

**BIDDING FOR THE PROCUREMENT OF SECURITY SERVICES  
FOR AORs II AND IVA & IVB**

**BID BULLETIN NO. SS-2019-01**

This Bid Bulletin clarifies the queries raised during the Pre-Bid Conference held on 11 November 2019 (Mon) and other matters relative to the Bidding for the *Procurement of Security Services FOR AORs II AND IVA & IVB*.

**1. Queries/Questions by Prospective Bidders**

Issues Raised	Clarification/s
<p>1. What is the impact of the change in the “amount to the guard” to the security agency fees if the future government policy allows the adjustment? How does this affect the bid price of the “Administrative Overhead and Margin of PADPAO Wage Order NCR-No. 22 for the National Capital Region (AOR II) and PADPAO Wage Order No. RB III-21 for areas within the jurisdiction of Region III (AOR IVA and IVB)?</p>	<p>Prospectively, BCDA considers the future adjustment of the “amount to the guard” rate if the future government policy is issued to its favor. However, BCDA will not adjust the fees of the winning security agency.</p> <p><b>Further, Section 9 (b), ii of DOLE Department Order No. 18-A, Series 2011 (rules implementing Articles 106 to 109 of the Labor Code as Amended) provides that “The place of work and terms and conditions governing the contracting arrangement, to include the agreed amount of the services to be rendered, the standard administrative fee of not less than ten percent (10%) of the total contract cost.” Under the premise, the Bid Price should not be less than twenty percent (20%) of the “Administrative Overhead and Margin of PADPAO Wage Order NCR-No. 22 for the National Capital Region (AOR II) and PADPAO Wage Order No. RB III-21 for areas within the jurisdiction of Region III (AOR IVA and IVB).</b></p>
<p>2. Regarding 6.5. of the Terms of Reference (TOR) where the winning bidder must have the capability to deploy (within its AOR) at least four (4) licensed Protective Agents to provide Security Escorts/VIP Security within 12-hour notice, not all security agencies have a license to provide these services. How can the bidders comply</p>	<p>To comply with this requirement, the bidder must have the said capability within its security agency or sub-contract this service by entering into a contract agreement with a security agency that is capable to provide such service for BCDA. Further, the bidder must submit a pertinent contract agreement to BCDA on or before the issuance of the Notice</p>

with this requirement? Can the winning bidder sub-contract since this service is not inherent in our security agency?	to Proceed to ensure that the said service can be provided upon the effectivity of the contract. Failure to submit the necessary documents can be a cause of the bidder's disqualification.
3. Should the winning security provide two (2) units of four wheel vehicles and two (2) units of two-wheel vehicles?	Yes. The AOR IV-A and AOR-IV-B are wide that BCDA requires the number of vehicles to secure locators, land, and safety of people. In case the interested bidder is not yet capable to provide the required number of vehicle units upon the issuance of Notice to Proceed (NTP), the winning bidder must submit a purchase order or agreement to lease the required number of vehicles upon the issuance of NTP. During the post-qualification, the bidder <b>must</b> submit to BCDA an Affidavit that, if awarded the contract, it undertakes to make available all the necessary vehicles that were not present during the Post-qualification period upon issuance of the Notice to Proceed.  The vehicles shall be presented by the winning bidder and inspected BCDA upon the effective date of the contract.
4. Will the CCTVs and equipment be turned over to BCDA upon the termination of the contract?	BCDA has the option to purchase the CCTVs and equipment at discount or depreciated value from the winning Security Agency.
5. Since the bidder/s can bid for two or three lots, can they submit one set of eligibility documents and two or three financial proposals?	Yes. Bidders can submit one (1) set of eligibility documents in one envelope and two or three financial proposals in two or three separate envelopes, depending on their bid choice/s.

