

**BIDDING FOR THE PROCUREMENT
OF THREE (3) YEAR SECURITY SERVICES FOR
AOR III - BATAAN TECHNOLOGY PARK,
MORONG, BATAAN**

BID BULLETIN NO. SB-2018-001

This Bid Bulletin clarifies the queries raised during the Pre-Bid Conference held on 15 October 2018 (Mon) and other matters relative to the ***Bidding for the Procurement of Three (3) Year Security Services for AOR III-Bataan Technology Park, Morong, Bataan.***

1. Queries/Questions by Prospective Bidders

Issues Raised	Clarification/s
1. Whether a Security Agency should submit to BCDA the 201 files of all deployed Security Officers and Guards.	No. They are not required to submit the 201 files of the Security Officers and Guards to BCDA.
2. As to when the Comprehensive Security Plan should be submitted to BCDA.	Only the winning bidder must submit a Comprehensive Security Plan for the AOR III - Bataan Technology Park, Morong, Bataan upon issuance of Notice of Award (NOA).
3. Query on whether the PADPAO rate or the 20% for the administrative fee stated in DOLE Order (DO No. 150-16) should be followed in the computation of the bidder's bid proposal.	The computation of the bidder's proposal for the administrative fee shall be based on PADPAO Wage Order No. RB III-21. <i>Please see attached Bid Price Form.</i>
4. On the Schedule of the Performance Evaluation and Inspection (PEI).	Performance Evaluation and Inspection (PEI) is being conducted on a semestral basis and has two (2) forms: a. Announced Inspection: The Agency is informed at least 2 weeks before the conduct of PEI: <ul style="list-style-type: none"> • 1st Semester PEI (01 Jan-30 Jun) - Conducted during the month of July • 2nd Semester PEI (01 Jul-31 Dec) - Conducted during the month of January b. Unannounced Inspection: Surprise inspection.

<p>5. Whether all the required equipment/items should be presented during the Post Qualification evaluation.</p>	<p>The bidder with the Lowest Calculated Bid (LCB) shall be notified on the schedule of the Post Qualification evaluation and the documents that they need to present during such evaluation. They may also refer to the Checklist of Requirements for the documents to be presented during Post Qualification evaluation.</p> <p>In case of unavailability of equipment/items during the Post Qualification Inspection, the bidder shall present an Affidavit of Undertaking indicating therein that the said unavailable items shall be available upon assumption of Post. Failure to do so may result to penalties as indicated in the "Table of Penalties".</p>
<p>6. On the type of firearms.</p>	<p>Caliber .38 Revolver can be used as alternate for the prescribed 9mm Pistol as long as said Revolver is not "Paltik" and duly licensed.</p>
<p>7. Whether the bidders can request for the soft editable copies of the sample forms.</p>	<p>Except for the Technical Compliance form, the bidders may be provided with the editable soft copies of the sample forms so long as they have already purchased the bidding documents.</p>
<p>8. Whether potential bidders are given opportunity to join Site Inspection on the AORs that they will bid for.</p>	<p>Yes. The potential bidders who attended the Pre-Bid Conference were given the opportunity to join the Site Inspection conducted last 17 October 2018 (Wed) at 10:00AM.</p>

2. Clarifications from the BAC

- a. The bidders must be registered with PhilGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible".
- b. The bid documents can be accessed from the PhilGEPS and BCDA websites.
- c. The necessary bid bulletin shall be posted in PhilGEPS and BCDA websites on **22 October 2018 (Mon)**. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.

- d. The bidders have to purchase the bid documents before they can be allowed to submit their bids. They can still purchase the bid document until the day of submission.
- e. The computation of the bid security shall be based on the Approved Budget for the Contract (ABC).
- f. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- g. The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- h. NFCC Computation shall be based on the audited Financial Statements for the year 2017, using the computation provided in paragraph 5.5 of the Instruction to Bidders, and should be at least equivalent to the ABC.
- i. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

3. Reminders from the BAC

- a. BCDA adheres to the "No-Contact Rule". All clarifications shall be made in writing and addressed to the BAC-G Secretariat. **Deadline for Clarification is on 18 October 2018 (Thur) at 5:00PM.**
- b. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- c. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- d. **The deadline for the submission of bids for the *Bidding for the Procurement of Three (3) Year Security Services for AOR III-Bataan Technology Park, Morong, Bataan* is on 29 October 2018 (Mon) at 10:00AM** at the BCDA Central Receiving and Releasing Area (CRRRA) located at the 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. The computer system clock at the CRRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 10:00AM of 29 October 2018 (Mon) shall not be accepted.**
- e. Bidders may submit their eligibility documents days ahead of the deadline for submission in order to avoid late submission of bids.


- f. **Bid opening shall be on 29 October 2018 (Mon) at 11:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. Although the bidders' attendance during the Opening of Bids is not compulsory, it is advised that bidders send their representative to assist the BAC and answer clarifications, if any.
- g. Each and every page of the Bid Form must be appropriately signed by the bidders or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- h. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification evaluation, and signing of the contract
- i. The BAC expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.
- j. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc.:
- i. Omnibus Sworn Statement
 - ii. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement)
 - iii. Bid Securing Declaration
- k. BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- l. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued on 22 October 2018.

