

**BIDS AND AWARDS COMMITTEE
BID BULLETIN No. 1**

**PROCUREMENT OF SECURITY SERVICES FOR PHILGUARANTEE OFFICES
(PGC-BAC-2022-002G)**

This is to inform all prospective bidders of the amendments and clarifications in the bidding documents:

On Section III. Bid Data Sheet

	FROM	TO
20.2	<p>TECHNICAL PARAMETERS (BASED ON GPPB CIRCULAR NO, 24-2007)</p> <p>1. Stability of the Company</p> <p>a) Years of Experience</p> <p>Company has been in the Service Provider business for the past five (5) years.</p> <p>Bidder shall submit certification under oath that it has provided security services to government institution.</p> <p>Bidder shall submit certification under oath of list of contracts completed for the past five (5) years</p> <p>c) Organizational Set-up</p> <p>Bidder shall submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders</p> <p>Bidder shall submit valid regular license to operate issued by the PNP through the PNP Supervisory Office for Security and Investigation Agencies (SOSIA)</p>	<p>The bidders shall submit the following documents:</p> <ol style="list-style-type: none"> 1. Latest income tax and business tax returns filed and paid thru the BIR Electronic Filing and Payment System; 2. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); 3. Certification from the SSS, Pag-Ibig Fund, ECC and Philhealth of no delinquency of payments of monthly premiums for both the employer and the employee of security agency concerned as of October 31, 2021 and proof of remittance for November and December 2021. The certification must be secured where the principal place of business of the prospective bidder is located; 4. Certificate from the National Labor Relations Commission (NLRC) that the service provider has no adverse decided case in areas where the security agency has an on-going or completed contract/s as of October 31, 2021; and 5. Certificate or clearance from the Department of Labor and Employment (NCR) and the

	<p>Bidder shall submit Certificate of Registration/Membership with the following agencies:</p> <ol style="list-style-type: none"> 1. Department of Labor and Employment; 2. Pag-Ibig Fund; 3. SSS; 4. Philhealth; and 5. PADPAO. <p>Bidder shall submit Certificate from PADPAO that the prospective bidder is not engage in cut-throat competition by under-cutting their contract rate for security services with their clients for a price lower than the standard minimum rates for security services and that the prospective bidder is in good standing as of November 30, 2021</p> <p>2. Resources</p> <p>a) Number and Kind of Licenses Firearms and Communication Devices</p> <p>Bidder shall submit list of ownership of licensed firearms and NTC licensed communication devices.</p> <p>b) Number of Licensed Guards</p> <p>Bidder shall submit certification under oath of the number of licensed guards deployed to clients for CY 2021.</p> <p>3. Security Plan</p>	<p>National Council Mediation Board (NCR) stating that the security agency has no pending labor case as of October 31, 2021</p>
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	<p>Bidder shall submit proposed security plans for PHILGUARANTEE Offices.</p> <p>4. Other Factors</p> <p>a) Recruitment & Selection Criteria</p> <p>Bidder shall submit company policy on recruitment/ selection of security guards</p> <p>b) Benefits entitled to security guards</p> <p>Bidder shall submit certification under oath of the additional benefits given to security guards to be deployed in the PHILGUARANTEE.</p> <p>The bidders shall submit the following documents:</p> <ol style="list-style-type: none"> 1. Latest income tax and business tax returns filed and paid thru the BIR Electronic Filing and Payment System; 2. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); 3. Certification from the SSS, Pag-Ibig Fund, ECC and Philhealth of no delinquency of payments of monthly premiums for both the employer and the employee of security agency concerned as of October 31, 2021 and proof of remittance for November and December 2021. The certification must be secured where the principal place of business of the prospective bidder is located; 4. Certificate from the National Labor Relations Commission that the service provider has no adverse decided case in areas where the security agency has an 	
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	<p>on-going or completed contract/s as of October 31, 2021; and</p> <p>5. Certificate or clearance from the Department of Labor and Employment (NCR) and the National Council Mediation Board (NCR) stating that the security agency has no pending labor case as of October 31, 2021</p>	
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On Section VII. Technical Specification

