 1)	1	1			
Vehicular Entrance (Gate 1)	1	1	1		1
Vehicular Entrance (Gate 2)	1	1			1
Vehicular Exit (Gate 3)	1	1	1		1
Back Area (GRHM/ BRHA-2/ Animal House/ Maintenance Shop)	1	1	1		1
Back Area (BRHM, BRHA-1)	1	1	1		1
Multi-Purpose Gymnasium Area/Track and Field Oval	1	1			1
Construction Entrance/Exit (Gate 0)	1	1	1		1
Building Roving (ASTB & SHB) and CCTV Monitoring	1	1			
Detachment Commander/ Shifts-In-Charge	1		0	1	
<b>Total</b>	<b>12</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>7</b>

**\*must provide at least 1 security personnel with a valid driver's license for every shift.**

**For PSHS-OED**

Posting Area	No. of Guards per Shift			Required Firearms	
	1 <sup>st</sup> (6am - 2pm)	2 <sup>nd</sup> (2pm - 10pm)	3 <sup>rd</sup> (10pm - 6am)	Shotgun	.38 Revolver
Front Lobby Lobby/ Information	1				
Pedestrian/ Vehicular Entrance/ Front Gate	2	2	1		1
Back Area/ Admission Office	1	1	1		1
<b>Total</b>	<b>4</b>	<b>3</b>	<b>2</b>		<b>2</b>

6) Amendments to Annex “C” – OPERATING POLICIES AND PROCEDURES

No.	Before	Revised
<b>FOR PSHS-MC</b>		
I.2	SHIFT-IN-CHARGE (OFFICER-IN-CHARGE): 1 SG 7 DAYS, MON-SUN, 2200H-0600H (ROVING)	SHIFT-IN-CHARGE (OFFICER-IN-CHARGE): 0 SG 7 DAYS, MON-SUN, 2200H-0600H (ROVING)
<b>FOR PSHSS-OED</b>		
I.2	PEDESTRIAN/VEHICLE ENTRANCE/EXIT GATES: 6 SG 7 DAYS, MON-SUN, 0600H-1400H 7 DAYS, MON-SUN, 1400H-2200H 7 DAYS, MON-SUN, 2200H-0600H	PEDESTRIAN/VEHICLE ENTRANCE/EXIT GATES: 5 SG 7 DAYS, MON-SUN, 0600H-1400H 7 DAYS, MON-SUN, 1400H-2200H 7 DAYS, MON-SUN, 2200H-0600H

7) Amendments to Annex “K” – DETAILED COST BREAKDOWN

*For PSHS-MC*

ITEM	PARTICULARS	1ST SHIFT (0600H - 1400H)		2ND SHIFT (1400H - 2200H)		3RD SHIFT (2200H - 0600H)	
		Male	Female	Male	Female	Male	Female
A	ESTIMATED EQUIVALENT MONTHLY RATE						
	Ordinary Working Days ( <i>DW x 294 x 100%</i> )						
	Regular Holidays ( <i>DW x 12 x 200%</i> )						
	Special Non-Working Days ( <i>DW x 8 x 130%</i> )						
	Rest Days ( <i>DW x 52 x 130%</i> )						
	<b>Annual Total</b>						
	<b>Equivalent Monthly Rate</b>						
B	NIGHT SHIFT DIFFERENTIAL						
	Ordinary Working Days						
	Regular Holidays						
	Special Non-Working Days						
	Rest Days						
	<b>Annual Total</b>						
	<b>Equivalent Monthly Rate</b>						
C	13th Month Pay ( <i>DW x 365 /12/12</i> )						
D	5 Days Incentive Pay ( <i>DW+COLA x 5/12</i> )						
E	Uniform Allowance ( <i>RA 5487</i> )						
	<b>SUB-TOTAL</b>						
F	AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD						
	Retirement Benefits ( <i>RA 7641</i> ) ( <i>DW x 22.5/12</i> )						
	SSS Premium ( <i>Employer Share</i> )						
	State Insurance ( <i>ECC</i> )						
	Worker's Investment and Savings Program (WISP)						
	PAG-IBIG Fund ( <i>Employer Share</i> )						
	PHILHEALTH Contribution ( <i>Employer Share</i> )						
	<b>SUB-TOTAL</b>						
G	TOTAL AMOUNT TO GUARD & GOVERNMENT						
	REQUIRED SECURITY GUARDS	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>
		9	3	11	0	5	0
H	EQUIPMENT/SUPPLIES						
I	AGENCY FEE (Administrative Cost and Profit Margin)						
J	Value Added Tax (Agency Fee x 12%; VAT-RMC-039-2007)						
	MINIMUM CONTRACT RATE (Monthly Billing)	<i>MALE</i>		<i>FEMALE</i>			
	<b>COST FOR 12 MONTHS</b>						
	<b>TOTAL CONTRACT COST</b>						

Note:

**R.A. 11917 Section 9. Administrative Fee of PSAs. — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract**

cost, subject to adjustment by the Department of Labor and Employment: Provided, that additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.

R.A. 11917 IRR, Book XI, Rule 72, Section 372. Administrative Fee of PSAs. — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, that additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.



*For PSHSS-OED*

ITEM	PARTICULARS	1ST SHIFT (0600H - 1400H)		2ND SHIFT (1400H - 2200H)		3RD SHIFT (2200H - 0600H)	
		Male	Female	Male	Female	Male	Female
A	ESTIMATED EQUIVALENT MONTHLY RATE						
	Ordinary Working Days ( <i>DW x 294 x 100%</i> )						
	Regular Holidays ( <i>DW x 12 x 200%</i> )						
	Special Non-Working Days ( <i>DW x 8 x 130%</i> )						
	Rest Days ( <i>DW x 52 x 130%</i> )						
	<b>Annual Total</b>						
	<b>Equivalent Monthly Rate</b>						
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	Ordinary Working Days						
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F	AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD						
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	SSS Premium ( <i>Employer Share</i> )						
	State Insurance ( <i>ECC</i> )						
	Worker's Investment and Savings Program (WISP)						
	PAG-IBIG Fund ( <i>Employer Share</i> )						
	PHILHEALTH Contribution ( <i>Employer Share</i> )						
	<b>SUB-TOTAL</b>						
G	TOTAL AMOUNT TO GUARD & GOVERNMENT						
	REQUIRED SECURITY GUARDS	Male 3	Female 1	Male 3	Female 0	Male 2	Female 0
H	EQUIPMENT/SUPPLIES						
I	AGENCY FEE (Administrative Cost and Profit Margin)						
J	Value Added Tax (Agency Fee x 12%; VAT-RMC-039-2007)						
	MINIMUM CONTRACT RATE (Monthly Billing)	<b>MALE</b>			<b>FEMALE</b>		
	<b>COST FOR 12 MONTHS</b>						
	<b>TOTAL CONTRACT COST</b>						

Note:

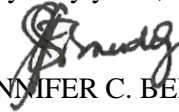
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This Supplemental Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provision in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Very truly yours,



JENNIFER C. BERMUDEZ  
Chairperson, BAC for Goods and Services