



**BIDS AND AWARDS COMMITTEE  
 RESOLUTION No. 24-0061-SBB  
 28 OCTOBER 2024  
SUPPLEMENTAL BID BULLETIN**

**CLARIFICATIONS FOR THE PROCUREMENT OF ONE (1) LOT SECURITY SERVICES FOR GCG EXTENSION OFFICE-A COVERING THE PERIOD OF 01 JANUARY TO 31 DECEMBER 2025**

CLARIFICATIONS	
QUERY	REMARKS
Should the prospective bidders follow the minimum administrative fee as prescribed in Section 9 of RA No. 11917?	Please follow the prescribed agency fee under RA 11917 and Department of Labor and Employment Department Order no. 150-16.
Is it possible to reduce the required ten (10) copies for bid submission?	No. The ten (10) copies will be given to all seven (7) Bids and Awards Committee (BAC) members and three (3) Technical Working Group (TWG) members during the Bid Opening so they can simultaneously check the bid submission to expedite the bid opening process.
In relation to the NFCC, may the bidder's financial statement (FS) be submitted during the Post-Qualification?	Yes. Only the computation of the NFCC is required in the bid submission. However, the TWG may request a copy of the FS during the Post-Qualification to verify the NFCC computation.
Are the supporting documents indicated under Section VII. Technical Specifications required to be attached in the bid submission or to be submitted only during the Post-Qualification?	Supporting documents for Section IV (Qualifications of the Service Provider) of the Terms of Reference (TOR) will be submitted to the TWG during the Post-Qualification.
Is the contract valid for one (1) year? Is it non-renewable?	The contract is valid only for one (1) year until 31 December 2025. The contract may be renewed subject to the provisions of the procurement law and performance evaluation of the service provider.

TERMS OF REFERENCE (TOR)					
ORIGINAL PROVISION			REVISED PROVISION		
<b>Place of Assignment</b>					
Three (3) security personnel shall be assigned to GCG Extension Office-A with office address at 17 <sup>th</sup> Floor BDO Towers Valero 8741 Paseo De Roxas Ave., Makati City			<u>Two (2)</u> security personnel shall be assigned to GCG Extension Office-A with office address at 17 <sup>th</sup> Floor BDO Towers Valero 8741 Paseo De Roxas Ave., Makati City		
<b>Work Schedule</b>					
SPECIFIC AREA OF DEPLOYMENT		# OF SECURITY GUARD TO BE ASSIGNED	SCHEDULE (Mon-Sun)		
17 <sup>th</sup> Floor GCG Extension Office-A		1	6:00 am – 2:00 pm		
		1	2:00 pm – 10:00 pm		
		1	10:00 pm – 6:00 am		
SPECIFIC AREA OF DEPLOYMENT		# OF SECURITY GUARD TO BE ASSIGNED	SCHEDULE (Mon-Sun)		
17 <sup>th</sup> Floor GCG Extension Office-A		1	6:00 am – 2:00 pm		
		1	2:00 pm – 10:00 pm		
<b>PRICE SCHEDULE</b>					
Please use the revised price schedule attached in <b>Annex B</b> . <u>Failure to adopt the prescribed form will be considered as non-compliant.</u>					

**REMINDERS**

In compliance with Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, bidders are reminded to update the entries in Annex A of their PhilGEPS Platinum Certificate of Registration.

In order to conserve paper and avoid heavy and voluminous bid submission that entails unnecessary cost to the bidder, bidders are reminded of the following:

- There is no need to attach a copy of the legal documents enumerated in Annex A of the PhilGEPS Certificate of Registration (Platinum Membership). Bidders are only required to submit the same during post-qualification for the Technical Working Group’s verification.
- For the statement of all its ongoing and completed government and private contracts, there is no need to attach a copy of each of the contract enumerated in the statement.

- Bidders are directed to use the updated Statement of Conformity with Technical Specification attached as **Annex A**. Failure to adopt the prescribed form will be considered as non-compliant.

