



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1**

This SBB No. 1 dated November 10, 2023 for **Project ID No. DBM-2024-17, “Security Manpower Services,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

<b>PARTICULARS</b>	<b>AMENDMENTS</b>
<p style="text-align: center;"><b>Section VII. Technical Specifications</b></p> <p style="text-align: center;"><b>Detailed Technical Specifications (Annex A)</b></p> <p><b>1.0 Provision of Security Guards, Including the Submission of Security Plan</b></p> <p style="text-align: center;">xxx</p> <p>5. With no pending labor standards violation case/s as certified by the National Labor Relations Commission and Department of Labor and Employment Certificate of Registration in Accordance with Department of Labor and Employment Department Order No. 18-A, s. 2011.</p> <p style="text-align: center;">xxx</p>	<p style="text-align: center;"><b>Section VII. Technical Specifications</b></p> <p style="text-align: center;"><b>Detailed Technical Specifications (Annex A)</b> <b>(Revised)</b></p> <p><b>1.0 Provision of Security Guards, Including the Submission of Security Plan</b></p> <p style="text-align: center;">xxx</p> <p>5. <del>With no pending labor standards violation case/s as certified by the National Labor Relations Commission and</del> <b>SUBMISSION OF A</b> Department of Labor and Employment Certificate of Registration in <del>A</del>accordance with <b>THE</b> Department of Labor and Employment Department Order No. 18-A, s. 2011.</p> <p style="text-align: center;">xxx</p>
<p style="text-align: center;"><b>Bid Form</b></p> <p style="text-align: center;">xxx</p> <p>If our Bid is accepted, we undertake:</p> <p style="text-align: center;">xxx</p>	<p style="text-align: center;"><b>Bid Form</b> <b>(Revised)</b></p> <p style="text-align: center;">xxx</p> <p><b>NOTE: SALARIES/WAGES, OTHER BENEFITS, AND ADMINISTRATIVE AND OPERATING OVERHEAD SHOULD BE IN ACCORDANCE WITH THE PREVAILING LAWS, RULES AND REGULATIONS. PLEASE BE GUIDED THAT FAILURE TO COMPLY WITH THE SAID PREVAILING LAWS, RULES AND REGULATIONS SHALL BE SUBJECT TO DISQUALIFICATION FOR BEING PATENTLY INSUFFICIENT IN THE BID SUBMITTED.</b></p>

	<p>If our Bid is accepted, we undertake:</p> <p style="text-align: center;">xxx</p>
	<p><b>Note:</b></p> <p><b><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></b></p> <ol style="list-style-type: none"><li>1. Detailed Technical Specifications (Revised)</li><li>2. Bid Form (Revised)</li></ol>

QUERIES	CLARIFICATIONS
1. Should the Administrative Cost be compliant with Section 9 <sup>1</sup> of Republic Act (RA) No. 11917 <sup>2</sup> and Section 4 (b) <sup>3</sup> of the DOLE Department Order (DO) No. 150-16? <sup>4</sup>	1. Yes, the Procurement Entity requires compliance with the requirement mandated under Section 9 of RA No. 11917 and Section 4 (b) of DO No. 150-16, which mentions that the <b>standard administrative fee shall not be less than twenty percent (20%) of the total contract cost.</b>
2. Considering that this is an Early Procurement Activity (EPA), what rate are we going to apply for the Philippine Health Insurance Corporation (PhilHealth) Premium Contribution?	2. May we refer to PhilHealth Circular No. 2020-005, particularly Item V pertaining to the Premium Contribution Table for Direct Contributors, which states that for <b>Year 2024 to 2025, the premium rate of five percent (5%) shall be charged for the monthly basic salary of Ten Thousand Pesos (P10,000.00) to One Hundred Thousand Pesos (P100,000.00).</b>
3. What is the nature of contingency amount? May the said contingency amount be waived from the Total Bid amount?	3. The contingency amount is a lump sum provision for unforeseen events or circumstances, such as, but not limited to, additional security guards as determined by the DBM, overtime pay and fees already recognized by the end user but requires additional funding.  Please note that the Procurement Entity considered the contingency amount as part of the total Bid amount, thus, may not be subject of waiver. The inclusion of contingency amount is mandated to all prospective bidders for this project and shall not be edited.

<sup>1</sup> Section 9. Administrative Fee of PSAs . — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.

