

## SUPPLEMENTAL/BID BULLETIN NO.1

This Supplemental/Bid Bulletin is issued to modify, amend or clarify items in the Bidding Documents for the project: "Contracting the Services of Forty (40) Private Security Agency Guards (Re-bid)." This shall form an integral part of the bidding documents for the above-mentioned project.

- I. Below are the queries raised by the prospective bidders during the Pre-Bid Conference held on 29 May 2020 and conducted thru video conferencing via Zoom Application, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members.

Item	Queries\Clarifications	Remarks/Instructions from the BAC
1.	<p>Query of Mr. David Balaong - 888 Gallant Security Services Corporation</p> <p>With regard to technical specifications under Article 2, Manpower Qualifications No. 3 "Must have completed at least 72 Units of College Education." May we suggest that the Security Guard qualification be changed to "at least high school graduate and completed a security training course" and the qualification of the Shift-in-Charge must be "at least 72 units earned in college with complete security training with at least 3 years experience as a security guard."</p>	<p>The Technical Specifications, Article 2 Manpower Qualifications, item no. 3 shall be amended as follows:            "3. Seventy Five percent (75%) or Thirty (30) personnel of the required security deployment must be at least high school graduate and the other Twenty Five percent (25%) or Ten (10) personnel of the required security deployment must have completed at least 72 units of College Education." The said Twenty Five percent (25%) shall be assigned as Shift-In-Charge (SICs) and Intelligence and Investigation Operatives which requires investigative competency and capacity of interacting and coordinating with airport stakeholders.</p>
2.	<p>Query of Mr. David Balaong - 888 Gallant Security Service Corporation</p> <p>With regard to technical specifications under Article 7, Equipment and Materials: Note 2. "Vehicle and motorcycles to be provided by the winning bidder must be 2018 year model or newer." May we request that the requirement be amended to "Vehicle and</p>	<p>The requirement for the year model 2018 or newer shall be retained. We need to be more specific with the year model of the vehicle and motorcycles to ensure its road worthiness. Moreover,</p>



	<p>motorcycles to be provided by the contractor should be in good running condition and certified by the CIAC mechanic."</p> <p>Request to delete the requirement for the year model 2018 or newer.</p>	<p>these vehicle and motorcycles shall be assessed and certified by the CIAC Mechanic prior to its utilization.</p>										
3.	<p>Query of Mr. David Balaong - 888 Gallant Security Service Corporation</p> <p>With regard to the computation on the night shift differential indicated in the Cost Distribution Table on page 97 of the bidding documents, the night shift differential rate on a monthly basis for the security guard is PHP459.43 and for Shift-in-Charge is PHP514.13. However, based on our computation, the night shift differential rate of the security guard should be PHP689.15 and the Shift-in-Charge is PHP771.19.</p> <p>We shall provide the BAC with our computation thru email.</p>											
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Per DOLE</th> <th style="width: 25%;">Mathematical Interpretation</th> <th style="width: 10%;">NDP per Day</th> <th style="width: 25%;">Monthly NDP per Computation</th> <th style="width: 15%;">Result</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Article 86 of the Labor Code states "Every employee shall be paid a night differential of not less than 10% of his regular wage for each hour of work performed between 10pm up to 6am (<b>8-hour coverage only</b>)</p> </td> <td style="vertical-align: top;"> <p>NDP = HW x 10% x No. of Hours worked</p> <p><i>Where:</i></p> <p>NDP = Night Differential Pay</p> <p>HW = Applicable Hourly Wage</p> <p>10% - Premium for NDP</p> <p>The no. of hours worked is <b>8 Hours</b></p> </td> <td style="vertical-align: top; text-align: center;"> <p>Php42.00</p> </td> <td style="vertical-align: top;"> <p>No. of Days worked per month = No. of Days per year / 12 months</p> <p>No. of Days worked per month = 393.8 / 12</p> <p>No. of Days worked per month = <b>32.8167</b></p> <p><i>Therefore:</i></p> <p>Php42.00 x 32.8167 = Php1,378.30 / 3(8hrs/24hrs) = <b>459.43</b></p> </td> <td style="vertical-align: top; text-align: center;"> <p>Php459.43</p> </td> </tr> </tbody> </table>			Per DOLE	Mathematical Interpretation	NDP per Day	Monthly NDP per Computation	Result	<p>Article 86 of the Labor Code states "Every employee shall be paid a night differential of not less than 10% of his regular wage for each hour of work performed between 10pm up to 6am (<b>8-hour coverage only</b>)</p>	<p>NDP = HW x 10% x No. of Hours worked</p> <p><i>Where:</i></p> <p>NDP = Night Differential Pay</p> <p>HW = Applicable Hourly Wage</p> <p>10% - Premium for NDP</p> <p>The no. of hours worked is <b>8 Hours</b></p>	<p>Php42.00</p>	<p>No. of Days worked per month = No. of Days per year / 12 months</p> <p>No. of Days worked per month = 393.8 / 12</p> <p>No. of Days worked per month = <b>32.8167</b></p> <p><i>Therefore:</i></p> <p>Php42.00 x 32.8167 = Php1,378.30 / 3(8hrs/24hrs) = <b>459.43</b></p>	<p>Php459.43</p>
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4.	<p>Query of Engr. Audie R. Sabaot - FEMJEG Security Agency</p> <p>With regard to technical specifications under Article 2, Manpower Qualifications No.3 "Must have completed at least 72 Units of College Education." May we know if CIAC has existing security personnel with such qualification.</p>	<p>Yes.</p>										