(NOT PRESENT)  
**EXEC. DIR. JOHANN CARLOS S. BARCENA**  
*BAC Chairman*

(NON-VOTING)  
**DIR. MICHAEL D. PABALINAS**  
*Vice-Chairman*

(NOT PRESENT)  
**DIR. JAYPEE O. ABESAMIS**  
*Member*

  
**DIR. RAUL T. ABAD**  
*Member*

  
DIR. JOCELYN GRACE N. NAVATO  
*Member*

  
JERAMEL F. PAREJA  
*Provisional Member*

  
MARIA ARSENI A P. PEREZ-TIBLANI  
*Provisional Member*

**Annex A**

# Statement of Conformity with Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

**ONE (1) LOT SECURITY SERVICES FOR GCG EXTENSION OFFICE-A COVERING THE PERIOD OF 01 JANUARY TO 31 DECEMBER 2025**

Item	Technical Specification	Statement of Compliance									
<b>PLACE OF ASSIGNMENT</b>											
1.1	<b>Two (2)</b> security personnel shall be assigned to GCG Extension Office-A with office address at 17 <sup>th</sup> Floor BDO Towers Valero 8741 Paseo De Roxas Ave., Makati City										
<b>PARTICULARS</b>											
2.1	The security services shall commence from 01 January to 31 December 2025 or on a later date as may be mutually agreed upon by the GCG and the winning bidder.										
2.2	Total contract price includes payment of wages, monetary benefits, VAT, other fees, and charges based on applicable Wage Order, laws, and Labor Code.										
<b>QUALIFICATIONS OF THE SERVICE PROVIDER</b>											
3.1	Must have at least five (5) years of experience in providing security services to other government offices.										
3.2	Service provider must submit a valid and current Regular License to Operate issued by the PNP through the PNP Supervisory Office for Security and Investigation Agencies (SOSIA).										
3.3	Service provider must submit a clearance certificate or certificate of no pending, unpaid or unremitted contributions for the past two (2) years from SSS, Pag-ibig, and Philhealth agencies.										
<b>WORK SCHEDULE</b>											
4.1	<p>The service provider shall undertake to perform security services in the premises used by and under the responsibility of the GCG, specifically in the areas identified below including their work schedule as follows:</p> <table border="1" data-bbox="391 1720 1115 1848"> <thead> <tr> <th data-bbox="391 1720 624 1776">SPECIFIC AREA OF DEPLOYMENT</th> <th data-bbox="624 1720 863 1776"># OF SECURITY GUARD TO BE ASSIGNED</th> <th data-bbox="863 1720 1115 1776">SCHEDULE (Mon-Sun)</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 1776 624 1809">17<sup>th</sup> Floor GCG Extension Office-A</td> <td data-bbox="624 1776 863 1809">1</td> <td data-bbox="863 1776 1115 1809">6:00 am – 2:00 pm</td> </tr> <tr> <td data-bbox="391 1809 624 1848">17<sup>th</sup> Floor GCG Extension Office-A</td> <td data-bbox="624 1809 863 1848">1</td> <td data-bbox="863 1809 1115 1848">2:00 pm – 10:00 pm</td> </tr> </tbody> </table>	SPECIFIC AREA OF DEPLOYMENT	# OF SECURITY GUARD TO BE ASSIGNED	SCHEDULE (Mon-Sun)	17 <sup>th</sup> Floor GCG Extension Office-A	1	6:00 am – 2:00 pm	17 <sup>th</sup> Floor GCG Extension Office-A	1	2:00 pm – 10:00 pm	
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17 <sup>th</sup> Floor GCG Extension Office-A	1	6:00 am – 2:00 pm									
17 <sup>th</sup> Floor GCG Extension Office-A	1	2:00 pm – 10:00 pm									
4.2	The service provider shall make available, at its own expense, such number of relievers as may be necessary.										

4.3	The relievers shall take over the schedules of those regularly assigned security guard personnel who shall be absent or on leave.																			
<b>QUALIFICATIONS OF THE SECURITY PERSONNEL</b>																				
5.1	The GCG has the right to screen applicants and recommend the security to be regularly assigned.																			
5.2	<p>The service provider shall provide the GCG security guards who are:</p> <ul style="list-style-type: none"> <li>a. With at least six (6) months of experience in Security Services;</li> <li>b. Physically and mentally fit;</li> <li>c. Must be of legal age and at least five feet six inches (5'6") for male and five feet two inches (5'2") for female in height;</li> <li>d. Must provide license issued by PNP-SOSIA;</li> <li>e. Must have passed the drug test conducted by any Government hospitals; and</li> <li>f. Must not have been convicted of any administrative, criminal, or civil case nor have any pending administrative, criminal, or civil case.</li> </ul>																			
<b>SCOPE OF WORK</b>																				
6.1	Maintain peace and order with GCG premises.																			
6.2	Safeguard and protect all properties of the GCG.																			
6.3	Protect all officials, office personnel, and visitors from assault, harassment, threat, or intimidation with the GCG premises																			
<b>SUPPLIES AND EQUIPMENT</b>																				
7.1	<p>The service provider shall provide the security guards with the following:</p> <table border="1" data-bbox="395 1574 1118 1883" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f2f1;"> <th colspan="2" style="text-align: center;">SECURITY EQUIPMENT</th> </tr> <tr> <th style="text-align: center;">Description</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Uniform</td> <td style="text-align: center;">4 Sets (per guard)</td> </tr> <tr> <td style="text-align: center;">Metal Detector</td> <td style="text-align: center;">1 Piece</td> </tr> <tr> <td style="text-align: center;">Hand-held Radio</td> <td style="text-align: center;">1 Piece</td> </tr> <tr> <td style="text-align: center;">Handcuff</td> <td style="text-align: center;">1 Piece</td> </tr> <tr> <td style="text-align: center;">Flashlight</td> <td style="text-align: center;">1 Piece</td> </tr> <tr> <td style="text-align: center;">Night Stick/Baton</td> <td style="text-align: center;">1 Piece</td> </tr> <tr> <td style="text-align: center;">Pepper Spray</td> <td style="text-align: center;">1 Piece</td> </tr> </tbody> </table>	SECURITY EQUIPMENT		Description	Quantity	Uniform	4 Sets (per guard)	Metal Detector	1 Piece	Hand-held Radio	1 Piece	Handcuff	1 Piece	Flashlight	1 Piece	Night Stick/Baton	1 Piece	Pepper Spray	1 Piece	
SECURITY EQUIPMENT																				
Description	Quantity																			
Uniform	4 Sets (per guard)																			
Metal Detector	1 Piece																			
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Night Stick/Baton	1 Piece																			
Pepper Spray	1 Piece																			
7.2	Must provide logbook and Daily Time Record for the recording of activities.																			

