



January 23, 2024

BID BULLETIN NO. 1

This Bid Bulletin No. 1 is issued to modify of amend items in the Bid Document with Solicitation No. 24-01-004 for the **Provision of Security Services FY2024**.

From the Pre-Bid Conference conducted last January 18, 2024 the following revisions are to be implemented:

1) Amendments to Section VI – SCHEDULE OF REQUIREMENTS

<i>No.</i>	<i>Before</i>	<i>Revised</i>
1	<p>Security Guards for PSHS-MC 25 Male & 2 Female 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; 11 guards [8 male; 3 female] 2:00 PM – 10:00PM; 12 guards [12 male] <u>Night Shift:</u> 10:00PM – 6:00AM; 7 guards [7 male]</p>	<p>Security Guards for PSHS-MC 26 Male & 3 Female 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; 11 guards [8 male; 3 female] 2:00 PM – 10:00PM; 11 guards [11 male] <u>Night Shift:</u> 10:00PM – 6:00AM; 7 guards [7 male]</p>
2	<p>Detachment Commander/ Security Officer Male Security Officer who is required to render day shift services everyday including regular holidays and special (non-working) days. <i>(to be included on the PSHS-MC cost proposal)</i></p>	<p>Detachment Commander/ Security Officer Male Security Officer who is required to render day shift services everyday including regular holidays and special (non-working) days. <i>(to be included on the PSHS-MC cost proposal)</i></p>
	<p>TOTAL SECURITY GUARDS INCLUDING DETACHMENT COMMANDER/SECURITY OFFICER FOR PSHS-MC: 31</p>	<p>TOTAL SECURITY GUARDS INCLUDING DETACHMENT COMMANDER/SECURITY OFFICER FOR PSHS-MC: 30</p>
3	<p>Security Guards for PSHSS-OED 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; 4 guards 2:00 PM – 10:00PM; 3 guards <u>Night Shift:</u> 10:00PM – 6:00AM; 3 guards</p>	<p>Security Guards for PSHSS-OED 8 Male & 1 Female 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; 4 guards [3 male; 1 female] 2:00 PM – 10:00PM; 3 guards [3 male] <u>Night Shift:</u> 10:00PM – 6:00AM; 2 guards [2 male]</p>
	<p>TOTAL SECURITY GUARDS FOR PSHS-OED: 10</p>	<p>TOTAL SECURITY GUARDS FOR PSHS-OED: 9</p>

4	Equipment, Armament, Supplies for PSHS-MC & PSHS-OED Provision of firearms, service vehicles, radios and other equipment needed to implement the contract, as specified in Technical Specifications/Terms of Reference.	Equipment, Armament, Supplies for PSHS-MC & PSHS-OED Provision of firearms, service vehicles, radios and other equipment needed to implement the contract, as specified in Technical Specifications/Terms of Reference.
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2) Amendments to Section VII – TECHNICAL SPECIFICATIONS

<i>Page No.</i>	<i>Before</i>	<i>Revised</i>
32	PROVISION OF SECURITY SERVICES FY2024 The duration of the contract shall be for a period of one (1) year and shall automatically terminate without need of further Notice from the PSHS-MC & PSHSS-OED upon the expiration thereof, unless otherwise extended upon the sole instance and discretion of the PSHS-MC & PSHSS-OED.	PROVISION OF SECURITY SERVICES FY2024 The duration of the contract shall be for a period of ten and half (10.5) months and shall automatically terminate without need of further Notice from the PSHS-MC & PSHSS-OED upon the expiration thereof, unless otherwise extended upon the sole instance and discretion of the PSHS-MC & PSHSS-OED.
35	V. ADDITIONAL WARRANTIES, UNDERTAKINGS AND REQUIREMENTS 1. The Security Agency shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Security Agencies and Group Supervision Division (PNP-SAGSD) and in accordance with DOLE Department Order No. 174, Series of 2017 (D.O. No. 174-17).	V. ADDITIONAL WARRANTIES, UNDERTAKINGS AND REQUIREMENTS 1. The Security Agency shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) and in accordance with DOLE Department Order No. 174, Series of 2017 (D.O. No. 174-17).

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

For PSHS-MC

Posting Area	No. of Guards per Shift			Required Firearms	
	1 st (6am- 2pm)	2 nd (2pm- 10pm)	3 rd (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		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	1	1	1	
Total	12	11	7	1	7

***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 st (6am - 2pm)	2 nd (2pm - 10pm)	3 rd (10pm - 6am)	Shotgun	.38 Revolver
Front Lobby Lobby/ Information	1 (8am-4pm)				
Pedestrian/ Vehicular Entrance/ Front Gate	2	2	1		1
Back Area/ Admission Office	1	1	1		1
Total	4	3	2		2

4) Amendments to Annex “B-1” – MINIMUM SECURITY EQUIPMENT REQUIREMENT FOR PSHS-MC & PSHS-OED

