



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center

BIDS AND AWARDS COMMITTEE 2 (BAC 2)

25 October 2022

Bid Bulletin No. 1

Contract for Security Services 01 February 2023 to 31 January 2024 University of the Philippines Manila -Philippine General Hospital

This Bid Bulletin No. 1 is being issued to address queries raised by the prospective bidder/s during the pre-bid conference conducted on 18 October 2022:

Previous Requirement	Amendment	
1. Technical Documents: (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration.	(i) Certified true copy of official receipt as proof of payment of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration.	
2. Number, deployment, and distribution of guards according to shift and duty hours: a) On the number of guards for the Philippine General Hospital - One hundred twenty-six (126) with the following distribution:		
a.	FROM	TO
8-hour guard, day shift	23	17
8-hour guard, night shift	4	6
12-hour guard, day shift	55	61
12-hour guard, night shift	44	42
TOTAL	126	126
Details/ Particular	Previous	Amendment
b. On 5 days Incentive Leave for UPM Cost Breakdown	₱ 223.75	₱ 237.50.
c. Due to the revised distribution, the approved budget for the contract will be revised. Attached is the revised Cost Breakdown.	₱ 99,551,617.00	₱ 100,288,272.13
d. The Daily Wage for Baler is based on Wage Order No. R03-23 upon effectivity January 01, 2023, should be P 409.00.		
e. Provident Fund is not included in the computation of monthly rates of guards		
3. Clarification on the following provisions in the Terms of Reference:		

4.2 Provide at least 2 security supervisors at all times, which will be paid by and for the account of the Security Agency for operational efficiency				
6. Security and office equipment - only the equipment listed under 6.1 - 6.2 shall be provided by the winning security service provider. The list does not include CCTV and VPS; 15 new walk-through metal detectors should be provided.				
9. Service Capability - follow what is stated in the TOR				
9.3 Deployment of a complement of at least 200 guards for all ongoing contracts; (Proof are the copies of the on-going contracts showing deployments)				
9.4 At least one hundred (100) guards contracted by s single government agency, hospitals, or schools, both private and public; (Proof is the copy of the contract.)				
4. On the scoring for item #1 (Incidence Report) of the Performance Evaluation Form (for UP Manila Police), the scoring shall be:				
Month of: _____				
Scoring	1	2	3	Average:
Light Offences - 1 demerit	/ /	/ /	/ /	
Less Grave Offences - 2 demerit	/ /	/ /	/ /	
Grave Offences - 3 demerit	/ /	/ /	/ /	
	/ /	/ /	/ /	_____
The quarterly average of the percentage monthly evaluation shall be the final score.				

This Bid Bulletin shall form part of the Bidding Documents. All terms, conditions and instructions to bidders specified in the Bidding Documents inconsistent herewith are hereby superseded and modified accordingly.

For guidance and information of all concerned.


MARIA ELIZA RUIZ AGUILAN, PhD
Chair, Bids and Awards Committee 2

University of the Philippines Manila
Contract for Security Services 2023
COST BREAKDOWN (PGH)

BIDDER	Basis of Computation	PHILIPPINE GENERAL HOSPITAL			
Number of Duty Hours		8 Hours (DS)	8 Hours (NS)	12 Hours (DS)	12 Hours (NS)
Days worked per week		7 days	7 days	7 days	7 days
Annual Factor (AF)		393.5	393.5	393.5	393.5
Daily Wage (DW)		570	570	570	570
Average Pay per Month (APM)					
Overtime Pay					
Night Differential Pay					
5 days incentive leave pay					
13th Month Pay					
Uniform Allowance					
Total Amount Direct to Guard					
Add:					
PAG-IBIG					
SSS Premium					
Philhealth Contribution					
State Insurance Fund					
Retirement Benefits					
A. Total Amount Direct to Guard & Gov't					
Add:					
B. Administrative Overhead					
C. VAT					
Total Monthly Rate Per Guard					
CY 2023 Number of Guards: 126		17	6	61	42
TOTAL MONTHLY REQUIREMENT					
TOTAL ANNUAL COST					

Note: Based on WO No. NCR-23 Effectivity 04 June 2022

Submitted by:

Signature over Printed Name of
Authorized Representative

Name of Company

Date

SECTION V. Checklist of Technical and Financial Documents

I. ELIGIBILITY AND TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- [] (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
And
- [] (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document. If Corporation, include Articles of Incorporation, By-Laws and the latest General Information Sheet (GSI) should be attached to the SEC
And
- [] (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- [] (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **And**
- [] (e) BIR Certificate of Registration and VAT BIR Registration Form 2303);
And
- [] (f) License to Operate (LTO) issued by PNP-SOSIA

NOTE: Certified copies of the legal documents are being required for submission in compliance with pertinent COA requirements.

Technical Documents

- [] (f) Statement of the prospective bidder 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**
- [] (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, OR in case the bidder will submit at least two similar completed contracts with an aggregate contract amounts to at least 50% of the ABC of the contract to be bid under conditions provided for in Sections 23.4.1.3 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents. Statement should be supported by a certified copy of the contract/s ; **and**
- [] (h) Certificate of at least Satisfactory performance from the biggest client named in the SLCC; **And**

- [] (i) SECURITY PLAN (as described in the Terms of Reference); **And**
- [] (j) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **And**
- [] (k) Copy of Terms of Reference with Conforme (Signatory should be the authorized/designated representative who executed the omnibus sworn statement with secretary certificate; **And**
- [] (l) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Note: The authorized signatory who executed the OSS and given authority to sign in the Secretary's Certificate should indicate his/her position in the company participating in this bidding.

Additional requirements:

- [] (m) Company Profile and Organizational Chart; **And**
- [] (n) Organizational Chart for UP Manila (in case of award); **And**
- [] (o) Location Map of the Bidder's office and other facilities; **And**
- [] (p) Inventory of bidder's security equipment (e.g. firearms, communication equipment and basic guard equipment, vehicle) with valid licenses, if applicable.; **And**
- [] (q) UP Questionnaire (Notarized)
- [] (r) Notarized Affidavit that the bidder has at least five (5) years of actual operation with attached document to prove such statement. The start of actual operation may not be similar to the date of SEC or DTI Registration;
And
- [] (s) Statement with supporting document that bidder has a deployment of at least 200 guards for all its ongoing contract; **And**
- [] (t) Statement with supporting document that the bidder has at least 100 guards contracted by a single government agency, hospital or school both private and public; **And**
- [] (u) Statement with supporting documents that supervisors to be assigned in UP Manila, if awarded the contract, have undergone investigation and surveillance trainings.

Financial Documents

- [] (v) The bidder's audited financial statements, showing, among others, the bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- [] (w) The bidder's computation of Net Financial Contracting Capacity(NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation; **And**

- [] (x) Notarized certification that the bidder is compliant with the following additional financial requirements:
 - 1) Capitalization paid up of at least Five Million Pesos (PhP5,000,000.00)
 - 2) Liquidity is greater than or equal to 1.3:1
 - 3) Average gross administrative fee for the past two years should be at least Ten Million Pesos (PhP10,000,000.00);

And

- [] (y) Blank copy of Original Sales Invoice and Official Receipt (with BIR Permit No. and TIN No.)

Class “B” Documents (if applicable)

- [] (z) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
 duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

25 FINANCIAL COMPONENT ENVELOPE

- [] (a) Original of duly signed and accomplished Financial Bid Form; **and**
- [] (b) Original of duly signed and accomplished Cost Breakdown using the forms provided in this PBD.