<sup>2</sup> The Private Security Services Industry Act

<sup>3</sup> Section 4. Service Agreements – xxx

b. The place of work and terms and conditions governing the contract arrangement which shall include the agreed amount of the security services to be rendered and the standard administrative fee of not less than twenty percent (20%) of the total contract cost; xxx

<sup>4</sup> Revised Guidelines Governing the Employment and Working Conditions of Security Guards and Other Private Security Personnel in the Private Security Industry

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 17, 2023 right after the opening of bids.
  
- For guidance and information of all concerned.

**RAMON VICENTE B. ASUNCION**

*Director IV*

*Vice Chairperson, DBM-BAC*

**DETAILED TECHNICAL SPECIFICATIONS  
(Revised)**

**1.0 Provision of Security Guards, Including the Submission of Security Plan**

- a. Qualifications of the Security Agency:
  - (i) Stability
    1. Years of Experience – at least six (6) years in the security business
    2. Organizational Set-up – in accordance with RA No. 5487 and its Implementing Rules and Regulations
    3. With valid License to Operate from the PNP-Supervisory Office for Security and Investigation Services
    4. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO)
    5. Submission of a Department of Labor and Employment–Certificate of Registration in accordance with the Department of Labor and Employment Department Order No. 18-A, s. 2011.<sup>5</sup>
  - (ii) Resources
    1. Number and Kind of Equipment and Supplies – with the minimum number and kind of equipment and supplies as specified in Item 2.0
    2. Number of Guards – with at least one hundred (100) security guards that are organic to the Service Provider.
    3. Number of Supervisors – at least five (5) supervisors
- b. The Service Provider shall provide sixty-three (63) qualified, bonded, uniformed, highly trained security guards, inclusive of one (1) Detachment Commander, who must meet the following requirements:
  - (i) with at least three (3) years of experience in Security Services;
  - (ii) must have completed a private security training from a government or duly registered and accredited private training institution/s;
  - (iii) must have undergone first-aid and basic-life support course certified by the Philippine National Red Cross;
  - (iv) with valid license to exercise Private Security Profession;
  - (v) of good moral character and must not have violated any rules and regulations under RA No. 5487 and its Implementing Rules and Regulations (IRR);
  - (vi) fit to work, as evidenced by a medical certificate issued within the last two (2) months (specify that the security guard is fit to work);
- c. The Service Provider shall submit within five (5) calendar days from receipt of Notice to Proceed the employee file of each security guard with complete attachments such as, but not limited to, resume, training certificate, government-mandated clearances, medical certificate, physical and neuro-psychiatric test results, and the proposed security plan for approval of the AS.

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<sup>5</sup> Rules Implementing Articles 106 to 109 of the Labor Code, as Amended

- d. The Service Provider shall deploy the security guards within three (3) calendar days from submission of the employee file of each security guard and other supporting document.
- e. The Service Provider shall assign a Roving Supervisor from its own account, separate from the Detachment Commander, to monitor the performance of the security guards and handle the consolidation of daily timecards periodically in preparation for the monthly billing to the DBM. The Service Provider shall ensure that security guards perform the security services in accordance with the **approved Security Plan to be submitted by the Service Provider during contract implementation**, taking into account the following:
  - (i) Security of Human Resources
  - (ii) Security for Physical Resources
  - (iii) Contingency Plan for Various Risks
  - (iv) Other related security concerns

**2.0 Provision of Uniform, Security Equipment, and Paraphernalia**

- a. The Service Provider shall ensure that the security guards assigned to the DBM shall observe proper Philippine National Police Supervisory Office for Security and Investigation Agencies-prescribed uniforms.
- b. The Service Provider shall issue the prescribed uniform, security equipment and paraphernalia within three (3) calendar days from submission of the employee file of each security guard and other supporting documents.
- c. The Service Provider shall provide the following security equipment and paraphernalia, which are brand new or in good operational condition:

<b>Item</b>	<b>Description</b>	<b>Quantity</b>
1.	At least one (1) set of prescribed uniform	63 sets
2.	Nightstick/baton	
3.	Whistle	
4.	Flashlight	
5.	First Aid Kit	
6.	Handcuffs	
7.	Service Firearms - With necessary license - Security Guards who shall be handling the firearms must have prior training	one (1) firearm for every two (2) security guards or as required
8.	Digital camera with at least 16 gigabytes internal storage device	2 units
9.	Metal Detector (Walk Through)	4 units
10.	Electronic logbook to be installed at the main entrance of DBM Buildings 1, 2, 3 and 4 front desks	4 units

