



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

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 3**

This SBB No. 3 dated November 23, 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/CLARIFICATIONS</b>				
<p><b>Section I. Invitation to Bid</b></p> <p>1. The Department of Budget and Management (DBM), through the FY 2024 General Appropriations Act and Multi-Year Contractual Authority No. MYCA-BMB-C-23- 0000112, intends to apply the sum of Fifty Million Pesos (P50,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the “Security Manpower Services” (Project ID No. DBM-2024-17). For the purpose of early procurement authorized under Section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under the FY 2024 National Expenditure Program shall be used as basis. Further, consistent with the requirement in the same Section 7.6, no award of contract shall be made until the approval and effectivity of the FY 2024 General Appropriations Act. The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project. Bids received in excess of the ABC shall be automatically rejected at bid opening.</p>	<p><b>Section I. Invitation to Bid</b></p> <p>1. The Department of Budget and Management (DBM), through the FY 2024 General Appropriations Act and Multi-Year Contractual Authority No. MYCA-BMB-C-23- 0000112, intends to apply the sum of Fifty Million Pesos (P50,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the “Security Manpower Services” (Project ID No. DBM-2024-17) <b>COVERING FYS 2024 AND 2025, WITH THE BREAKDOWN OF ABC AS FOLLOWS:</b></p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center; width: 20%;"><b>FY 2024</b></td> <td style="text-align: center;"><b>TWENTY FIVE MILLION PESOS (P25,000,000)</b></td> </tr> <tr> <td style="text-align: center;"><b>FY 2025</b></td> <td style="text-align: center;"><b>TWENTY FIVE MILLION PESOS (P25,000,000)</b></td> </tr> </tbody> </table> <p>For the purpose of early procurement authorized under Section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under the FY 2024 National Expenditure Program shall be used as basis. Further, consistent with the requirement in the same Section 7.6, no award of contract shall be made until the approval and effectivity of the FY 2024 General Appropriations Act. The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project.</p>	<b>FY 2024</b>	<b>TWENTY FIVE MILLION PESOS (P25,000,000)</b>	<b>FY 2025</b>	<b>TWENTY FIVE MILLION PESOS (P25,000,000)</b>
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<b>FY 2025</b>	<b>TWENTY FIVE MILLION PESOS (P25,000,000)</b>				

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The DBM now invites bids for the above-entitled Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed within the period of November 24, 2018 to November 23, 2023 a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

xxx

5. A complete set of Bidding Documents may be acquired by interested Bidders on October 27, 2023 from the given address and website below and upon payment of a fee in the amount of Twenty-Five Thousand Pesos (P25,000.00).

Payment may be made in either mode, as follows:

- a) Online payment through the Landbank Link.Biz Portal. However, this mode of payment may only be done until November 20, 2023 (four [4] calendar days before the Submission of Bids), 11:00 p.m., for crediting and recording purposes. Procedural guidelines for online payment may be accessed via [https://dbm.gov.ph/images/Advisory\\_for\\_Bidders\\_Suppliers-LinkBiz.pdf](https://dbm.gov.ph/images/Advisory_for_Bidders_Suppliers-LinkBiz.pdf). Bidders shall present its confirmation receipt to the BAC Secretariat in person, by facsimile, or through electronic means, which shall be used as proof of payment for the bidding documents fee.

xxx

7. Bids must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before November 24, 2023, 10:30 a.m. Late bids shall not be accepted.

xxx

2. The DBM now invites bids for the above-entitled Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed within the period of ~~November 24~~**DECEMBER 1**, 2018 to November ~~23~~**30**, 2023 a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders)

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xxx

7. Bids must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before ~~November 24~~**DECEMBER 1**, 2023, ~~10:30 a.m.~~**1:00 P.M.** Late bids shall not be accepted.

xxx

9. Bid opening shall be on November 24, 2023, 10:30 a.m., at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.

xxx

9. Bid opening shall be on ~~November 24~~ **DECEMBER 1**, 2023, ~~10:30 a.m.~~ **1:00 P.M.**, at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.

xxx

**Section II. Instruction to Bidders**

xxx

2.1 The GOP through the source of funding as indicated below for FYs 2024 to 2025 in the amount of Fifty Million Pesos (P50,000,000.00). The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project.

xxx

**10. Documents comprising the Bid: Eligibility and Technical Components**

xxx

10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the period of November 24, 2018 to November 23, 2023.

xxx

**Section II. Instruction to Bidders**

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2.1 The GOP through the source of funding as indicated below for FYs 2024 to 2025 in the amount of Fifty Million Pesos (P50,000,000.00) **COVERING FYS 2024 AND 2025, WITH THE BREAKDOWN OF ABC AS FOLLOWS:**

<b>FY 2024</b>	<b>TWENTY FIVE MILLION PESOS (P25,000,000)</b>
<b>FY 2025</b>	<b>TWENTY FIVE MILLION PESOS (P25,000,000)</b>

The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project.

