

REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

BIDS AND AWARDS COMMITTEE (BAC) I

PROJECT : THREE (3) - YEAR CONTRACT FOR SECURITY SERVICES: SSS MAIN, POEA AND EDSA LOT, AND NCR PROPERTIES

ITB NO. : Goods 2020-008

SUBJECT : BID BULLETIN NO. 1

DATE : 04 February 2020

Details of the bidding, as advertised:

Advertisement:	Posting at Websites & Conspicuous Places – January 22 to 29, 2020
Approved Budget for the Contract (ABC) and Source of Fund	Lot 1 - SSS Main, POEA and EDSA Lot ₱37,161,439.96 per year Lot 2 - NCR Properties ₱29,428,376.00 per year <i>Approved Corporate Operating Budget 2020 - Maintenance/Repairs - Building - Security Services and Investment Income (MOOE)</i>
Price of BD (non-refundable)	Lot 1: ₱20,000.00 Lot 2: ₱15,000.00
Delivery Period	Three (3) years

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 30 January 2020. This shall form an integral part of the BD.

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

1. Schedule of activities as discussed in the Pre-bidding Conference:

- Deadline for the submission of written queries: Friday, 31 January 2020
- Issuance of Bid Bulletin No. 1 – reply to written queries: Tuesday, 04 February 2020
- **Submission and opening of 2 envelopes: Thursday, 13 February 2020, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

2. Clarification/Amendments - Annex "A".

3. Documentary Requirements

a. 1st Envelope

a.1 The following Eligibility requirements shall be applicable to any or all lots the

a.1.1 PhilGEPS Certificate of Registration and membership.

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

a.1.2 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;

a.1.3 JVA, in case of Joint Venture – Class “B” Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, except for SSS Clearance that must be complied by all JV partners);

a.1.4 Omnibus Sworn Statement (form supplied)

a.2 The following Technical and Financial documents shall be submitted on a per lot basis. Please indicate on the document the corresponding lot number the bidder intend to participate:

a.2.1 Statement of Single Largest Completed Contract (SLCC) similar to the project to be bid, **with supporting documents**, equivalent to at least **50% of the ABC**, completed **within five (5) years** prior to the submission and opening of bids;

a.2.2 NFCC Computation or committed Line of Credit (form supplied)

a.2.3 Bid Security (2% of the ABC for Cash or Manager’s/Cashier’s Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond or Bid Securing Declaration – form supplied).

a.2.4 Technical Documents – project requirements

- Section VI – Schedule of Requirements
- Section VII – Statement of Compliance with the Technical Specifications

b. 2nd envelope:

b.1 Bid Form (form supplied) – (Form No.1 - 1.1)

b.2 Cost Proposal - (Form No. 2 - 2.1)

b.3 Detailed Costing per Lot (Form No. 3-3.1) - soft copy of Bid Breakdown will be provided to the bidders.

c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid per Lot

c.1 2018 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;

c.2 Quarterly VAT for the period April to September 2019;

c.3 Documents listed in the Platinum Membership and updates, if any;

- SEC/DTI Registration
- 2020 Mayor’s Permit or 2019 Mayor’s Permit and Proof of Application for Renewal
- Valid Tax Clearance
- 2018 Audited Financial Statement filed through EFPS

c.4 Other Technical Requirements


- a) List of its existing licensed firearms, vehicle, communication and other support equipment with complete documentation (see Annex “B” and “B.1” as reference). In case of unavailability/insufficiency of equipage,

the equipment and devices and undertakes to acquire the same upon receipt of the notice of award and shall have all the equipment and devices upon the first day of deployment. (No form supplied)

- b) List of all trainings, seminars, proficiency tests or examinations conducted for its Security Guards for the last six (6) months prior to bidding.
- c) Copy of Electronic Contribution Collection List (e-CCL) of at least 300 Security Guards and in case the supplier has more than 300 Security Guards, the actual number of Security Guards must have with paid SSS contributions within the last six (6) months prior to bidding duly received by the SSS.
- d) Proposed Comprehensive Security Plan for the particular Lot/s per attached Form No. 8 to 8.1:
 - Lot 1 - SSS MAIN, POEA and EDSA LOT
 - Lot 2 - SSS NCR PROPERTIES
- e) Submission of License to Operate – PNP-SOSIA.

- 4. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB).
- 5. All documents that need notarization should be notarized by the Notary Public himself/herself who has the authority to do so for the current year.
- 6. Bidder must sign on each and every page of the Bid Proposal (1st and 2nd envelope).