	Materials, Supplies and Equipment	No. of Requirements	
		PSHS-MC	PSHS-OED
A.	COMMUNICATIONS EQUIPMENT		
	Base Radio with complete accessories	1 set	-
	Handheld portable radio	17 sets	5 sets
	Battery Charger for portable radio	17 sets	5 sets
	Cellular Phone with P500 monthly load allocation	1 unit	1 unit
B.	VEHICLES		
	Four-wheel service vehicle or passenger van in which a stretcher can fit and be conveniently accommodated; in good running condition with at least six (6) liters of fuel/day – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	-	1 unit
	Mountain Bike – security agency shall provide immediate replacement of the mountain bikes assigned should there be defects observed on the mountain bike within 12 hours after the defect was noticed.	4 units	-
	Motorcycle Service Vehicle; in good running condition with at least three (3) liters of fuel/day – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	1 unit	-
C.	ARMAMENTS Operational, functional and well-maintained Firearms w/ valid license in the name of the Security Agency , with basic load of ammunition		
	Shotgun; 12 gauge	1 unit	-
	.38 Caliber Revolver or 9mm Handgun	7 units	2 units
D.	OTHER LOGISTICS		
	Computer with complete accessories & printer	1 set	1 set
	Watchman clock; program installed on the computer for printouts (MPG Back Area, BRHA-2 Back Area, GRHM, BRHA-1 Back Area, BRHM, SHB Back Lobby, Maintenance Workshop, ASTB, Admin. Bldg. & other areas)	15 stations (minimum)	2 stations
	Rechargeable high powered searchlight	6 units	2 units
	Megaphone; heavy duty	2 units	2 units
	Metal detector	2 units	2 units
	Under chassis inspection mirror	2 units	2 units
	Truncheon	10 units	5 units
	Shield	10 units	5 units
	Big utility umbrella; heavy duty	5 units	2 units
	Rain coats w/ rain boots	29 sets	5 sets

The Security Agency shall assure that the above-mentioned equipment assigned to PSHS-MC & PSHS-OED is in good condition and in the event that any equipment becomes defective, the Security Agency shall immediately replace it.

The Security Agency shall assure that the equipment shall be used exclusively for the service to PSHS-MC & PSHS-OED.

The PSHS-MC & PSHS-OED reserves the right to reject equipment provided by the security agency if said equipment is found defective. In such an event, the Security Agency shall immediately replace such equipment at no cost to PSHS-MC & PSHS-OED.

Distribution of hand held radios for PSHS-MC shall be the following: 12 - Security Posts, 1 - FAD Office; 1 - OCD; 1 - GSMU; 1 - Registrar’s Office; 1 - Health Services Unit

5) Amendments to Annex “C” – OPERATION POLICIES AND PROCEDURES

FOR PSHS-MC

<i>No.</i>	<i>Before</i>	<i>Revised</i>
2	SHIFT-IN-CHARGE (OFFICER-IN-CHARGE): 2 SG 7 DAYS, MON-SUN, 1400H-2200H (ROVING) 7 DAYS, MON-SUN, 2200H-0600H (ROVING)	SHIFT-IN-CHARGE (OFFICER-IN-CHARGE): 1 SG 7 DAYS, MON-SUN, 1400H-2200H (ROVING) 7 DAYS, MON-SUN, 2200H-0600H (ROVING)

6) 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>)						
	Annual Total						
	Equivalent Monthly Rate						
B	NIGHT SHIFT DIFFERENTIAL						
	Ordinary Working Days						
	Regular Holidays						
	Special Non-Working Days						
	Rest Days						
	Annual Total						
	Equivalent Monthly Rate						
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>)						
	SUB-TOTAL						
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>) (<i>Circular No. 460</i>)						
	PHILHEALTH Contribution (<i>Employer Share</i>) (<i>Circular 2024-004</i>)						
	SUB-TOTAL						
G	TOTAL AMOUNT TO GUARD & GOVERNMENT						
	REQUIRED SECURITY GUARDS	9	3	11	0	7	0
H	EQUIPMENT/SUPPLIES						
I	AGENCY FEE (Administrative Cost and Profit Margin) (<i>RA 119171</i>)						
J	Value Added Tax (Agency Fee x 12%; VAT-RMC-039-2007)						
	MINIMUM CONTRACT RATE (Monthly Billing)	MALE		FEMALE			
	COST FOR 12 MONTHS						
	TOTAL CONTRACT COST						

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.

Computation for PAG-IBIG Fund must adhere to Circular No. 460.

Computation for PHILHEALTH Contribution must adhere to Circular No. 2024-004.

For PSHSS-OED

ITEM	PARTICULARS	1ST SHIFT (0600H - 1400H)		2ND SHIFT (1400H - 2200H)		3RD SHIFT (2200H - 0600H)	
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>)						
	Annual Total						
	Equivalent Monthly Rate						
B	NIGHT SHIFT DIFFERENTIAL						
	Ordinary Working Days						
	Regular Holidays						
	Special Non-Working Days						
	Rest Days						
	Annual Total						
	Equivalent Monthly Rate						
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>)						
	SUB-TOTAL						
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>) (<i>Circular No. 460</i>)						
	PHILHEALTH Contribution (<i>Employer Share</i>) (<i>Circular 2024-004</i>)						
	SUB-TOTAL						
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>
		3	1	3	0	2	0
H	EQUIPMENT/SUPPLIES						
I	AGENCY FEE (Administrative Cost and Profit Margin) (<i>RA 119171</i>)						
J	Value Added Tax (Agency Fee x 12%; VAT-RMC-039-2007)						
	MINIMUM CONTRACT RATE (Monthly Billing)	MALE		FEMALE			
	COST FOR 12 MONTHS						
	TOTAL CONTRACT COST						

Note:

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Computation for PAG-IBIG Fund must adhere to Circular No. 460.

Computation for PHILHEALTH Contribution must adhere to Circular No. 2024-004.

This Supplemental Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provision in the Bidding Documents inconsistent with this Supplemental Bid Bulletin No. 1 is superseded accordingly.

For guidance and information.

Very truly yours,


JENNIFER C. LERMUDEZ
Chairperson
BAC for Goods and Services