FROM	TO	Statement of Compliance
<p>C. TECHNICAL PARAMETERS (BASED ON GPPB CIRCULAR NO, 24-2007)</p> <p>5. Stability of the Company</p> <p>a) Years of Experience</p> <p>Company has been in the Service Provider business for the past five (5) years.</p> <p>Bidder shall submit certification under oath that it has provided security services to government institution.</p> <p>Bidder shall submit certification under oath of list of contracts completed for the past five (5) years</p> <p>b) Liquidity of the Provider</p> <p>The liquidity ratio of not less than 1:1 based on 2020 Audited Financial Statements submitted.</p> <p>Computation: Current Assets over Current Liabilities.</p>	<p>C. TECHNICAL PARAMETERS (BASED ON GPPB CIRCULAR NO, 24-2007)</p> <p>5. Stability of the Company</p> <p>a) Years of Experience</p> <p>Company has been in the Service Provider business for the past five (5) years.</p> <p>Bidder shall submit certification under oath that it has provided security services to government institution.</p> <p>Bidder shall submit certification under oath of list of contracts completed for the past five (5) years</p> <p>b) Liquidity of the Provider</p> <p>The liquidity ratio of not less than 1:1 based on 2020 Audited Financial Statements submitted.</p> <p>Computation: Current Assets over Current Liabilities.</p>	

<p>c) Organizational Set-up</p> <p>Bidder shall submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders</p> <p>Bidder shall submit valid regular license to operate issued by the PNP through the PNP Supervisory Office for Security and Investigation Agencies (SOSIA)</p> <p>Bidder shall submit Certificate of Registration/Membership with the following agencies:</p> <ol style="list-style-type: none"> 1. Department of Labor and Employment; 2. Pag-Ibig Fund; 3. SSS; 4. Philhealth; and 5. PADPAO. <p>Bidder shall submit Certificate from PADPAO that the prospective bidder is not engage in cut-throat competition by undercutting their contract rate for security services with their clients for a price lower than the standard minimum rates for security services and that the prospective bidder is in good standing as of November 30, 2021</p> <p>6. Resources</p> <p>a) Number and Kind of Licenses Firearms and Communication Devices</p>	<p>c) Organizational Set-up</p> <p>Bidder shall submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders</p> <p>Bidder shall submit valid regular license to operate issued by the PNP through the PNP Supervisory Office for Security and Investigation Agencies (SOSIA)</p> <p>Bidder shall submit Certificate of Registration/Membership with the following agencies:</p> <ol style="list-style-type: none"> 1. Department of Labor and Employment; 2. Pag-Ibig Fund; 3. SSS; 4. Philhealth; and 5. PADPAO. <p>Bidder shall submit Certificate from PADPAO that the prospective bidder is not engage in cut-throat competition by undercutting their contract rate for security services with their clients for a price lower than the standard minimum rates for security services and that the prospective bidder is in good standing as of November 30, 2021</p> <p>6. Resources</p> <p>a) Number and Kind of Licenses Firearms and Communication Devices</p>	
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<p>Bidder shall submit list of ownership of licensed firearms and NTC licensed communication devices.</p> <p>b) Number of Licensed Guards</p> <p>Bidder shall submit certification under oath of the number of licensed guards deployed to clients for CY 2021.</p> <p>7. Security Plan</p> <p>Bidder shall submit proposed security plans for PHILGUARANTEE Offices.</p> <p>8. Other Factors</p> <p>a) Recruitment & Selection Criteria</p> <p>Bidder shall submit company policy on recruitment/ selection of security guards</p> <p>b) Benefits entitled to security guards</p> <p>9. Bidder shall submit certification under oath of the additional benefits given to security guards to be deployed in the PHILGUARANTEE.</p>	<p>Bidder shall submit list of ownership of licensed firearms and NTC licensed communication devices.</p> <p>b) Number of Licensed Guards</p> <p>Bidder shall submit certification under oath of the number of licensed guards deployed to clients for CY 2021.</p> <p>7. Security Plan</p> <p>Bidder shall submit proposed security plans for PHILGUARANTEE Offices.</p> <p>➤ <i>Bidders may coordinate with Mr. Marvyn Anthony C. Galang of the Facilities and General Services Department at macgalang@philguarantee.gov.ph for their schedule of visit to both offices of PHILGUARANTEE for the bidder's security plan.</i></p> <p>8. Other Factors</p> <p>a) Recruitment & Selection Criteria</p> <p>Bidder shall submit company policy on recruitment/ selection of security guards</p> <p>b) Benefits entitled to security guards</p> <p>9. Bidder shall submit certification under oath of the additional benefits given to security guards to be deployed in the PHILGUARANTEE.</p>	
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	<i>The bidder/s shall submit all the documentary requirements under the Technical Parameter during the bid submission.</i>	
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QUESTIONS AND CLARIFICATIONS:

On the submission of ongoing government and private contracts:

1. Is the Bidder required to submit copies of the contracts or just the matrix of their ongoing contracts?
 - **The Bidder/s shall submit the certified true copies of the applicable Contract, Notice of Award, Notice to Proceed of the ongoing contracts indicated in the submitted statement on bid submission.**

On the PADPAO Rate/Administrative Fee/PhilHealth Premium Rate:

1. What will the bidder use, is it PADPAO rate or the administrative fee stated under DOLE 150-16?
2. Will the bidder be disqualified if they bid below 20%?
3. What will the bidder use for PhilHealth Contribution, is it the 3% or the 4% premium rate since there is a new ruling for the PhilHealth contribution.

➤ **Section VII. Technical Specifications clearly provided the following:**

- **Strict adherence to the Philippine Association of Detective and Protective Agency Operators (PADPAO) prescribed rates for: (1) Amount to Guard; and (2) Amount to Government in favor of Guards, as of 01 January 2021. (PhilHealth premium contribution to be used is 3%.)**
- **Rate for Agency/Administrative Fees must comply with existing labor laws and standards.**

A. SCOPE OF OBLIGATIONS/ RESPONSIBILITIES:

17) All bid prices for the duration of one (1) year shall be fixed and shall not be adjusted during contract implementation, except for the following:

- a) **Increase in taxes;**
- b) **Increase in any of the following pursuant to law or lawful issuance, should it happen after date of bidding:**
 - **Wage order;**
 - **SSS contributions;**
 - **Pag-Ibig Fund contributions;**
 - **Philhealth contributions; and**
 - **ECC contributions.**

- **If bids are not in accordance with the above-stated provision, the bidder shall be disqualified.**

On the submission of Certification from SSS of no delinquency in payments of monthly premiums as of October 31, 2021:


1. Will PHILGUARANTEE accept SSS monthly remittance of contributions of up to October 2021 instead of the required certification of no delinquency in payments of monthly premium?
 - **The bidder must submit the required certification up to October 2021, and may also submit the proof of monthly remittance in support of the certification. The bidders shall be evaluated on the basis of compliance on the payments of monthly premiums/contributions only.**

On the submission of Certificate from the National Labor Relations Commission that the service provider has no adverse decided case in areas where the security agency has an on-going or completed contract/s as of October 31, 2021:

1. Would a certificate of no pending case on the arbiter's level and a certificate of no pending case on appeal on the commissioner's level from the National Labor Relations Commission (NLRC) suffice to comply with PHILGUARANTEE's requirement to submit a certificate from the NLRC of no adverse decided case?
 - **A certificate of no pending case on the arbiter's level and a certificate of no pending case on appeal on the commissioner's level from NLRC may be submitted in lieu of the certificate from the NLRC of no adverse decided case.**

On the form for the prices schedule:

1. There is no form provided for the prices schedule.
 - **The form for the prices schedule is provided on Page 48 of the bidding documents.**
 - **The Bidder/s shall accomplish and submit the attached Cost Distribution Form together with the Bid Form and Price Schedule.**


IAN A. BRIONES
Chairperson, Bids and Awards Committee

10 February 2021