

**PROJECT: THREE (3) YEAR CONTRACT FOR SECURITY SERVICES:
MINDANAO OPERATIONS GROUP**

**QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE AND
WRITTEN QUERIES:**

	Query/Clarifications	TWG/BAC Reply
1.	<p>We would like to inquire about Annex "F" Performance Evaluation Sheet if you're going to provide us with this? Because it is not included in the bidding documents.</p> <p>Performance Evaluation Sheet- Is there still a need to use the Performance Evaluation Sheet Annex "F" in your bidding documents in the Technical Specification and Statement of On-going even if we have the Certificate of Good Standing from the Client.</p>	<p>Annex "F" is an integral part of the Bidding Documents, <i>see Page 112.</i></p> <p>Yes, the submission of Annex "F" is required in addition to Certificate of Good Standing from the Client.</p>
2.	<p>Are we going to include this evaluation sheet in every contract in our Statement of On-going contracts?</p> <p>For on-going contracts, are we going to attached all the contracts?</p>	<p>Yes, all bidders shall include Evaluation Sheets of their two (2) on-going contracts only within the last five (5) years. <i>See Section VII. Criteria 1.(2.c.), page 39.</i></p> <p>No.</p>
3.	<p>Is a security survey needed to be attached or is it for Post Qualification only?</p> <p>Can we be allowed to survey the recommended branches at a much earlier time?</p> <p>With regards to the preparation of eligibility documents, is it the same from the previous bidding where the documents is applicable to all lots?</p>	<p>Bidders shall submit and attach Security Survey to aid the preparation of Comprehensive Security Plan of following branches and submit only documents as required in the Bid Documents.</p> <p>Yes.</p> <p>Yes.</p>

	<p>Is certificate of site inspection the same with the previous bidding in which you are requiring only specific location for survey?</p> <p>What is the list of branches to be surveyed and its schedule?</p>	<p>Yes.</p> <p>The following are the branches recommended for Security Survey:</p> <p>Lot 1</p> <ul style="list-style-type: none"> ◦ Cagayan De Oro (large), ◦ CDO-Lapasan (small), ◦ Nasipit (property). <p>Lot 2</p> <ul style="list-style-type: none"> ◦ Zamboanga (medium), ◦ Ipil (small). <p>Lot 3</p> <ul style="list-style-type: none"> ◦ Davao (large), ◦ Davao-Ilustre (small), ◦ NCCC Centerpoint (service office), ◦ Agdao (property) <p>Lot 4</p> <ul style="list-style-type: none"> ◦ General Santos (medium), ◦ Koronadal (small/inside mall), ◦ Robinsons Place Gensan (service office/inside mall).
4.	With regards to the site survey, who will be the signatory if Mr. Redentor Viola is currently in Mindanao?	Atty. Junjie Labangco shall be the authorized signatory for the Certificate of Survey. His office is located at the Security Department of SSS Main Office, East Avenue, Quezon City.
5.	Can we request a signed authorization letter for site visits? And, once granted, are we allowed to write down in the blank portion the name of the bearer as the authorized representative to make site visits?	Yes.