BIDS AND AWARDS COMMITTEE FOR GOODS


BGEN CARLOS F QUITA (RET)
Chairperson

*Bid Bulletin No. SB-2018-001
October 2018*



BID PRICE AND DERIVATION OF PRICE

I. COMPONENT 1: SG WITH STANDARD PACKAGE REQUIREMENT

- AOR III: Bataan Technology Park
- Reference: PADPAO Wage Order No. RB III-21
- Twelve (12) Hours Work

COST DISTRIBUTION

Amount Directly to Guard:

New Daily Wage	₱	_____
Ave. Pay per month		_____
Night Differential Pay		_____
13 th Month Pay		_____
5-day Incentive Leave		_____
Uniform Allowance (RA 5487)		_____
COLA		_____
Overtime		_____
Sub-Total	₱	_____

Amount to Government in Favor of Guard:

Retirement Benefit (RA 7641)	₱	_____
SSS Premium		_____
Philhealth Contribution		_____
State Insurance Fund		_____
Pag-Ibig Fund (RA 7742)		_____
Sub-Total	₱	_____

- A. TOTAL AMOUNT TO GUARD AND GOVERNMENT** ₱ _____
- B. AGENCY FEE (Administrative Overhead & Margin)** ₱ _____
- C. Plus VAT (12% of Admin Overhead & Margin ONLY)** ₱ _____
- D. BID PROPOSAL: Contract Rate per Guard** ₱ _____

II. COMPONENT 2: SPECIAL EQUIPMENT AND SERVICES REQUIREMENTS

- A. CCTV System (10 Channels/Cameras) ₱ _____
- B. K-9 Services (Rate/Hr x 56 hrs) _____
- D. BID PROPOSAL ₱ _____

- III. TOTAL BID PROPOSAL FOR COMPONENTS 1 and 2** ₱ _____





PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO), INC.

No. 13 3rd Avenue, Brgy. Bagong Lipunan ng Crame, Quezon City
 Tel. Nos.: 722-4002 / 356-3050
 E-mail Address: padpao_inc@yahoo.com.ph

**Cost Distribution Per Month
 Region III Central Luzon - WAGE ORDER NO. RB III - 21
 Effective August 1, 2018**

Days worked per week No. of days/year	7 days	
	393.50 8 hrs work/day	393.50 12 hrs work/day
Amount to Guard		
New Daily Wage (DW)	P 400.00	P 400.00
Ave. Pay/ Month (DW x no. of days per yr/12)	13,116.67	13,116.67
Night Differential Pay (Ave. Pay/mo. X 10% x 1/3)(x1/2)	437.22	655.84
13th Month pay (DW x 365 /12/12)	1,013.89	1,013.89
5 Days Incentive Pay (DW x 5/12)	166.67	166.67
Uniform Allowance (R.A 5487)	100.00	100.00
Overtime Pay	-	8,290.50
	P 14,834.45	P 23,343.57
Amount to Gov't. in Favor of Guard		
Retirement Benefit (R.A 7641)(DW X 22.5 / 12)	P 750.00	P 750.00
SSS Premium	1,031.30	1,178.70
Philhealth Contribution	180.36	180.36
State Insurance fund	10.00	30.00
Pag-Ibig Fund	100.00	100.00
	P 2,071.66	P 2,239.06
A. TOTAL AMOUNT TO GUARD & GOV'T.	P 16,906.11	P 25,582.63
B. AGENCY FEE		
Administrative Overhead	4,057.49	5,886.71
C. VALUE ADDED TAX (Agency fee x 12%VAT-RMC-039-2007)	486.90	706.41
MINIMUM CONTRACT RATE	P 21,450.50	P 32,175.75

Areas Covered: Pampanga, Bulacan, Tarlac, Bataan, Zambales, Nueva Ecija
 with 10 or more workers

Overtime Computation

Overtime 7 Days	
Rate per hour (400/8)	50.00
Regular Days (50.00 X 125% X 208 X 4)	74,500.00
Regular Holidays (50.00 X 200% X 12 X 4)	6,240.00
Sundays / Rest Days (50.00 X 166% X 52 X 4)	17,576.00
Special Days, Rest Days (50.00 X 105% X 3 X 4)	1,170.00
	<u>99,486.00</u>
Divided by	12
Overtime Pay (4) hours/day	<u>8,290.50</u>

NOTE:

- In compliance to the new salary Bracket coverage of SSS in accordance to their Memorandum Circular 2013-010 and Philhealth Circular No. 2017-0024, effective January 1, 2018.
- Total 10% Night differential pay should be paid to night shift guards amounting to P1,311.67
 8 hrs at P 437.22 x 3 = P 1,311.67
 12 hrs at P 655.83 x 2 = P 1,311.67
- For Those Using Separate Cost Breakdown for Day & Night Shift Breakdown the total amount of the 10% ND Pay (P 1,311.67) should be included only in the NIGHT SHIFT Cost Breakdown.

COMMITTEE ON PADPAO RATE COMPUTATION

RAMON D. BERGADO
 President

MANUEL P. ESPEJO
 Executive Vice-President

ROGER M. FEDEREZO
 Treasurer

SUSAN S. GERVASIO
 Secretary

RAMON D. BERGADO
 President, PADPAO, Inc.