



## SUPPLEMENTAL / BID BULLETIN No. 2024-0176 -01

1<sup>st</sup> Supplemental / Bid Bulletin on the

### PROCUREMENT OF FOUR (4) MONTHS SECURITY SERVICES FY 2024

To all Prospective Bidders:

This shall form an integral part of the Bid documents.

<b>Clarifications:</b>	
<b>QUERIES</b>	<b>ANSWERS</b>
Regarding the Financial, the format of the Price Schedule is different from the GPPB format, CITEM's format is like a cost breakdown, what format will we use?	Please use the format presented and uploaded in the link in the Invitation to Bid which is part of the Philippine Bidding Document.
Are the forms of ongoing and single largest and complete contract available in the bidding documents?	All bidding forms and files are included in the link indicated in the Invitation to Bidders which is part of the Philippine Bidding Document.
Are the forms included on the previously mentioned link are the files to be used in the bidding?	Yes. For the Single Largest and Completed Contracts (SLCC) and Ongoing Contracts, the file provided is only a sample format. Bidders can add additional details to the form.  For SLCC, it must be supported by end user's acceptance or official receipt(s) or sales invoice issued for the contract.
Regarding the Drug Test to be conducted, may we know if this can be conducted in a hospital or a PNP-Sosia accredited clinic like the neuropsychiatric duly accredited to conduct such test?	Drug Test may be conducted, in any a hospital or a PNP-Sosia accredited clinic like the neuropsychiatric duly accredited to conduct such test.
For the administrative agency fee, is this a standard 20% or lowest calculated bid?	Administrative agency fee may not follow the standard 20%- lowest calculated bid will be the winner.
In the Price Schedule, there is a total contract cost for twelve (12) months being asked, are we supposed to provide cost for one (1) year or only four (4) months?	In Price Schedule, bidder shall provide cost one four (4) months only.
Regarding the firearm equipment, quantity indicated is eight (8) firearms but based on the posting area, firearm is only three (3)? Equipment will only be endorsed by the 1 <sup>st</sup> shift guards to the 2 <sup>nd</sup> shift guards.	Supplier shall provide only three (3) firearm which shall be endorsed by the 1 <sup>st</sup> shift guards to the 2 <sup>nd</sup> shift guards.
In the Statement of Ongoing Government and Private Contracts, do we need to attach the copies of the contracts stated therein, or just only the Matrix will suffice as compliance?	The bidder should include the end-user's acceptance or official receipt(s) in its statement of on-going and completed contracts, if completed. On the other hand, additional documentary proof to support the statement of on-going and completed contracts such as contracts and notices to proceed need not to be attached.
In the computation of our Financial Proposal, are we going to follow the mandate of DOLE Department Order No. 150-16 and RA 11917 setting the standard administrative overhead and profit margin at a minimum of twenty (20%) percent of the total cost? If so, will it disqualify the bidder who will not abide by the said twenty percent profit margin?	No, it will not disqualify the bidder who will not abide by the said twenty percent profit margin. As the lowest calculated bid will be the winner.

#### CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

An Attached Corporation of the Department of Trade and Industry

On page 20 of the bidding documents, more particularly no. 2 “Must have undergone drug test and certified to by duly accredited government hospital or by the National Bureau of investigation that he/she is not a drug dependent”.	Drug Test may be administered by Diagnostic Testing Center duly accredited by the DOG to conduct such test
Would it be acceptable if the Drug Test will be administered by Diagnostic Testing Center duly accredited by the DOG to conduct such test?	
Section VII – Technical Specifications, are we going to submit on the opening of bids the pre-employment requirements stated in the page 21 of the bidding documents?	Pre-employment requirements shall be submitted as post-qualification documents.

**Amendment:**

The attached bidding document has been revised:

- **Philippine Bidding Document**
- **Price Schedule**

*Please see attached revised document*

Items not mentioned above remain the same.

This Supplemental/Bid Bulletin is being issued to clarify/modify/amend the specifications of the requirement needed, and not for purposes of delaying the proceedings of RA 9184.

Issued this **01<sup>st</sup> day of October 2024.**

**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee

## PRICE SCHEDULE for 4 MONTHS SECURITY SERVICES

Name of Bidder: \_\_\_\_\_

	14hrs (DS)	10hrs (NS)	8hrs (DS)	8hrs (NS)
<b>A. Amount Due to Security Guard</b>				
Days Worked	7	7	7	7
Number of Days in a Year	395	395	395	395
COLA	-	-	-	-
Minimum Daily Wage	645	645	645	645
Average Pay Per Month (P610×394.4)/12	21,231.25	21,231.25	21,231.25	21,231.25
Night Differential	0	2,451.00	0	2,451.00
Overtime Pay	28,589.81	9,529.94	0	0
13th Month Pay (Ave. Pay per Month/12)	1,769.27	1,769.27	1,769.27	1,769.27
Vacation/Sick Leave Benefits (P610×5)/12	268.75	268.75	268.75	268.75
COLA	-	-	-	-
Uniform Allowance	100	100	100	100
Subtotal Amount to Security Guard	<b>51,959.08</b>	<b>35,350.21</b>	<b>23,369.27</b>	<b>25,820.27</b>
<b>B. Amount due to Govt</b>				
Retirement Benefit	1,143.75	1,143.75	1,143.75	1,143.75
SSS Premium & Mandatory Provident Fund	2,850.00	2,850.00	1,947.50	2,137.50
Philhealth Contribution	501.98	501.98	501.98	501.98
State Insurance Fund	30	30	30	30
Pag-Ibig Fund	200	200	200	200
Subtotal Amount Due to Govt	<b>4,725.73</b>	<b>4,725.73</b>	<b>3,823.23</b>	<b>4,013.23</b>
<b>C. Total Amount Due to Employee and Govt (A+B)</b>	<b>56,684.81</b>	<b>40,075.94</b>	<b>27,192.50</b>	<b>29,833.50</b>
TO BE FILLED OUT BY BIDDER				
<b>D. Administrative Overhead and Margin Percentage</b>				
<b>E. Administrative Amount Cost (Cx D)</b>				
<b>F. Total Amount Due per Month (C+E)</b>				
<b>G. Value Added Tax</b>				
<b>H. Value added Tax Amount (E×G)</b>				
<b>I. Total amount due per Month per employee(F+H)</b>				
<b>J. Total No. of Security Guards</b>				
<b>K. Total Amount Due per Month (IxJ)</b>				
<b>L. Total Contract Cost for Four (4) Months (Kx7)</b>				

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

Legal Capacity: \_\_\_\_\_

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