	Will CIAC allow absorption of security guards, if ever.	Yes. However, clearance from CIAC Security Department – Technical Review and Assessment Committee shall be secured by the winning bidder or contractor prior to absorption of the security guards posted in CIAC.
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II. The following were the queries and/or requests for clarification sent by 888 Gallant Security Services Corporation thru electronic mail last 29 May 2020, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members.

Item	Reference	Concerns to be raised	Remarks from the BAC
1.	Section VII -Technical Specifications Article 2 - Manpower Qualifications Item #3, page 65 3. Must have 72 units of College Education	1. Qualification of Security Guard must be at least High School Graduate with complete security training  2. Qualification of Shift-in-Charge (SIC) must be at least 72 units earned in college with complete security training and at least 3 years experience as Security Guard and holder of Security Officer License	Please refer to the "Remarks/Instructions from the BAC" Item No.1, page 1.
2.	Section VII - Technical Specifications Article 7 - Equipment Materials Note 2. Page 69.  2. Vehicle and motorcycles to be provided by the winning bidder must be 2018 model	Year Model of the vehicle and motorcycles should be disregarded.  Vehicle and motorcycles must be in good running condition and properly maintained which must be certified by CIAC mechanic.	Please refer to the "Remarks/Instructions from the BAC" Item No.2, page 1.
3.	Section VII - Technical Specifications Article 8 - Other Requirement and Conditions Item C, 9, page 71  "...CIAC may allow the	CIAC should provide just enough office space for Shift-in-Charge/s and Detachment Commander on-duty for purpose of close coordination with the ASD, free of charge.	CIAC may allow the use of an office space with corresponding rental fee with a rate of \$5.00 per square meter per month and utility fees depending on the prevailing rate imposed by the Utility

	use, with corresponding rental fee, of an office space to the contractor for its on-duty Shift-in-Charge(s)/ Detachment Commander and for safe keeping of files and other equipment.	If rental charges will be charged to the contractor for the coordination of office space for the Shift-in-Charge/s and Detachment Commander on-duty, how much will be the fixed rate? Will it be inclusive of utility charges?	Companies.
4.	Computed of Night Differential Pay stated in the Cost Contribution as follows:  Security Guards - P459.43 Shift-in-Charge - P514.13	Night Shift Differential Pay per head should be:  Security Guard - P689.15 Shift-in-Charge - P771.19	For the computation of the Night Shift Differential Pay, please refer to the "Remarks from the BAC" on Item No. 3, page 2.

III. The following were the queries and/or requests for clarification sent by FEMJEG Security Agency thru electronic mail last 29 May 2020, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members.

Item	Queries\Clarifications	Remarks/Instructions from the BAC
1.	Query from Francisco Dela Cruz - FEMJEG Security Agency  a. With regard to the Pre-bid Conference of the project: "Contracting the Services of Forty (40) Private Security Agency Guards (Re-bid)." May we know if it is possible to get a recording of the meeting?	The recording of the Pre-bid Conference may be viewed online thru the CIAC BAC Secretariat Facebook page.
	b. Is it also possible to get the latest copy of TOR?	The official copy of the Terms of Reference (TOR) or bidding documents for said project may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System ( <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a> ) and website of the CIAC ( <a href="http://www.ciac.ph">www.ciac.ph</a> ) under the business and bid opportunities section.

IV. Below is the request sent by Blackwater Philippine Security Solutions Inc. thru electronic mail last 1 June 2020, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members.

