

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 Fifty-Eight (58) Private Security Agency Guards. 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 23 November 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
1.	<p>Queries/clarifications from Mr. Dave Balaong of 888 Gallant Security Services Corporation.</p> <p>With regard to technical specifications under Article 7, Equipment and Materials: Note No. 2, found in page 33: "Vehicle and motorcycles to be provided by the winning bidder must be 2019 year model or newer."</p> <p>May we request that the requirement be amended to "Vehicle and the requirement for the year model of not less than five (5) years at least 2016."</p> <p>To be specific, what will be the year model of the vehicle we will follow?</p> <p>It was shown in your presentation that the breakdown of Night Shift and Day Shift. However, there was no breakdown indicated in the Bidding Documents. May we know the deployment for Night Shift and Day Shift.</p>	<p>Considering the nature of operations in the security, wherein, vehicles are being utilized 24/7, vehicle must not be older than 2017 model, which shall be subject to evaluation of the CIAC Chief Mechanic.</p> <p>The additional deployment during the Day Shift is the security guard to be posted in the CIAC Corporate Office Building (COB). Other than that, all are the same.</p> <p>During the daytime, there will be four (4) security guards that are</p>



	<p>Lastly, since you mentioned the deployment in the project overview, may we request for a copy of the said presentation.</p>	<p>required to be posted in the COB. While during the night time, there will be only two (2) security guards that are required to be posted in the COB because offices are already closed.</p> <p>Finally, deployment or posts for the rest of the locations are the same. Distributions are equal for the daytime and night time.</p> <p>Yes, we will furnish the prospective bidders a copy of the said presentation through electronic mail.</p>
<p>2.</p>	<p>Queries/clarifications from Vicente Binag Jr. of 4V Investigation and Security Agency.</p> <p>How can we obtain, when and how much is the bidding documents?</p> <p>Question regarding the collection, how many days from the date of submission of our billing would be the release of the check?</p>	<p>As stated in the Invitation to Bid posted in the CIAC website (www.ciac.com.ph) and PhilGEPS Website (http://notices.philgeps.gov.ph) or www.philgeps.gov.ph), all interested bidders may avail of the bidding documents starting 13 November 2020 until the deadline for the Submission of Bids from the Office of the BAC Secretariat, CIAC COB, Clark Civil Aviation Complex, Clark Freeport Zone and upon payment of the applicable fee of Twenty Five Thousand Pesos (PHP25,000.00).</p> <p>Billing Statement should be submitted every 20th day of the following month or on or before 20th day of the succeeding month. Upon certification of the completeness of all the requirements, the CIAC Accounting Department (AcD) will only take one (1) week to process the said billing. However, it will depend on the completeness of the requirements of the billing statement. Also, the Security Department will check and consolidated if there are possible</p>



	<p>You mentioned that the submission of billing statement is every 10th of every month. The billing covers the preceding first fifteen (15) days or first thirty (30) days? If the billing period is January 1 to 30, so the billing statement shall be submitted prior to the 10th of the month, is that it?</p> <p>Lastly, will CIAC allow the service provider to submit its billing statement the following month or we are required to submit billing statement after a month?</p>	<p>violations for the service provider to concur which shall be part of the billing statement before submitting to the AcD.</p> <p>Clarification on the date of submission of the billing statement, the service provider is required to submit its billing statement on or before the 20th day of the following month. If the period of services covered is January 1 to 31, 2021, the billing statement should be submitted on or before February 20, 2021 to give ample time in the preparation of all the documentary requirements. Otherwise, late submission shall be subject to imposition of monetary violation as specified in the list of offenses.</p> <p>Yes, CIAC will allow the service provider to submit its billing statement the following month.</p> <p>The service provider shall submit said billing within the prescribed timeline of submission of billing which is on or before every 20th day of the following month, to avoid violation and to ensure that salaries and wages of the security guards are released on time.</p>
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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 16 November 2020, as well as the corresponding remarks or instructions made by the BAC members and Office of Prime Responsibility (OPR):

