

July 19, 2023

Bid Bulletin No. 2

SERVICES AND MATERIALS FOR THE SBMA TWO (2) – YEAR CONTRACT FOR THE OUTSOURCING OF SECURITY SERVICES FOR THE HOUSING AND BUILDING AREAS OF SBMA

A. Please be informed of the CHANGE in the Procurement Schedule:

- **Second PRE-BID CONFERENCE – July 26, 2023**

Google Meet Link: <https://meet.google.com/qdf-fbsx-wwm>

- **SUBMISSION AND OPENING OF BIDS (thru courier/physical submission) – from July 28, 2023, to AUGUST 08, 2023**

Please be reminded that all procurement activities shall be on the dates mentioned above **at 2:00 PM to be held in the SBMA PPMD Conference Room, Room 201, Building 255, Barryman Road, Subic Bay Freeport Zone and/or thru online video conferencing via Google Meet with the official links provided in the bidding documents.**

B. With reference to the queries during the pre-bid conference and the written clarification/s received until JUNE 29, 2023, please be guided of the following:

1. Do we need to attach all the necessary documents such as contracts, NTP and others to the Statement of All Ongoing Government and Private Contracts or Statement by itself would suffice?

Answer: The signed Statement of All Ongoing Government and Private Contracts is sufficient. Please refer to the bidding documents.

2. Is the required Accreditation of Security Assessment Center from TESDA to be submitted during the Opening of Bids or as a Post Qualification requirement?

Answer: The required Accreditation of Security Assessment Center from TESDA shall **submitted during bid submission.**

3. Which of the 2 Accreditation of Security Assessment Center from TESDA is being required, NC I or NC II?

Answer: **Either of the accreditation is acceptable.**



4. Do we need to attach the License to Operate (LTO), DO 174 Certificate from DOLE and Clearance for the NLRC Head Office to our bid or submit it during the Post-Qualification evaluation?

Answer: The License to Operate (LTO) and DO 174 Certificate from DOLE shall be **submitted during bid submission.**

The Clearance from the NLRC Head Office shall be submitted as Post Qualification requirement.

The NLRC Clearance from Head Office shall be sufficient even if it is WITH PENDING OR HAS NO PENDING CASE in accordance with the TOR.

5. Can we confirm that we will just state “Comply” in the conformity to the Technical Specifications since the qualification of the security agency as per TOR will be submitted during the Post-Qualification evaluation?

Answer: Bidder may state “Comply” in the conformity of the Technical Specifications. However, submission of the documents shall be required either during the bid submission or during the post qualification as may be stated in the Bid Document or this Bid Bulletin.

6. Do we need to have our Security Guards (SGs) assessed by a Security Assessment Center Accredited by TESDA?

Answer: YES, but their training and assessment **shall be during contract implementation.**

7. Is a bid with a Standard Administrative Fee of lower than 20% on the Pay Rate of SGs automatically disqualified or can we offer a bid with a Standard Administrative Fee lower than 20%?

Answer: THE ADMINISTRATIVE FEE AS PRESCRIBED UNDER RA 11917 SHALL PREVAIL. *However, bids exceeding the approved budget for the contract (ABC) shall be automatically disqualified pursuant to Section 31 of Republic Act No. 9184 [RA 9184] and its 2016 Revised Implementing Rules and Regulations.*

8. Which is applicable: GPPB NPM No. 120-2016 that states that “Section 4 of DOLE DO No. 150-16, insofar as it imposes a minimum administrative fee of 20% of the total contracts cost for Service Agreement for security services, likewise runs counter to the provisions of Section 31 of Republic Act No. 9184 [RA 9184] and its 2016 Revised Implementing Rules and Regulations”; or Section 9 of Republic Act No. 11917 (RA 11917) that states that “[t]he minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions”?

Answer: THE ADMINISTRATIVE FEE AS PRESCRIBED UNDER RA 11917 SHALL PREVAIL. *However, bids exceeding the approved budget for the contract (ABC) shall be*

automatically disqualified pursuant to Section 31 of Republic Act No. 9184 [RA 9184] and its 2016 Revised Implementing Rules and Regulations.

9. Will the requirement on the PNP SOSIA issued Regular License to Operate be deemed superseded by Section 6 of RA 11917 which provides that “[a] license to operate [LTO] issued by the Chief PNP is required to operate and manage a PSA [Private Security Agency] ...”?

Answer: Licenses issued under RA No. 5487 and its IRR shall be deemed valid for its remaining validity period as provided under Rule 76, Transitory Provisions, Section 388 of the IRR of RA 11917, as follows:

Section 388. Licenses issued under RA No. 5487 and its IRR. All issued licenses covered by RA No. 5487 and its IRR shall be valid for its remaining validity period.

10. On the required Accreditation of Security Training Institute issued by PNP-SOSIA, Accreditation of On-site firing range issued by PNP-FEO, and Accreditation of Security Assessment Center from TESDA, can it be complied with a Memorandum of Agreement (MOA) with another entity/third party? If so, do we need to submit the copies of said MOAs?

