

SUPPLEMENTAL / BID BULLETIN NO. 1

Title : Hiring of Security Service Provider for CY 2017-2018

ITB No. : GOP/16-DSWD-070

Date : 12 December 2016

This Supplemental/ Bid Bulletin is issued to all prospective bidders announcing changes in the Bidding Documents, to wit:

I. Section VI. Schedule of Requirements

Particulars	From	To
Notes	b) Item No. 29 is for the use of the Security Officer only.	b) Item No. 21 is for the use of the Security Officer only.

II. Section VII. Technical Specifications

Particulars	From	To
5. Accountability 6. Institutional Arrangement 7. Other Requirements	< Delete these items and transfer as Annex "A" >	Annex "A", Others Terms and Conditions

ANNEX "A"

Other Terms and Conditions

1. ACCOUNTABILITY

1.1. Except from fortuitous events and/or negligence of the Department's officials and employees, the **Service Provider** shall be accountable for the following:

1.1.1. Any loss or damages to all property appearing in the Inventory Report and/or other reports/ documents which serve as proof of the Department's ownership of the property; and

1.1.2. Any damages due to the negligence in the performance of duty of the security personnel.

1.2. The **Service Provider** shall pay for the damages through deduction from its monthly billing. In case that the cost of damages cannot be covered by its collectibles from the Department, the Service Provider shall pay in cash or restore the property at its expense within one (1) month.

1.3. The **Service Provider** shall at all times be solely liable and responsible for the enforcement of and compliance with all existing laws, rules and regulations on labor, personnel wages/salaries/benefits, rights and privileges, particularly the Labor Code, Social Security System, Employees Compensation Commission, Philippine Health Insurance, among

others. The Service Provider shall hold the Department free from any liabilities in respect thereto and/or which may arise therefrom.

2. INSTITUTIONAL ARRANGEMENT

2.1. The Department shall provide an updated List of Inventory of Property to the **Service Provider** at the start of the engagement. The updated list or other documents such as Property Accountability Receipts (PAR) shall be provided to the **Service Provider** from time to time to update the List of Inventory.

2.2. The **Service Provider** shall be responsible to the Administrative Service Director. All reports shall be submitted to the Administrative Service Director thru the Chief Administrative Officer of General Services Division (GSD) who shall supervise and monitor the implementation of security services of the Service Provider.

3. OTHER REQUIREMENTS

3.1. The security personnel to be provided by the **Service Provider** shall not be related to any DSWD personnel within the 3rd degree of consanguinity or affinity in the area or facilities of the Department being serviced and as such, the latter shall not in any manner be liable or responsible for any personal injury or damages, including death, caused by other Guards assigned to the Department during the lawful performance of their duties.

3.2. The **Service Provider** shall be willing to absorb thirty percent (30%) of the existing security personnel assigned in Central Office, SWADCAP, NROC, Welfareville Property, 4Ps Training Center and Gastambide Property.

3.3. The **Service Provider** shall pay in advance the salary and other benefits of its security personnel. Any delay and non-payment of salaries and other benefits to any security personnel by the Service Provider are grounds for the immediate termination of the contract.

3.4. The **Service Provider** shall submit to DSWD, together with its monthly invoices, duly certified copy of the immediately preceding payroll, a sworn certification/ undertaking duly executed by its General Manager/ President stating that all workers and/or personnel assigned to DSWD pursuant to this Agreement have been paid the required minimum wage and other mandatory benefits that they are entitled to under the law at least for the previous quarter with a commitment to pay the following quarter. The proof of payment of membership and remittances including the Alpha List of covering at least the previous quarter must support the processing of payment. DSWD shall not process any billings that are not accompanied by the aforementioned document. If the billing is in order, DSWD agrees to pay the **Service Provider** as soon as possible from receipt of such billings and shall pay within a period of fifteen (15) days. All billings must be submitted to DSWD every 1st week of the month for timely processing of payment.

3.5. The **Service Provider** shall not terminate any assigned security guard and in any offices of the Department without the approval of the Administrative Service Director.

3.6. The **Service Provider** shall be ready at all times to provide additional security service requirements of DSWD during emergency situations/disaster operations.

3.7. The Department may increase or decrease the number of guards by fifteen (15%) whenever necessary during the contract period including provision of additional handheld radio and equipment in case of rallies or public demonstration, disaster and/or emergency situations.

3.8. The Department may re-assign or request replacement of the guards any time during the contract period with or without cause.

FOR CLARIFICATIONS:

Question:

1. On Welfareville Property located in Mandaluyong City, is the deployment of security personnel exclusive for Welfareville compound excluding the centers inside the area?

Answer:

The security requirement is limited for Welfareville compound only but DSWD are deploying security personnel on two (2) shifts for Day Care Center and Senior Citizens Center wherein the Legarda Shuttle Service and other Central Office (CO) vehicles are parked, hence, to ensure safety and security of DSWD CO vehicles.

Question:

2. When does the DSWD require the submission of the qualification of security personnel such as valid security guard licenses, valid licenses to carry firearms, etc.?

Answer:

Certification of these qualifications shall not be required during Post-Qualification but prior to contract implementation instead.

Question:

3. When does the DSWD require the submission of the "certification of serviceability for three (3) years" with regards to the firearms?

Answer:

Certification shall be required prior to contract implementation, before deployment of security personnel and equipment.

Question:

4. Clarification on the Standard Administrative Fee per Department of Labor and Employment (DOLE) Department Order 150-16.

Answer:

The DSWD budget allocation for the required services is in compliance with the standard administrative fee of not less than twenty percent (20%) per security personnel as per Section 4.a of the DOLE DO No. 150-16 which defines the "Total Contract Cost" as the payment of wage and wage-related benefits including social welfare benefits of security guards and other private security personnel in conformity with the standard computation of DOLE.

III. Deadline for the Submission and Receipt of Bids

This is to reiterate that the schedule for the deadline for the submission and receipt of bids is on **19 December 2016 at 01:00 p.m.** Bids must be delivered to the BAC Secretariat Office, Ground Floor, DSWD Central Office. **Late Bids will not be accepted.**

The Bid Opening will immediately follow after the deadline, to be held at the Social Technology Bureau (STB) Conference Room, 3rd Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.

IV. Issuance of Bidding Documents

The issuance of bidding documents is until **19 December 2016**.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

(Original Signed)
CARLO FLORENDO C. CASTRO
Director IV and
Bids and Awards Committee-I Vice-Chairperson

Please accomplish this portion and send it to facsimile no. (02) 931-6139.

Received from DSWD, Supplemental/Bid Bulletin No. 1 for the **Hiring of Security Service Provider for CY 2017-2018** (ITB No. GOP/16-DSWD-070).

Received by : _____ Date : _____
(Signature over Printed Name)
Designation : _____
Company : _____