

**BIDS AND AWARDS COMMITTEE  
BID BULLETIN No. 1**

**Procurement of Security Services  
for PHILGUARANTEE's Various Acquired Assets (Rebidding)  
PGC-BAC-2023-002G**

This is to inform all prospective bidders of the following clarifications and amendments in the Bidding Documents:

**QUESTIONS AND CLARIFICATIONS:**

**I. ON THE AGENCY FEE**

1. ***Q: What percentage will be used for the agency and can a bidder give a discount on the agency fee?***

***A: The agency fee must not be less than 20% based on the Labor Code.***

**II. ON THE TECHNICAL SPECIFICATIONS:**

1. On Item 1.2 of the Technical Documents under Documentary Requirements:

***Q: Is PHILGUARANTEE only requiring a certificate of registration/membership from DOLE, Pag-ibig, SSS, Philhealth, and PADPAO to determine the technical capacity of the bidder instead of requiring a clearance?***

***A: PHILGUARANTEE requires the submission of the certificate of registration/membership from the agencies mentioned, and the proof of remittances for the last three (3) months, i.e., from March to May 2023.***

2. On the Security Plan under Technical Parameter

***Q: Is PHILGUARANTEE requiring a site inspection, or is it only required for the winning bidders?***

***A: Site inspection is not compulsory. However, we encourage the bidders to take a look at the various acquired asset sites that you are not familiar with for the purpose of preparing the Security Plan.***

3. On the Site Inspection Clearance

***Q: Do we need to attach a site inspection certificate?***

***A: Site inspection certificate/clearance is not required.***

***For those bidders who wish to conduct a site inspection on the various acquired assets of PHILGUARANTEE, you may request assistance from the Recovery Management Department.***

4. On the requirement of sixteen (16) motorcycles

***Q: Where will the motorcycles be used, and if the gas allocation will be shouldered by the agency.***

***A: The motorcycles will be used by the roving guards in the performance of their duties and the gasoline expenses will be shouldered by the winning bidder.***

***Q: Are the bidders allowed to attach a notarized certification that they will provide the required vehicles upon opening of bids since there is a possibility that not all bidders have all these motor vehicles that PHILGUARANTEE is requiring.***

***A: If this is the case, the bidders shall attach in their bid documents a certification duly notarized that they will provide the required vehicles.***

***Under the additional set of Technical Parameters for security services of GPPB Circular No. 24-2007 (Approving and Adopting the Guidelines on the Procurement of Security and Janitorial Services), the bidder must submit the number and kind of motor powered vehicles for the bidder's resources.***

***With regard to the conformity to the Technical Specifications, it was stated in the Statement of Compliance that:***

***Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.***

***Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.***

***Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.***

**A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.**

**A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

5. On the latest certification issued by National Conciliation and Mediation Board (NCMB) and National Labor Relations Commission (NLRC)

***Q: What is the latest certification PHILGUARANTEE is requiring? Can it be within six (6) months from the opening of bid?***

***A: The bidder shall submit a valid certification issued by the NCMB and NLRC within three (3) months prior to the opening of bids.***

### **III. ON THE TECHNICAL DOCUMENTS UNDER THE CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

1. For the “Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started”:

***Q: Are the bidders required to submit the actual contract/s or a list of clients will suffice?***

***A: The mandatory provisions are the following:***

- a. Names of outstanding contracts with other contracting party;
- b. Contract amount;
- c. Contract date;
- d. Contract period;
- e. Kind of goods; and
- f. Date of delivery.

***The bidders must be ready to present the actual contracts during the post-qualification for validation.***

### **IV. ON THE NUMBER OF DAYS PER YEAR:**

1. On the number of days per year to be used

***Q: For the number of days per year, if we will be using the latest issuance of PADPAO which is 394.40 days?***

***A: Yes. This is based on Wage Order effective January 1, 2023 as indicated in the Annex “A” - Cost Distribution Form.***

2. On the rates of SSS and Philhealth

***Q: What are the rates of SSS and Philhealth? It is not indicated in Annex “A”.***

***A: In Annex “A” you can find the cost distribution per month which says that rates are based on the Wage Order effective January 1, 2023. This includes the rates of SSS and Philhealth.***

**V. ON THE SECURITY GUARD QUALIFICATION**

1. On the submission of the 201 files

***Q: Are the bidders required to submit the 201 files of the security guards during the opening of bids***

***A: Only the list of licensed security personnel is required and not the 201 files.***

  
**MELINDA M. ADRIANO**

Chairperson, Bids and Awards Committee

16 June 2023