Item	Queries\Clarifications	Remarks/Instructions
1.	<p>Technical Specifications, Item No.3 of Article 2- Manpower Qualifications, which states that:</p> <p><i>"^{xxx} security deployment must be at least high school graduate and the other Fourteen percent (14%) or Nine (8) of the required security deployment must have completed at least 72 units of college."</i></p>	<p>Under Technical Specifications, Item No.3 of Article 2- Manpower Qualifications, shall be amended as follows:</p> <p><i>"^{xxx} security deployment must be at least high school graduate and the other Fourteen percent (14%) or Eight (8) of the required security deployment must have completed at least 72 units of college."</i></p>



2.	Technical Specifications, Article 10- Action on Offenses, there is no letter "d".	Typographical error on the alphabetical arrangement. No missing provision on the said article.
3.	<p>Technical Specifications, Item F of Article 10- Action on Offenses, which states that: <i>"In of losses and/or damages in their areas of responsibility due to theft and pilferages as a result of negligence on the part of its security personnel."</i></p> <p>It was observed there is a missing word on Item F.</p>	<p>Under item F of Article 10 – Action on Offenses of the Technical Specifications, the word "case" was omitted. The provision shall be amended as follows: <i>"In case of losses and/or damages in their areas of responsibility due to theft and pilferages as a result of negligence on the part of its security personnel."</i></p>

III. Additional reminders and clarifications to all prospective bidders:

1. The deadline for the submission of queries and/or requests for clarification is on **November 25, 2020 (Wednesday), not later than 5:00 p.m.** All queries should be sent thru the email address: ciac_bacsecretariat@yahoo.com. All correspondences and/or notices sent to and issued by the CIAC-BAC shall be coursed through the email address provided. All prospective bidders or bidders are required to provide the BAC Secretariat their respective official email addresses. Otherwise, the email address used by the company in communicating with the BAC thru the BAC Secretariat shall be considered the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or correspondences issued by the BAC.
2. The deadline for the Submission of Bids is on **December 7, 2020 (Monday)**. Bids must be duly received by the CIAC Records Management Office located inside the CIAC Corporate Office Building **not later than 9:00 a.m.** Late bids shall not be accepted.



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Civil Aviation Complex
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3. The Opening of Bids shall be conducted at **9:15 a.m. of December 7, 2020 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application.
4. 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."
5. Bidders are required to submit one (1) original and two (2) certified true copies of the original copy of the first and second components of its bid which shall be signed or initialed on each and every page thereof by the duly authorized representative/s of the Bidder.
6. 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.
7. No additional documents shall be accepted by the BAC after the deadline for the Submission of Bids.
8. Prospective bidders are reminded that CIAC is VAT exempt. Thus, the bid offer or financial proposal shall be exclusive of VAT.
9. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.
10. Should a bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. This provision is applicable to companies who have purchased the bidding documents for the said project. Pursuant to Section 69.1 of the Revised of IRR of RA No. 9184, sanctions shall be imposed to the bidder who habitually withdraws from bidding, submits late bids or patently insufficient bids for at least three (3) times within a year, except for a valid reason.
11. 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.
12. Pursuant to the 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) against the government. Said document 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 or consortium, each partner of the joint venture or consortium shall submit their respective certification, under oath.



13. Each partner of the joint venture shall submit their respective PhilGEPS certificates of registration in accordance with section 8.5.2 of the IRR of R.A. 9184. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: provided, that the partners responsible to submit the NFCC shall likewise submit the statement of all of its ongoing contracts and audited financial statements.

14. Caution to prospective bidders, should there be individuals posing in behalf of the BAC and TWG as agents or fixers, the same should be reported to the BAC immediately. This shall not be tolerated by the BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder for as long as the same submits complete requirements, the said prospective bidder shall be qualified.

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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For the guidance of all concerned.



IRISH C. CALAGUAS
Chairperson, BAC

Issued on: 26 November 2020



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