



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 June 4, 2024, for **Project ID No. DBM-2024-56, “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.

PARTICULAR(S)/QUERY(IES)				AMENDMENT(S)/CLARIFICATION(S)			
Section VI. Schedule of Requirements				Section VI. Schedule of Requirements (REVISED)			
Item	Description	Quantity	Delivery Schedule	Item	Description	Quantity	Delivery Schedule
1	Submission of Employee Files and Other Supporting Documents, as detailed in item 1 of Annex “A” (Detailed Technical Specifications)	61(*) security guards	Within five (5) calendar days from receipt of the Notice to Proceed (NTP)	1	Submission of Employee Files and Other Supporting Documents, <b>INCLUDING THE SUBMISSION OF SECURITY PLAN</b> , as detailed in item 1 of Annex “A” (Detailed Technical Specifications)	61(*) security guards	Within five (5) calendar days from receipt of the Notice to Proceed (NTP)
2	Provision of Security Guards, including the submission of Security Plan, as detailed in item 1 of Annex “A” (Detailed Technical Specifications)		Within three (3) calendar days from submission of the Employee Files and Other Supporting Documents	2	Provision of Security Guards, <del>including the submission of Security Plan</del> , as detailed in item 1 of Annex “A” (Detailed Technical Specifications)		Within three (3) calendar days from submission of the Employee Files and Other Supporting Documents
3	Provision of Uniform, Security Equipment, and Paraphernalia, as detailed in item 2 of Annex “A” (Detailed Technical Specifications)		61(*) sets	3	Provision of Uniform, Security Equipment, and Paraphernalia, as detailed in		61(*) sets

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)		
	item 2 of Annex "A" (Detailed Technical Specifications)		
<p align="center"><b>Section VII. Technical Specifications</b></p> <p align="center"><b>Annex "A"</b></p> <p align="center"><b>DETAILED TECHNICAL SPECIFICATIONS</b></p> <p>1. Provision of Security Guards, Including the Submission of Security Plan</p> <p>a. Qualifications of the Security Agency: (i) Stability</p> <p align="center">xxx</p> <p>5. Submission of a 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 align="center">xxx</p>	<p align="center"><b>Section VII. Technical Specifications</b></p> <p align="center"><b>Annex "A"</b></p> <p align="center"><b>DETAILED TECHNICAL SPECIFICATIONS (REVISED)</b></p> <p>1. Provision of Security Guards, Including the Submission of Security Plan</p> <p>a. Qualifications of the Security Agency: (i) Stability</p> <p align="center">xxx</p> <p>5. Submission of a Department of Labor and Employment Certificate of Registration in accordance with Department of Labor and Employment Department Order No. <del>18-A</del> <b>174</b>, s. <del>2011</del> <b>2016</b>.</p> <p 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> <p><b>1. Section VI. Schedule of Requirements (Revised); and</b></p> <p><b>2. Detailed Technical Specifications (Annex A) (Revised).</b></p>		
<p>1) In the Administrative fee, can we follow the DO 150-16 and RA 11917 that the administrative fee is not less than 20% or will we follow RA 9184 IRR?</p>	<p>1) Yes, the Procuring Entity requires compliance with the requirement mandated under Section 9 of RA No. 11917 and Section 4 (b) of DO No. 150-16, which mention that the <b>standard administrative fee shall not be less than twenty percent (20%) of the total contract cost.</b></p>		

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
2) In the Statement of all ongoing government and private contracts, do we need to attach those NOA, NTP and Contract or Matrix Only?	2) Only the Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started is required. Please refer to the Checklist of Technical and Financial Documents.
3) On the Single Largest Completed Contract form, do we have to attach the Certificate of Final Acceptance / Certificate of Completion or Official Receipts?	3) During bid submission, the Certificate of Final Acceptance / Certificate of Completion or Official Receipts/Sales Invoices are not required to be submitted. The corresponding proof of completion shall be required to be submitted during post-qualification as stated in ITB Clause 20 of Section III. Bid Data Sheet.
4) On the Qualification of the Security Agency: Stability in the Detailed Technical Specifications, do we have to submit all the documentary proofs needed?	4) The documents to establish proof of the stability of the Security Agency may be required to be submitted during post-qualification stage.
5) On the Qualification of the Security Agency: Resources in the Detailed Technical Specifications, do we have to submit list of firearms, communication devices, name of 100 guards and name of supervisors needed?	5) The documents to establish proof of the resources of the Security Agency may be required to be submitted during post-qualification stage.
6) Are you required to Conduct Security Survey and Security Plan as part of the Bidding Documents?	6) As mentioned under Section VI. Schedule of Requirements, the Security Plan shall be submitted within five (5) calendar days from receipt of the Notice to Proceed (as revised in this SBB). Thus, this requirement is to be submitted during contract implementation.  For the Security Survey, this is not a requirement for participation in the bidding. However, bidders may opt to book a schedule with the DBM Administrative Service-General Services Division (AS-GSD) in coordination with the DBM-BAC Secretariat.
7) How many copies of documents need to be submitted?	7) As mentioned under Clause 15 of Section II. Instructions to Bidders, each Bidder shall submit one (1) copy of the first and second components of its Bid.
8) Does the grayed-out portion of the Bid Form need to be filled out?	8) The grayed-out portions of the Bid Form <b>are not required to be filled out.</b>
9) What is the nature of the contingency amount?	9) The contingency amount is a lump sum provision for unforeseen events or circumstances, such as, but not limited to, the

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
	necessity for additional security guards as determined by the DBM.

**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 June 11, 2024, right after the opening of bids.
- For guidance and information of all concerned.

**RAMON VICENTE B. ASUNCION**

*Acting Assistant Secretary and Concurrent Director IV  
Vice Chairperson, DBM-BAC*

## ***Section VI. Schedule of Requirements (Revised)***

The delivery schedule stipulates hereafter the date of delivery to the project site.

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>
1	<b>Submission of Employee Files and Other Supporting Documents, including the submission of Security Plan</b> , as detailed in item 1 of Annex "A" (Detailed Technical Specifications)	61(*) security guards	Within five (5) calendar days from receipt of the Notice to Proceed (NTP)
2	<b>Provision of Security Guards</b> , as detailed in item 1 of Annex "A" (Detailed Technical Specifications)		Within three (3) calendar days from submission of the Employee Files and Other Supporting Documents
3	<b>Provision of Uniform, Security Equipment, and Paraphernalia</b> , as detailed in item 2 of Annex "A" (Detailed Technical Specifications)	61(*) sets	

\* The DBM may increase or decrease the number of security guards as may be necessary and reserves the right to increase, reduce, or limit the scope of services of the Service Provider.

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

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

**DETAILED TECHNICAL SPECIFICATIONS  
(Revised)**

- 1. 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 Department of Labor and Employment Department Order No. 174, s. 2016.
    - (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-one (61) 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 documents.

- 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	61 sets
2.	Nightstick/baton	
3.	Whistle	
4.	Flashlight	
5.	First Aid Kit	
6.	Handcuffs	
7.	Service Firearms <ul style="list-style-type: none"> <li>- With necessary license</li> <li>- Security Guards who shall be handling the firearms must have prior training</li> </ul>	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 Service Provider 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.