## 2. Clarifications

- a. The Approved Budget of the Contract (ABC) for the project under the three (3)-year term, with an Approved Budget for the Contract (ABC) of **Forty-Three Million Eight Thousand One Hundred Eleven Pesos (PhP43,008,111.00)** for the first year is inclusive of all applicable taxes and fees, breakdown of which is as follows:

AOR	Component 1 (SG with Standard Package Requirements)	Component 2 (Special Equipment)	ABC OF EACH AOR
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	No. of SGs	No. Of Dy-Hour	Annual Budget (1-Year Period)	& Services Requirements)	
II - Open Area, Fort Bonifacio	58	8-Hr Duty	P20,093,868.00	None	<b>P20,093,868.00</b>
IVA - BCDA Facilities Clark	19	12-Hr Duty	P7,379,163.00	None	<b>P7,379,163.00</b>
IVB – New Clark City Project.	40	12-Hr Duty	P15,535,080.00	None	<b>P15,535,080.00</b>
<b>TOTAL ABC</b>			<b>P43,008,111.00</b>	<b>None</b>	<b>P43,008,111.00</b>

- b. A complete set of Bidding Documents may be acquired by interested Bidders from the address below starting 11 November 2019 until 4 December 2019 from 8:00 AM to 5:00 PM except Saturdays, Sundays and Holidays, and until 9:00 AM on 04 December 2019, upon payment of a non-refundable fee, in cash or manager’s check, of the following:

Bid Lot/s	Amount of Bid Documents
All AORs (AOR II, IVA and IVB)	P25,000
AOR II	P25,000
AOR IVA	P25,000
AOR IVB	P25,000

- c. The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- d. The bidders must be registered with PhilGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as “ineligible”.
- e. The bid documents can be accessed from the PhilGEPS and BCDA websites.
- f. (SF-G&S-19A) 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; and

(SF-G&S-19B) Statement of Single Largest Completed Contract (SLCC) similar in nature to the contract to be bid equivalent to at least fifty percent (50%) of the ABC or two (2) similar contracts with an aggregate amount equivalent to at least fifty percent (50%) of the ABC within three (3) years from the date of submission and receipt of bids.

The two (2) statements required shall indicate for each contract the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner’s name and address;

- kinds of Goods;
- For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- date of delivery; and
- end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

**Note:**

- Statement of all ongoing contracts requirements is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.
  
- The Statement of SLCC to be submitted by the bidder shall attach ANY of the following proof:
  - ❖ end user's acceptance; or
  - ❖ official receipt of the last payment received; or
  - ❖ sales invoice
  
- g. The necessary bid bulletin shall be posted in PhilGEPS and BCDA website on 18 November 2019 at 5:00PM. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
  
- h. Only those bidders who purchased the bid documents are allowed to submit their bids.
  
- i. The computation of the bid security shall be based on the Approved Budget for the Contract (ABC).
  
- j. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
  
- k. NFCC Computation shall be based on the audited Financial Statements for the year 2018, using the computation provided in the Instruction to Bidders, and should be at least equivalent to the ABC.
  
- l. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.



### 3. Reminders

- a. BCDA adheres to the “No-Contact Rule”. All clarifications shall be made in writing and addressed to the BAC-G Secretariat. **Deadline for Clarification is on 15 November 2019 (Friday) at 5:00PM.**
- b. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- c. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- d. The **deadline for the submission of bids for the *Bidding for the Security Services* is on 04 December 2019 (Wed) at 9:00 AM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 9:00 AM of 04 December 2019 (Wed) shall not be accepted.**
- e. Bidders may submit their eligibility documents days ahead of the deadline for submission in order to avoid late submission.
- f. **Bid opening shall be on 04 December 2019 (Wed) at 10:00 AM** at the BCDA Corporate Center, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. Although the bidders’ attendance during the Opening of Bids is not compulsory, it is advised that bidders send their representative to assist the BAC and answer clarifications, if any.
- g. Each and every page of the Bid Form must be appropriately signed by the bidder or the bidder’s authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- h. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation, and signing of the contract
- i. The BAC expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.
- j. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc.:
  1. Omnibus Sworn Statement
  2. Bidder’s Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement )

3. Bid Securing Declaration

- k. BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- l. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.**

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

**Issued on 19 November 2019.**

**BIDS AND AWARDS COMMITTEE FOR GOODS**



**ATTY. MARIA SOLEDAD C. SAN PABLO**  
Vice Chairperson

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*November 2019*



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## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory



**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

MCLE No. \_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

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