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**10. Documents comprising the Bid: Eligibility and Technical Components**

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xxx

**14. Bid Security**

xxx

14.2 The Bid and bid security shall be valid until March 23, 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

xxx

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xxx

**Section III. Bid Data Sheet**

ITB Clause	
xxx	
5.3	For this purpose, contracts similar to the Project shall:  xxx  b. have been completed within the period of November 24, 2018 to November 23, 2023.
xxx	
20	The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:  xxx  3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following:  xxx  ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from April 2023 to September 2023.
xxx	

**Section III. Bid Data Sheet**

ITB Clause	
xxx	
5.3	For this purpose, contracts similar to the Project shall:  xxx  b. have been completed within the period of <del>November</del> <b>24 DECEMBER 1</b> , 2018 to November <del>23</del> <b>30</b> , 2023.
xxx	
20	The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:  xxx  3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following:  xxx  ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from <del>April</del> <b>MAY</b> 2023 to <del>September</del> <b>OCTOBER</b> 2023.
xxx	

**Section VII. Technical Specification**

**Detailed Technical Specifications (Annex A)**

xxx

**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.

xxx

**Section VII. Technical Specification**

**Detailed Technical Specifications (Annex A)**

xxx

**6.0 Performance Review and Assessment**

- A. THE SERVICE PROVIDER SHALL MAINTAIN A SATISFACTORY LEVEL PERFORMANCE THROUGHOUT THE CONTRACT PERIOD BASED ON THE FOLLOWING SET OF PERFORMANCE CRITERIA:**

ITEM	PERFORMANCE CRITERIA	WEIGHT
I	CONFORMITY TO THE TECHNICAL REQUIREMENTS	20
II	TIMELINESS IN THE DELIVERY OF SERVICES	20
III	BEHAVIOR OF PERSONNEL (COURTEOUS, PROFESSIONAL AND KNOWLEDGEABLE)	20
IV	RESPONSE TO COMPLAINTS	20
V	COMPLIANCE WITH SET OFFICE POLICIES FOR SUCH SERVICES	20
<b>TOTAL</b>	<b>PERFORMANCE RATING PASSING RATE: 80 POINTS</b>	

- ~~a.~~**B.** The AS shall conduct a periodic review, **BASED ON THE ABOVE-CITED CRITERIA**, 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.

xxx

**Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started**

xxx

Instructions:

- i. State **ALL** ongoing contracts including those awarded but not yet started (government [**including the DBM**] and private contracts which may be similar or not similar to the project being bid) up to November 23, 2023.

xxx

**Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started**

**(REVISED)**

xxx

Instructions:

- i. State **ALL** ongoing contracts including those awarded but not yet started (government [**including the DBM**] and private contracts which may be similar or not similar to the project being bid) up to November ~~23~~ **30**, 2023.

xxx

**Statement of Single Largest Completed Contract which is Similar in Nature**

xxx

Instructions:

- b. The SLCC should have been completed (i.e., accepted) within the period of November 24, 2018 to November 23, 2023.

xxx

**Statement of Single Largest Completed Contract which is Similar in Nature**

**(REVISED)**

xxx

Instructions:

- b. The SLCC should have been completed (i.e., accepted) within the period of ~~November 24~~ **DECEMBER 1**, 2018 to November ~~23~~ **30**, 2023.

xxx

**Bid Form**

xxx

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
xxx	xxx	xxx	xxx	xxx
<b>F. Number of Guards</b>	12	6	30	15
xxx	xxx	xxx	xxx	xxx
<b>J. Annual Contingency Amount</b>				P1,680,000.00
xxx	xxx	xxx	xxx	xxx

**Bid Form (Revised)**

xxx

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
xxx	xxx	xxx	xxx	xxx
<b>F. Number of Guards</b>	1210	6	30	15
xxx	xxx	xxx	xxx	xxx
<b>J. Annual Contingency Amount</b>				P1,250,000.00
xxx	xxx	xxx	xxx	xxx