Answer: Yes. Copy of the MOA with the Training Agency / Institute shall be submitted with the latter’s certificate of accreditation. The dedicated training Agency/ institute [third party/another entity] with whom the Security Provider/Bidder has a Memorandum of Agreement shall refer to a **SINGLE COMPANY** that is a Training Agency/Institute that is duly accredited with PNP-SOSIA, PNP-FEO and TESDA respectively.)

11. How do we comply with the required Accreditation of Security Assessment Center from TESDA given that our training school is no longer being required to be accredited by TESDA since the latter only gives NC I and NC II to applicants going abroad, and that now it is only the PNP-SOSIA that issues Accreditation of Security Training Institute for security training schools, institutes?

Answer: TESDA accreditation for Security Assessment Centers is required. As verified with TESDA, their accreditation is not exclusive “for applicants going abroad”.

12. When will the firearms licenses be submitted, during the Post-Qualification evaluation or during implementation?

Answer: The firearms licenses shall be submitted during contract implementation.

13. What document is to be submitted for the Single Largest Completed Contract (SLCC), Certificate of Completion only or with Certificate of Satisfactory Performance?

Answer: Apart from the documents supporting the SLCC for the last two (2) years as prescribed in the bidding documents, the bidder shall also **submit a Certificate of at least satisfactory performance issued by the project owner** following the Terms of Reference. See attached form “SLCC”.

14. What is the required period for the SLCC, within 2 years or within 5 years?

Answer: The required period for the SLCC is within **TWO (2) YEARS** prior to the deadline for the submission and receipt of bids.

15. Is a single proprietorship allowed to participate in the bidding for the Project? If so, what is the document required to be submitted by a single proprietorship that is akin to the General Information Sheet (GIS) that is required for corporations? And when is said document required to be submitted for both single proprietorships and corporations?

Answer: YES, sole proprietorship is allowed to participate. No General Information Sheet (GIS) equivalent for sole proprietorship is required.

16. Can you segregate/classify the required documents based on the period when the same are to be submitted, i.e. during Opening of Bids, during Post-Qualification evaluation, period after the issuance of the Notice to Proceed, or during the implementation of the Project?

Answer: Submission of the documents shall be required as stated in the Bid Document or this Bid Bulletin. Please take note, however, that **the following documents**, among other requirements, **SHALL BE SUBMITTED DURING THE SUBMISSION OF BIDS (August 8, 2023):**

- a. PNP SOSIA issued License to Operate (LTO);
- b. Single Largest Completed Contract within the last two (2) years prior to the deadline for the submission and receipt of bids with at least Satisfactory Performance;
- c. List of Completed Projects (with Certificate of Completion or its equivalent) for the last five years;
- d. Accreditation of Security Training Institute issued by PNP-SOSIA, Accreditation of On-site firing range issued by PNP-FEO, Accreditation of Security Assessment Center from TESDA or in the absence of any thereof a MOA with Training Agency / Institute duly accredited by PNP-SOSIA, PNP-FEO and TESDA;

The dedicated training Agency/ institute [third party/another entity] with whom the Security Provider/Bidder has a Memorandum of Agreement shall refer to a single company that is a Training Agency/Institute that is duly accredited with PNP-SOSIA, PNP-FEO and TESDA respectively.

- e. Retirement Plan established at least two (2) years prior to the bid submission and Retirement Trust Fund Agreement;
- f. General Information Sheet filed with the SEC within the last two years prior to the Bid Submission (if applicable);
- g. Certificate of Registration as Contractor (DOLE DO 174-2017); and
- h. Certificate of pending or no pending labor standards violations case/s issued within the last three (3) months by the National Labor Relations Commission (NLRC), Head Office.

17. Who will provide the drivers for the service motor vehicles, the service provider or SBMA?

Answer: The Security Agencies shall provide the drivers for the service motor vehicles.

18. Can you standardize the reckoning date for the submission of the post-award documents, either the Notice of Award or NTP?

Answer: Upon receipt of Notice of Award the bidder has ten (10) days to submit the post-award documents.

19. How do we reflect in the Payroll the payment of the 13th Month Pay on monthly basis? Do you have a payroll template or format that we need to follow?

Answer: The payment of the 13th Month Pay and Retirement Benefits shall be reflected in the Statement of Account while the general payroll shall reflect actual payments to the Security Guards with their signatures.

20. Can you explain the use of 313 days in a year, or just 6 days a week, as basis in the cost distribution given the requirement that the posts must be manned 7 days a week or a total of 365 days? Can you show the computation?

Answer: DOLE's 2022 Handbook on Workers' Statutory Monetary Benefits

E. Computation of the Estimated Equivalent Monthly Rate (EEMR)

- b. For those who do not work and are not considered paid on Sundays or rest days

$$\frac{\text{Applicable Daily Rate (ADR)} \times 313}{12 \text{ months}} = \text{EEMR}$$

Where 313 days/year	=	295	Ordinary working days
		12	Regular holidays
		6	Special non-working days (7.8 if worked)
		<hr/>	
		313 ^c	Total equivalent no. of days/year

As prescribed by DOLE, 313 days is used as a factor in determining the daily rate (billing rate) of Security Guards as presented under the Wage Reference.