6.	<p>For the admin fee, are we going to use the 20% as per dole?</p> <p>Other government agencies are not following the DOLE 150-16, they observe the R.A. 9184 Procurement Law. For clarification, if there is an update that DOLE Dept. Order No. 150-16 should be follow rather than provision in Republic Act 9184 with regards to Administrative Fee.</p>	<p>Please refer to DOLE Department Order No. 150-16, Section 4.(b) "xxx the standard Administrative fee of not less than twenty percent (20%) of the total contract cost".</p> <p>For this bidding, DOLE Department Order No. 150-16 shall prevail and be complied with.</p>
7.	<p>For clarification, do we need to attach in the bidding requirements the supporting documents such as:</p> <ul style="list-style-type: none"> i. Drug and alcohol test – must be accredited of DOH ii. Neuro-psycho test – must be accredited of DOH iii. Basic gun safety and proficiency test iv. At least a high school graduate v. Must have no criminal record <p>(These are indicated on Page 39 in CRITERIA 1-EFFECTIVE SERVICE, 2.b under Technical Parameters of Technical Specifications.)</p> <p>Or it will be submitted when declared as the winning bidder?</p>	<p>These supporting documents shall be submitted by the winning bidder during contract implementation, prior to the assumption of the Security Guards or before the actual turn over process.</p>
8.	<p>Regarding the number of days a year to be used, there is a change in the number of days a year starting May 16, 2022, where 3 special holidays were added based on DOLE 2022 Handbook?</p> <p>The number of days used in the BARMM area?</p>	<p>For bidding purposes, we will use the existing number of days a year at 393.80 except for Tacurong and Kidapawan Branches (Lot 4) at 396.80 days.</p> <p>For BARMM, it will still be 393.8 .</p>
9.	<p>As stated in the bid documents, the single largest executed contract is similar to this project - Is it required</p>	<p>Yes, if this is your Single Largest completed Contract.</p>

	to show our SLCC in the same way as this project is presented? Can we present our bank's clients instead, because we don't have any?	
10	We would like to clarify on what Daily Wage will be applied, or since the Wage Order for Regions 10, 11, and 13 has been increased (for region 13 in the following weeks as RTWPB advised), is it possible to use the new wage rates? Is there an adjustment on the ABC?	Bidders shall use the existing Wage Orders for this bidding and subject for adjustment, considering new or future wage orders were not yet considered in the cost computation.
11	In the checklist of documents to be submitted, we find this confusing. In Section VIII in bid docs differ from the discussion during the pre-bid conference. Please clarify.	Please refer strictly to Section VIII – Checklist of Technical and Financial Documents.
12	Separate envelopes per area? After payment of bid docs, will you give us MS word copy of the forms etc..?	Yes.
13	We would like to clarify about the SOSIA Certification for 5 years existence as one of the requirement for the bidding documents. Please be informed that since Regional Civil Security Unit (RCSU) is the same office belongs to PNP SOSIA. May we respectfully request that the local RCSU Certification be granted same as SOSIA Certification as prescribed by the required document for the said bidding considering that our office emanated in Region 11 based.	Yes, an RCSU Certification is considered subject for further verification.
14	Under the checklist of Technical and Financial Documents; letter K and L, do we need to comply with it or we will just put not applicable for items? (copy of treaty/Int'l)	Put "Not Applicable" if it is not applicable in your company.

15	The Cost Distribution did not include uniform allowance. Isn't it mandated in RA 5487, and do you have a provision in your uniform allowance? Is it possible to include it in our bid proposal with attachment of RA 5487 from DOLE?	There is no Employee-Employer relationship between SSS and the Security Guards, thus, uniform must be shouldered by the Agency and not reimbursable.
16	Do you not require registration from the DOLE under D.O. 174, to prove that we are allowed to engage in contracting?	Please refer to the document requirements as stated in the Bidding Documents.
17	Will we include the new Phil-Health rate in this bidding?	The 4% increase of PHILHEALTH is already incorporated in the computation.
18	Do areas with higher numbers of special holidays (working holidays) included in the computations? Is it reflected already in your computation?	The number of holidays are properly laid and it has already been considered in this bidding.
19	Under checklist letter F., "Bidders shall submit a copy of the authority to notarize", does this imply that whoever notarizes our documents will also issue a copy of our authority to notarize?	No. What you need to submit is the Authority to Notarize issued by the Regional Trial Court to the notary public.
20	Will you provide us a copy of table computation?	Yes. A soft copy of FORM 2 & 3 (Protected sheet)
21	For single largest completed contract, are we going to attach contract, notice of award and notice to proceed? Is it okay to submit any one from it?	Supporting documents for SLCC are contract, notice of award or notice to proceed. Yes.
22	We would like to clarify on the Sosia Certification for the number of years the business is providing security service, can we attach the Securities & Exchange Commission (SEC) Certification instead?	No, we must comply with what is required based on the Bid Documents.