Particulars	FY 2025			
	Monday-Friday (12 hours) 6AM - 6PM	Monday-Saturday (8 hours) 6AM – 2PM – 10 PM	Monday-Sunday (8 hours) 6AM – 2PM – 2PM – 10PM	Monday-Sunday (8 hours w/Night Differential) 10PM – 6AM
xxx	xxx	xxx	xxx	xxx
<b>F. Number of Guards</b>	12	6	30	15
xxx	xxx	xxx	xxx	xxx
<b>J. Annual Contingency Amount</b>				P1,680,000.00
xxx	xxx	xxx	xxx	xxx

xxx

*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.*

xxx

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
xxx	xxx	xxx	xxx	xxx
<b>F. Number of Guards</b>	12	6	30	15
xxx	xxx	xxx	xxx	xxx
<b>J. Annual Contingency Amount</b>				P1,680,000.00 <b>P1,250,000.00</b>
xxx	xxx	xxx	xxx	xxx

xxx

**\* SEE ANNEX B FOR THE BREAKDOWN OF COSTS FOR THE SECURITY EQUIPMENT AND PARAPHERNALIA, AND SHALL BE MADE AN INTEGRAL PART OF THE BID FORM.**

\*\* 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.

xxx

**Annex B**

**MATRIX OF THE SECURITY EQUIPMENT AND PARAPHERNALIA, WHICH ARE BRAND NEW OR IN GOOD OPERATIONAL CONDITION**

DESCRIPTION	QUANTITY	PRICE PER SET/ UNIT
AT LEAST ONE (1) SET OF PRESCRIBED UNIFORM	63 SETS	
NIGHTSTICK/BATON		
WHISTLE		
FLASHLIGHT		
FIRST AID KIT		
HANDCUFFS		

	<b>SERVICE FIREARMS WITH NECESSARY LICENSE SECURITY GUARDS WHO SHALL BE HANDLING THE FIREARMS MUST HAVE PRIOR TRAINING</b>	<b>ONE UNIT (1) OF FIREARM FOR EVERY TWO (2) SECURITY GUARDS OR AS REQUIRED</b>	
	<b>DIGITAL CAMERA WITH AT LEAST 16 GIGABYTES INTERNAL STORAGE DEVICE</b>	<b>2 UNITS</b>	
	<b>METAL DETECTOR (WALK THROUGH)</b>	<b>4 UNITS</b>	
	<b>ELECTRONIC LOGBOOK TO BE INSTALLED AT THE MAIN ENTRANCE OF DBM BUILDINGS 1, 2, 3 AND 4 FRONT DESKS</b>	<b>4 UNITS</b>	
	<b>STRETCHERS</b>	<b>5 UNITS</b>	
	<b>WHEELCHAIRS</b>	<b>5 UNITS</b>	
	<b>MEGAPHONE</b>	<b>4 UNITS</b>	
	<b>TRAFFIC VEST AND GLOVES</b>	<b>6 UNITS</b>	
	<b>SURVEILLANCE MIRROR</b>	<b>6 UNITS</b>	
	<b>METAL DETECTORS</b>	<b>15 UNITS</b>	
	<b>COMMUNICATION RADIOS WITH NECESSARY REGISTRATION</b>	<b>15 UNITS</b>	
	<b>ARMOR VEST</b>	<b>15 UNITS</b>	
	<b>RIOT SHIELD/TRUNCHEON AND HELMET</b>	<b>15 UNITS</b>	
	<b>STUN DEVICES</b>	<b>15 UNITS</b>	
	<b>RAINCOAT, RAINBOOTS, AND UMBRELLA</b>	<b>27 UNITS</b>	
	<b>TEAR GAS</b>	<b>27 UNITS</b>	
	<b>CELLULAR PHONE ASSIGNED</b>	<b>1 UNIT</b>	



	<table border="1"> <tr> <td data-bbox="778 87 1118 210"><b>TO THE DEPUTY SECURITY SUPERVISOR</b></td> <td data-bbox="1118 87 1329 210"></td> <td data-bbox="1329 87 1495 210"></td> </tr> </table>	<b>TO THE DEPUTY SECURITY SUPERVISOR</b>		
<b>TO THE DEPUTY SECURITY SUPERVISOR</b>				
	<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><b>1. Detailed Technical Specifications (Annex A) (Revised);</b></li> <li><b>2. Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised);</b></li> <li><b>3. Statement of Single Largest Completed Contract which is Similar in Nature (Revised);</b></li> <li><b>4. Bid Form (Revised); and</b></li> <li><b>5. Breakdown of costs for the Security Equipment and Paraphernalia (Annex B).</b></li> </ol>			

**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 December 1, 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>1</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.
- 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.