The computed daily rates (billing rate) shall then be used in the Summary of Remuneration together the number of post and number of days per year to come up with total cost of Remuneration. Please see below schedule.

	POSITION	No. of Post (A)	Input (post/day@ 365 days per year) (B)	Rate per day (Php) (C)	TOTAL AMOUNT (YEAR1) (D) (AxBxC)	TOTAL AMOUNT (YEAR2) (E) (AxBxC)	GRAND TOTAL AMOUNT (D+E)
FIRST SHIFT (7AM-7PM)	Security Guard	75	365				
FIRST SHIFT (7AM-7PM)	Security Guard (Boton)	1	261				
FIRST SHIFT (7AM-7PM)	Repossed Properties	13	365				
SECOND SHIFT (7PM-7AM)	Security Guard	82	365				
SECOND SHIFT (7PM-7AM)	Repossed Properties	13	365				
		184					-
TOTAL REMUNERATION							
AGENCY FEE							
GRAND TOTAL (2-years)							

21. Are the area supervisors already included in the 184-manning requirement?

Answer: NO. The Area Supervisors are excluded from the 184 manning requirement.

22. Do you require the bidders to conduct Security Survey or Site Inspection?

Answer: NO, however, bidders may coordinate with the SBMA Law Enforcement Department for the conduct of Security Survey or Site Inspection.

23. Please take note of the corrected computation of Overtime Pay in the Wage Reference below:

2 shifts (12 hrs/shift)

I. Graveyard Shift

A. Amount Directly to Security Guards

- 1 Average Pay/Month (DW x no. of days/mo./12 mon)
- 2 13th Month Pay (DW x 313/12/12 mon)
- 3 Night Shift Differential (DW X 10% X 313/12)
- 4 Overtime Pay (DW/8)*125% x 4 (313/12)
- 5 5 DAYS Leave (DW x 5/12)
- 5 Regular Holiday (DW x 200% x 12 days/ 12 mon)
- 6 Special Holiday (DW x 130% x 9 days/ 12 mon)
- 7 Uniform Allowance

Sub-Total _____

B. Amount Directly to Security Guards

1. SSS Premium (employer's share)
2. Philhealth Contribution (employer's share)
3. State Insurance Fund
4. Pag- IBIG Fund (employer's share)
5. Retirement Benefits (DW X 22.5/12)

Sub-Total _____

**C. TOTAL AMOUNT TO GUARD & GOVERNMENT (A+B)
RATE PER DAY (C*12/313)**

II. Day and Swing Shift

A. Amount Directly to Security Guards

- 1 Average Pay/Month (DW x no. of days/mo./12 mon)
- 2 13th Month Pay (DW x 313/12/12 mon)
- 3 5 DAYS Leave (DW x 5/12)
- 4 Overtime Pay (DW/8)*125% x 4 (313/12)
- 5 Regular Holiday (DW x 200% x 12 days/ 12 mon)
- 5 Special Holiday (DW x 130% x 9 days/ 12 mon)
- 6 Uniform Allowance

Sub-Total _____

B. Amount Directly to Security Guards

1. SSS Premium (employer's share)
2. Philhealth Contribution (employer's share)
3. State Insurance Fund
4. Pag- IBIG Fund (employer's share)
5. Retirement Benefits (DW X 22.5/12)

Sub-Total _____

**C. TOTAL AMOUNT TO GUARD & GOVERNMENT (A+B)
RATE PER DAY (C*12/313)**

PLEASE SEE ATTACHED SAMPLE COMPUTATION FOR REFERENCE. "ANNEX 1"

C. Again, please take note of the following:

a. There is no preference in the color of bid envelopes and the placing of tabs on each document for easy identification during bid evaluation is preferred.

b. For the submission and receipt of bids, the SBMA is yet to establish its procedure thru electronic means. Accordingly, aside from physical submission, the only alternative is the submission thru courier. However, it shall be the responsibility of the bidders to ensure that their bids submitted thru courier be received by the BAC, through its Secretariat, on or before the deadline for the submission of bids.

c. The payment of bidding documents can be done until 12NN of the day of the submission of bids on August 08, 2023.

d. For bid bulletins, it shall be the responsibility of the bidders to secure copies thereof, which are posted on the PhilGEPs/SBMA websites and/or the SBMA Procurement Service Facebook page.

C. Please be informed that physical attendance during the bid opening shall be **limited** to a maximum of two (2) authorized representatives per bidder.

- D. All bidders who will opt to submit their bids thru courier must ensure that the same be received by the BAC, through its Secretariat, on or before the deadline for the submission of bids.
- E. **Meanwhile, a complete set of Bidding Documents is available and may be acquired by interested bidders only until 12:00 NN of August 08, 2023.**
- F. Further, please be reminded that, subject to Section 25.9 of the revised IRR of Republic Act No. 9184, **unsealed or unmarked bid envelopes shall be rejected.**
- G. For the guidance and information of all concerned.

(SGD)

ATTY. MICHAEL M. QUINTOS
Chairperson

Cc: All BAC Members
Technical Working Group
Commission on Audit
NGO