Item	Request	Remarks from the BAC
1	May we request for a copy of the Minutes of the Pre-bid Conference for the project: "Contracting the Services of Forty (40) Private Security Agency Guards (Re-bid)"	<p>The Minutes of the Pre-bid Conference shall be posted at the website of the CIAC (www.ciac.ph) under the business and bid opportunities section.</p> <p>Please take note that Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental/Bid Bulletin.</p> <p>It shall be the responsibility of all those who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.</p>

V. Amendments and inclusions in the bidding documents:

1. The start date of the contract shall be amended and read as "15 July 2020."
2. Pursuant to the GPPB Resolution No. 09-2020, dated 7 May 2020, Item no. 6, states that,

*"6. In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, ALLOW PEs to accept the following alternate documentary requirements for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder:*

*6.1 Unnotarized Bid Securing Declaration;*

*6.2 Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;*

*6.3 Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment; and*

*6.4 Performance Securing Declaration (PSD) in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract, subject to the following:*

- a. Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it*

*violates any of the conditions stated in the contract. A copy of the PSD form is attached hereto as Annex "A";*

- b. An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated below; and*
- c. The end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.*

*The BAC shall determine or validate the existence of the State of Calamity, or implementation of community quarantine or similar restrictions and may require the submission of documentary proof for this purpose."*

3. The Invitation to Bid No. is : CIACBAC-Goods-P52a (Reference number for the project)
4. The deadline for the Submission of Bids is on **10 June 2020 (Wednesday)**, not later than **10:00 AM** Philippine Standard Time (PST). Late bids shall not be accepted. Bidders are required to submit their bids and provide a copy of the official receipt for the payment of the bidding documents at the CIAC Client Business Transaction Area located at the covered parking lot adjacent to the CIAC Corporate Office Building. No additional documents shall be accepted by the BAC after the deadline for the Submission of Bids.
5. Bidders are required to properly seal their bids in one (1) envelope or container as instructed on Clause 20.1 of the Instructions to Bidders, page 25 of the bidding documents.
6. Bidders are likewise instructed to mark their respective bids pursuant to Clause 20 of the Instructions to Bidders using permanent ink/markers. As an additional safety precaution, all bids shall undergo disinfection once received by the CIAC BAC Secretariat or Records Management Office. The Disinfection process shall be made in the presence of the representative of the bidder.
7. The Opening of Bids shall be conducted also on **10 June 2020 (Wednesday)** at **10:15 AM**, CIAC Board Room, Corporate Office Building, Clark Freeport Zone. Due to the implementation of the guidelines for General Community Quarantine (GCQ), where only limited number of participants attending a meeting is allowed, the opening of bids shall be conducted thru video conferencing via Zoom Application.

VI. Additional reminders and clarifications to all bidders:

1. The bidding process involves non-discretionary pass/fail criteria, whereby, if a Bidder submits the required document, it shall be rated "pass" for that particular requirement. In this regard, Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered or rated "fail".
2. The original and copies of the bids shall be typed or written in indelible ink and shall be signed each pages by the bidder or its duly authorized representative/s.
3. Bidders are reminded that CIAC is VAT exempt. Thus, the bid offer or financial proposal shall be exclusive of VAT.

4. Should a bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. Sanctions shall be imposed to the bidder who withdraws from bidding or submits late bids patently insufficient bids for at least three (3) times within a year, except for a valid reason.
5. Bidders are reminded that a suspended or blacklisted supplier, contractor or consultant shall not be allowed to participate in all procurement opportunities of the government for the duration of the suspension or blacklisting, regardless of the modality of procurement employed by the procuring entity.
6. Pursuant to Department of Transportation (DOTr) Department Memorandum, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) filed by the government against it. Said documents shall be included and submitted as part of the bidder's eligibility documents. Bidders are required to utilize the prescribed format attached in the bidding documents. In case of joint venture, each partner of the joint venture shall submit their respective certification, under oath.

The CIAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For the guidance of all concerned.

  
**ATTY. RUSTICO G. QUIZON III**  
Chairperson, BAC 

Issued on: 3 June 2020



REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.  
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**PERFORMANCE SECURING DECLARATION**  
Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year if in case it is my first offense, or two (2) years if I have a prior similar offense upon receipt of your Blacklisting Order if I/we have violated my/our obligations under the Contract.
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_ day of [month] [year] at [place of execution], Philippines.



[Select one of the two following paragraphs and delete the other]

Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Affiant/s exhibited to me his/her [insert type of government identification card used] with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.