11.	Stretchers	5 units
12.	Wheelchairs	5 units
13.	Megaphone	4 units
14.	Traffic Vest and Gloves	6 units
15.	Surveillance Mirror	6 units
16.	Metal Detectors	15 units
17.	Communication Radios with necessary registration	15 units
18.	Armor Vest	15 units
19.	Riot shield/Truncheon and Helmet	15 units
20.	Stun Devices	15 units
21.	Raincoat, rainboots, and umbrella	27 units
22.	Tear gas	27 units
23.	Cellular Phone assigned to the Deputy Security Supervisor	1 unit

### 3.0 Service Standards and Conditions

Deployed security guards shall be professional and courteous at all times. The expected service standards and conditions are as follows:

- a. Security guards shall at all times ensure the security of DBM Officials and employees, physical resources, and respond to all other security related concerns in accordance with the approved Security Plan.
- b. The Service Provider shall recommend the enforcement of policies, rules and regulations of the DBM and, upon the approval of the AS Director, implement them in order to maintain peace and order within the DBM premises.
- c. Whenever required by the AS Director, or if deemed necessary by the Detachment Commander, the Service Provider shall conduct an investigation concerning any security breach within the DBM Central Office premises, including the commission of any crime, and submit a report to the AS Director as instructed.
- d. The Service Provider shall assume full responsibility and undertake to reimburse the DBM for losses, damages, and injuries caused to the DBM's properties and personnel, which the Service Provider is bound to secure and protect.
- e. The Service Provider warrants to make available, at all times, relievers and/or replacements to ensure continuous and uninterrupted services in case of absences, and shall execute the necessary supervision over the work of its personnel.
- f. The Service Provider warrants its compliance and adherence to Labor Laws and to the Ethical Standards and Code of Conduct as provided in Republic Act No. 5487 and its IRR. A monthly certificate of compliance shall be required of the Service Provider as an attachment to its billing statement.

#### **4.0 General Conditions**

- a. The DBM has the right to effect changes in the assignment/deployment of the security guards at any time during the contract period through a written notice to the Service Provider. Likewise, the DBM may increase or decrease the number of security guards as may be necessary. In such an event, any corresponding adjustment in the cost shall not exceed the contract price.
- b. The Service Provider shall not reshuffle personnel without the prior clearance/approval of the AS-GSD which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matters of disciplinary action toward the personnel of the Service Provider, the AS-GSD shall cooperate with the Service Provider or vice versa by means of mutual consultation.
- c. The Service Provider shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.
- d. The Service Provider agrees that the DBM, through the AS-GSD, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.
- e. The Service Provider shall provide the security guards their monthly pay slip containing the necessary information on it. The Service Provider shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Service Provider.
- f. The Service Provider shall provide the personnel with appropriate uniforms, protective gear and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.
- g. The Service Provider shall have ten (10) relievers for the DBM available at any time to take over in case some regular personnel are absent at no extra cost to the Department. No trainees shall be allowed as a reliever even if they are allowed and identified as such. Said relievers shall be required to submit the Duty Detail Order before the takeover.
- h. The Service Provider shall ensure the confidentiality of information

#### **5.0 Payment Terms**

- a. The Service Provider shall pay its personnel not less than the prevailing minimum wage and provide the other benefits mandated by law. The Service Provider shall comply with the laws and rules governing labor standards and employee's compensation. A Certificate of Compliance for the purpose shall be required from the Service Provider to accompany the monthly billing statement.
- b. The Service Provider shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed reports stamped received by SSS, Pag-IBIG, PhilHealth, and ECC as proof of remittances of employer's and employee's contributions for SSS, PhilHealth, and Pag-IBIG premiums of the security guards assigned to the DBM only and the monthly security reports as prescribed in the approved Security Plan.
- c. The Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.



## **6.0 Performance Review and Assessment**

- a. The AS shall conduct a periodic review to ensure compliance of the Service Provider with the technical specifications, as well as with the other terms and conditions imposed by the DBM during the contract period.
- b. The AS shall conduct a physical count of Security Equipment, and Paraphernalia based on item no. 2.0, anytime during the contract period.
- c. Further, the AS shall conduct a mid-term assessment or evaluation of the Service Provider. Based on its assessment, the DBM may pre-terminate the contract for failure of the Service Provider to perform its obligations thereon following the procedures prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated December 22, 2004.