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<sup>1</sup> Rules Implementing Articles 106 to 109 of the Labor Code, as Amended

- 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:

Item	Description	Quantity
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 contractor shall maintain a satisfactory level performance throughout the contract period based on the following set of performance criteria:

<b>ITEM</b>	<b>PERFORMANCE CRITERIA</b>	<b>WEIGHT</b>
I	Conformity to the technical requirements	20
II	Timeliness in the delivery of services	20
III	Behavior of personnel (courteous, professional and knowledgeable)	20
IV	Response to complaints	20
V	Compliance with set office policies for such services	20
<b>Total</b>	<b>PERFORMANCE RATING</b> <b>PASSING RATE: 80 POINTS</b>	

- b. The AS shall conduct a periodic review, based on the above-cited criteria, 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.
- c. The AS shall conduct a physical count of Security Equipment, and Paraphernalia based on item no. 2.0, anytime during the contract period.
- d. 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.

**Statement of all Ongoing Government and Private Contracts  
Including Contracts Awarded but not yet Started**  
*[shall be submitted with the Bid]*  
(Revised)

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

Business Address: \_\_\_\_\_

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Total Amount of Contract	Value of Outstanding Contract	Date of Delivery
<u>Government</u>						
<u>Private</u>						

Submitted by : \_\_\_\_\_

(Printed Name and Signature)

Designation : \_\_\_\_\_

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

Instructions:

- i. State **ALL** ongoing contracts including those awarded but not yet started (government **[including the DBM]** and private contracts which may be **similar or not similar** to the project being bid) up to November 30, 2023.
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- iv. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **"even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

**Statement of Single Largest Completed Contract  
which is Similar in Nature**

*[shall be submitted with the Bid]*

(Revised)

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

Business Address: \_\_\_\_\_

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance*	End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

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

Instructions:

- a. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to the following requirements:
  - i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; **OR**
  - ii. at least two (2) similar contracts:
    - (a) the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; **AND**
    - (b) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).
- b. The SLCC should have been completed (i.e., accepted) within the period of **November 30, 2018 to December 1, 2023**.
- c. The similar contract for this Project shall refer to the security manpower services. If the subscription to a security manpower services forms part of a bigger contract, only the cost component of the subscription to a security manpower services shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.
- d. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification."

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that "even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed. It is likewise good to clarify that the

requirement refers to a “statement” to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts.”

- \* Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance/Completion from the bidder’s client, or an Official Receipt or a Sales Invoice (to be submitted during post-qualification).



**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. 2019-009)				
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>	10	6	30	15

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

<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>				P1,250,000.00
<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. 2019-009)				
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>	10	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>				P1,250,000.00

Signature of Authorized Signatory:

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

**\* See Annex B for the breakdown of costs for the security equipment and paraphernalia, and shall be made an integral part of the Bid Form.**

**\*\* NOTE: 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: \_\_\_\_\_

Signature of Authorized Signatory:

**MATRIX OF THE SECURITY EQUIPMENT AND PARAPHERNALIA, WHICH  
ARE BRAND NEW OR IN GOOD OPERATIONAL CONDITION <sup>2</sup>**

<b>Description</b>	<b>Quantity</b>	<b>Price per set/unit</b>
At least one (1) set of prescribed uniform	63 sets	
Nightstick/baton		
Whistle		
Flashlight		
First Aid Kit		
Handcuffs		
Service Firearms - With necessary license - Security Guards who shall be handling the firearms must have prior training	One unit (1) of firearm for every two (2) security guards or as required	
Digital camera with at least 16 gigabytes internal storage device	2 units	
Metal Detector (Walk Through)	4 units	
Electronic logbook to be installed at the main entrance of DBM Buildings 1, 2, 3 and 4 front desks	4 units	
Stretchers	5 units	
Wheelchairs	5 units	
Megaphone	4 units	
Traffic Vest and Gloves	6 units	
Surveillance Mirror	6 units	
Metal Detectors	15 units	
Communication Radios with necessary registration	15 units	
Armor Vest	15 units	
Riot shield/Truncheon and Helmet	15 units	
Stun Devices	15 units	
Raincoat, rainboots, and umbrella	27 units	
Tear gas	27 units	
Cellular Phone assigned to the Deputy Security Supervisor	1 unit	

Signature of Authorized Signatory:

<sup>2</sup> See Item 2.0 of the Detailed Technical Specifications (Annex A)