PAYMENT TERMS	
8.1	All monthly billings must be stated in the Statement of Account (SOA), inclusive of VAT, all fees, and charges.
8.2	SOA and other documents, such as but not limited to daily time records, proof of remittances and complete delivery receipts, must be submitted after the reference month.
8.3	It is encouraged that the service provider submits the SOA and other documents on or before 10 <sup>th</sup> working day of the following month for timely processing of payment. The timeliness of the submission of SOA shall be evaluated on the service provider's performance review.
8.4	Payment for the services shall be based on the actual number of security personnel and number of days or period of services rendered.
8.5	No advance payments will be allowed as provided in Section 88 of Presidential Decree 1445.
8.6	GCG shall be given twenty (20) working days upon receipt of complete SOA and other documents to process the payment, provided that the SOA is free from any computational errors.
8.7	Payment shall be made using the Direct Payment Scheme (DPS) via bank debit system through issuance of List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA). However, should the payments be credited to a bank other than Landbank, any bank fees and charges shall be for the account of the service provider.

# Price Schedule

PRICE SCHEDULE		MONDAY - SUNDAY	
PARTICULARS	6:00AM-2:00PM Shift	2:00PM-10:00PM Shift	
Daily Wage (DW) (Wage Order No. NCR-25)			
Number of Working Days Per Year (DOLE Handbook 2023 Edition)	395.0	395.0	
<b>I. AMOUNT PAYABLE TO THE SECURITY GUARDS</b>			
A. Average pay/month = (DW x No. of Days Per Year / 12)			
B. Night Differential Pay (if applicable) = (Average Pay / Month x 10%)			
C. Uniform Allowance			
D. 13th Month Pay = (DW x 365 / 12 / 12)			
E. Service Incentive Leave = (DW x 5 / 12)			
Sub - Total Amount (A+B+C+D+E)			
<b>II. AMOUNT PAYABLE TO THE GOVERNMENT</b>			
F. Retirement Benefit (R.A. 7641) (DW * 22.5 / 12)			
G. Social Security System (SSS) Premium			
H. SSS Employee Compensation (EC)			
I. SSS Worker's Investment and Savings Program (WISP)			
J. Philhealth Contribution			
K. Pag-ibig Fund (RA 7742)			



Sub - Total Amount (F+G+H+I+J+K)			
<b>TOTAL AMOUNT TO GUARD AND GOVERNMENT (I + II)</b>			
<b>III. AGENCY FEE</b>			
L. Agency Fee			
<b>IV. VALUE ADDED TAX</b>			
M. VAT (Agency fee * 12% VAT-RMC-39-2007)			
<b>GRAND TOTAL PER GUARD (I + II+III)</b>			
<b>SUMMARY OF BID</b>			
	<b>MONDAY - SUNDAY</b>		
	6:00AM-2:00PM Shift	2:00PM-10:00PM Shift	
	7 DAYS A WEEK / 8 hrs.		
N. Daily Rate per Guard ((I + II+III)*12)/365			
O. No. of Days (01 January to 31 December 2025)	365		365
P. Total Amount (01 January to 31 December 2025) (N*O)			
Q. No. of Guards	1		1
Total Amount for Security Services (P*Q)			
<b>Grand Total For Security Services</b> (Total 6:00AM-2:00PM Shift + Total 2:00PM-10:00PM Shift) (Amount in Words)			
<b>Grand Total For Security Services</b> (Total 6:00AM-2:00PM Shift + Total 2:00PM-10:00PM Shift) (Amount in Figures)			