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RESPONSES TO QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	SSS Reply				
1	Can the bidder sub-contract close protective agent?	No. Sub-contracting is not allowed. Closed protective agent is no longer required. The requirement shall be amended as: <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">From</td> <td style="text-align: center;">To</td> </tr> <tr> <td style="text-align: center;">Protective Agent</td> <td style="text-align: center;">Security Escort</td> </tr> </table> Please see attached revised Annex "A, B & C" - Work Schedule Man-loading/Manpower of the Bidding Document.	From	To	Protective Agent	Security Escort
From	To					
Protective Agent	Security Escort					
2	Clarification on upgrading of PhilGEPS registration Platinum membership (might be delayed due to the processing of 2019 Tax Certificate)	Certificate of a PhilGEPS Platinum Registration is required during the Submission and Opening of Bids. Further, submission of valid Tax Clearance is required at the time of submission and opening of bids.				
3	Request for extension on the Submission and Opening of Bids (February 13, 2020, Thursday).	We maintain our schedule of submission on February 13, 2020.				
4	Can the bidder submit 1 set of eligibility documents even it will participate on both lots?	Yes.				
5	Clarification on Section III. Bid Data Sheet Clause 29.2.d (Proposed Comprehensive Security Plan for the Particular Lot/s)	Submission of proposed Comprehensive Security Plan shall be on per lot basis.				
6	On security inspection, are the bidders required to buy the Bidding Documents (BD) before conducting the security inspection?	Yes, since a signed Authorization and Certification of Site Inspection shall only be issued to the bidder who secured the Bidding Document.				
7	On Sole Proprietorship, can a bidder submit a manually filed BIR requirements (ITR)?	Yes.				
8	The bidders requested for the schedule of site visit.	Except for POEA, all sites may be visited anytime.				

RESPONSES TO QUERIES/CLARIFICATIONS RAISED BY THE PROSPECTIVE BIDDERS:

NORTHCOM SECURITY AGENCY

	Query/Clarifications	SSS Reply
1	If we are to join both lots, will we be allowed to submit only one (1) set of eligibility and technical documents? If yes, which documents will we be required to submit specific documents for each lot? (NFCC. Bid Securing Declaration, Omnibus Sworn Statement, etc) (we will definitely be submitting separate financial documents for each lot)	Please refer to Bid Bulletin No.1 for the list of requirements.
2	Will we have to include photocopies of the contracts or will the list/ statement suffice for the following: a. Statement of ongoing contracts b. Statement of completed contracts c. Statement of single largest contract	For the on-going contracts, only the list of ongoing contracts must be submitted (form supplied). List of completed contract is not required. Statement of Single Largest Completed Contract must be submitted together with the supporting documents.
3	Will we have to submit the following class A documents or will a copy of the PHILGEPS Platinum Registration Certificate Suffice? a. Mayors permit b. Audited Financial Statement c. Tax Clearance d. SEC Certificate	Certificate of Philgeps Registration must be submitted at the time of submission and opening of bids on February 13, 2020. Mayor's Permit, AFS, Tax Clearance and SEC Certificate shall only be submitted by the Lowest Calculated Bidder as additional documents.



Annex "B"

Security Escort	1st shift	1	1st shift	1	1st shift	1	<ul style="list-style-type: none"> • 1 pcs. 9mm. pistol; • 16 rds. 9mm ammo full metal jacket; • 1 handheld radio transceivers with individual spare battery and individual chargers with base/repeaters; • 1 heavy duty flashlights; • 1 teargas; • 1 handcuffs • 1 raincoats; • 1 pairs rainboots; • 1 reflectorized traffic vest; • 1 rattan batons; • 1 first aid kits; • 1 security guard handbook/tickler; • Necessary office supplies.
	2nd shift		2nd shift		2nd shift		
	3rd shift		3rd shift		3rd shift		
	Total no of SG	1	Total no of SG	1	Total no of SG	1	
	1st shift	12	1st shift	12	1st shift	12	
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	0	3rd shift	0	3rd shift	0	
	Total manhour	12	Total manhour	12	Total manhour	12	
POEA	1st shift	2	1st shift	1	1st shift	1	<ul style="list-style-type: none"> • 2 pcs. 9mm. pistol; • 32 rds. 9mm ammo full metal jacket; • 2 handheld radio transceivers with individual spare battery and individual chargers with base/repeaters; • 2 heavy duty flashlights; • 2 teargas; • 2 handcuffs • 2 raincoats; • 2 pairs rainboots; • 2 reflectorized traffic vest; • 2 rattan batons; • 2 first aid kits; • 2 security guard handbook/tickler; • 1 bullhorn; • 1 metal detector; • Necessary office supplies.
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	0	3rd shift	0	3rd shift	0	
	Total no of SG	2	Total no of SG	1	Total no of SG	1	
	1st shift	22	1st shift	12	1st shift	12	
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	0	3rd shift	0	3rd shift	0	
	Total manhour	22	Total manhour	12	Total manhour	12	

Escort/Protective agent – is responsible for the safety and security of the principal.

DUTIES AND RESPONSIBILITIES

- Protect the life of the principal by any means necessary.
- Recommends safety measures to improve security procedures.
- Coordinates with other law enforcement agencies on security-related matters.
- Reports any and all work-related security incidents.
- Performs other duties as directed by SSS and security officer.

Head Guard (HG) – is directly responsible for the operation, administration and management of the security site.

DUTIES AND RESPONSIBILITIES

- Exercises general administrative controls and supervision on all security personnel.
- Implements client and agency existing security policies, rules and regulations.
- Formulates plans, research and studies on improving and upgrading security services.
- Prepares reports and communications addressed to the Security Department, Security Personnel Violation Report (VR) and Memos to security personnel.
- Classifies reports and maintains orderly files of records and other documents.
- Prepares the daily activity report during the entire twenty-four (24) hours security operation.
- Prepares security guard duty detail.
- Conducts daily guard mounting on all incoming security personnel.
- Conducts routine inspection of all posted security personnel.
- Inspects security guard's time card.
- Prepares security guard justification on overtime work or additional man-hour service.
- Performs other duties as directed by SSS and security officer.