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

**BID FORM**  
**(Revised)**

Date : \_\_\_\_\_

Project Identification No. : **DBM-2024-17**

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Security Manpower Services** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the details provided herein and made part of this Bid. The total bid price includes the cost of all taxes.

Particulars	FY 2024			
	Monday-Friday (12 hours) 6AM - 6PM	Monday-Saturday (8 hours) 6AM – 2PM 2PM – 10 PM	Monday-Sunday (8 hours) 6AM – 2PM 2PM – 10PM	Monday-Sunday (8 hours w/Night Differential) 10PM – 6AM
Working Days Per Year	261	313	394.40	394.40
<b>A. Amount to Guard</b>				
Monthly Wage				
Night Differential				
13 <sup>th</sup> Month Pay				
5 Days Incentive Leave				
Uniform Allowance				
Average OT Pay Per Month				
<b>Subtotal of A</b>				
<b>B. Employer's Share</b>				
Retirement Benefits				
SSS Premium				
SSS Mandatory Provident Fund				
PhilHealth (5% Premium Rate pursuant to Item V of PhilHealth Circular No. 2020-005)				
State Insurance Fund (EC)				
Pag-IBIG Fund				
<b>Subtotal of B</b>				
<b>C. Administrative Cost (should not be lower than 20% of the total contract cost pursuant to Section 9 of RA No. 11917, and Section 4(b) of DOLE Department Order No. 150-16)</b>				
<b>D. VAT (12%) of C</b>				
<b>E. Monthly Contract Rate Per Guard (A+B+C+D)</b>				

Signature of Authorized Signatory: \_\_\_\_\_

<b>F. Number of Guards</b>	12	6	30	15
<b>G. Monthly Cost (E x F)</b>				
<b>H. Annual Cost (G x 12)</b>				
<b>I. Total Amount Cost for FY 2024 (Sum of Amounts in H)</b>				P
<b>J. Annual Contingency Amount</b>				P1,680,000.00
<b>K. Total Annual Cost for FY 2024 and Contingency (I + J)</b>				P

Particulars	FY 2025			
	Monday-Friday (12 hours) 6AM - 6PM	Monday-Saturday (8 hours) 6AM – 2PM 2PM – 10 PM	Monday-Sunday (8 hours) 6AM – 2PM 2PM – 10PM	Monday-Sunday (8 hours w/Night Differential) 10PM – 6AM
Working Days Per Year	261	313	394.40	394.40
<b>A. Amount to Guard</b>				
Monthly Wage				
Night Differential				
13 <sup>th</sup> Month Pay				
5 Days Incentive Leave				
Uniform Allowance				
Average OT Pay Per Month				
<b>Subtotal of A</b>				
<b>B. Employer's Share</b>				
Retirement Benefits				
SSS Premium				
SSS Mandatory Provident Fund				
PhilHealth (5% Premium Rate pursuant to Item V of PhilHealth Circular No. 2020-005)				
State Insurance Fund (EC)				
Pag-IBIG Fund				
<b>Subtotal of B</b>				
<b>C. Administrative Cost (should not be lower than 20% of the total contract cost pursuant to Section 9 of RA No. 11917, and Section 4(b) of DOLE Department Order No. 150-16)</b>				
<b>D. VAT (12%) of C</b>				
<b>E. Monthly Contract Rate Per Guard (A+B+C+D)</b>				
<b>F. Number of Guards</b>	12	6	30	15
<b>G. Monthly Cost (E x F)</b>				
<b>H. Annual Cost (G x 12)</b>				
<b>I. Total Amount Cost for FY 2025 (Sum of Amounts in H)</b>				P
<b>J. Annual Contingency Amount</b>				P1,680,000.00

Signature of Authorized Signatory:

K. Total Annual Cost for FY 2025 and Contingency (I + J)				P
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RECAPITULATION	
FY 2024	
FY 2025	
<b>TOTAL BID AMOUNT</b>	

**NOTE: Salaries/wages, other benefits, and administrative and operating overhead should be in accordance with the prevailing laws, rules and regulations. Please be guided that failure to comply with the said prevailing laws, rules and regulations shall be subject to disqualification for being patently insufficient in the Bid submitted.**

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_