



**SUPPLEMENTAL BID BULLETIN NO. 1**

05 April 2024

**AMENDMENTS/CLARIFICATIONS ON THE PHILIPPINE BIDDING DOCUMENTS FOR THE  
 PROCUREMENT OF SECURITY SERVICES FOR DARCO FOR CY 2024**

**Reference No.: PDB-043B-24-01**

This Supplemental Bid Bulletin No. 1 is issued to amend/clarify certain provisions of the Schedule of Requirements, Technical Specifications, and the Checklist of the Technical and Financial Documents; and to address the queries of the prospective bidders that were raised during the Pre-Bid Conference on 27 March 2024.

SECTIONS/ CLAUSES AFFECTED	AS ISSUED IN THE PBDs	AMENDMENTS
<p><b>Section I. Invitation to Bid</b></p> <p>Paragraph 1</p> <p>Paragraph 2</p>	<p>The Department of Agrarian Reform (DAR), under the General Appropriations Act and Annual Procurement Plan for CY 2024 intends to apply the sum of Philippine Pesos Twenty-Three Million, Fifty-Eight Thousand, One Hundred Fifteen and 52/100 only (PhP 23,058,115.52) inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Security Services (88 Security Personnel) for the DAR Central Office for CY 2024 for Eight (8) Months (May-December, 2024)/PBD-043B-24-01. Bids received in excess of the ABC shall be automatically rejected at bid opening.</p> <p>The DAR now invites bids for the above Procurement Project. Delivery of the above services shall commence on <b>May 1, 2024, at 7:00 a.m....xxx</b></p>	<p>The Department of Agrarian Reform (DAR), under the General Appropriations Act and Annual Procurement Plan for CY 2024 intends to apply the sum of Philippine Pesos Twenty-Three Million, Fifty-Eight Thousand, One Hundred Fifteen and 52/100 only (PhP 23,058,115.52) inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Security Services (88 Security Personnel) for the DAR Central Office for CY 2024 for Eight (8) Months (May-December, 2024)/PBD-043B-24-01, <b>and subject to an administrative fee which shall not be lower than 20% of the total amount directly to the guard and total amount to the government in favor of guard.</b> Bids received in excess of the ABC shall be automatically rejected at bid opening.</p> <p>The DAR now invites bids for the above Procurement Project. Delivery of the above services shall commence on <b>May 1, 2024, at 6:00 a.m....xxx</b></p>
<p><b>Section VII. Technical Specifications Annex "F" Terms and Conditions Item 10</b></p>	<p><i>The matrix provided shall be amended to include figures.</i></p>	<p><i>The matrix reflecting figures is hereinafter attached.</i></p>
<p><b>Section IX Bidding Forms Annex "A-1" Price Schedule</b></p>	<p><b>Annex "A-1"</b></p> <p><i>The form reflecting two (2) shifts shall be replaced with a revised form to reflect the revised requirement of three (3) shifts.</i></p>	<p><i>The revised Annex "A-1" reflecting three (3) shifts is hereinafter attached.</i></p>

<b>Section VII Technical Specifications Annex “B” – Security Agency Minimum Qualifications</b>	4. Eighty-five (85) security guards shall have the following minimum qualifications:	2. Eighty-five (85) security guards shall have the following minimum qualifications:
<b>Section VII Technical Specifications Annex “F” – Terms and Conditions</b>	12. The Security Agency holds the DAR free from any liability from acts of its security guards which cause damage of whatever type to DAR employees and properties or to any third party and their properties.  13. The incumbent security personnel shall not be retained unless allowed and absorbed by the DAR upon advice of the end-user unit.  14. The Security Agency shall subject its security guards to an annual psychological, drug, alcohol or other related tests conducted by government accredited testing enters.	13. The Security Agency holds the DAR free from any liability from acts of its security guards which cause damage of whatever type to DAR employees and properties or to any third party and their properties.  14. The incumbent security personnel shall not be retained, unless allowed and absorbed by the DAR upon written advice of the end-user unit.  15. The Security Agency shall subject its security guards to an annual psychological, drug, alcohol or other related tests conducted by government accredited testing centers to be submitted to General Service Division (GSD).
<b>SECTIONS/ CLAUSES AFFECTED</b>	<b>PROSPECTIVE BIDDERS’ QUERIES</b>	<b>DAR’S CLARIFICATION/RESPONSE</b>
<b>Section VI. Schedule of Requirements (Deployment Schedule for CY 2024 Table)</b>	<b>Post Assignment</b>  Will the Security Officers also render a maximum of eight (8) hours of duty?	Yes, all Security Officers are only allowed a maximum of eight (8) hours of duty.
<b>Section VII Technical Specifications</b>  <b>Annex “B” – Security Agency Minimum Qualifications re: Basic-Life Support and NC II Item 1(j) and 2(j)</b>  <b>Annex “D” – Security Plan</b>	Is it possible that only a minimum of 50% or 60% of the eighty-eight (88) security personnel to be deployed will possess the certifications required?  Do we have to ask for a request to conduct a security survey? If so, when are we allowed to request the same?	At least 60% of the total number of security personnel to be deployed must possess current/valid NC II certification for security services issued by TESDA at the time of bid submission. The remaining security personnel must possess the said certifications, which must be made available, prior to signing of the contract.  Bidders can have it requested through the General Services Division.
<b>Annex “A-1” – Agency Margin</b>	What is our basis for the computation? Are we going to follow the DOLE mandate?	There shall be a minimum administrative fee of 20% but the total bid price shall not be higher than the ABC.

Approved by:

**ATTY. QUINTIN O. MAGSICO JR.**  
Chairperson, Bids and Awards Committee B

Section VII. Annex "F" No. 10

<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>		1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift
Procurement of Security Services May 1 to Dec 31, 2024		6AM-2PM	2PM-10PM	10PM-6AM
Days worked per week		7	7	7
No. of Days/ year ( based on DOLE 2023 Handbook on Workers' Statutory Monetary Benefits)		395	395	395
No. of Hours/ day		8	8	8
<b>A.</b>	<b>Amount Directly to Guard</b>			
A.1	Daily Minimum Wage Rate ( effective 16 July 2023 Wage Order NCR No. 24 dated June 26,2023	610.00	610.00	610.00
A.2	Average pay/ month ( ₱610.00 x 395/ 12)	20,079.16	20,079.16	20,079.16
A.3	Night Differential Pay ( Ave. pay/mo x 10% )			2,007.92
A.4	Service Incentive Leave (DW x 5 days) /12	254.17	254.17	254.17
A.5	13 <sup>th</sup> Month Pay ( DW x 365/12) /12	1,546.18	1,546.18	1,546.18
A.6	Uniform Allowance ( RA 5487)	100.00	100.00	100.00
A.7	Overtime Pay	NA	NA	NA
	<b>Total Amount Directly to Guard</b>	<b>21,979.51</b>	<b>21,979.51</b>	<b>23,987.43</b>
<b>B.</b>	<b>Amount to Government in Favor of Guard</b>			
B.1	SSS Premium ( ER contribution only)	1,930.00	1,930.00	1,930.00
B.2	PhilHealth Premium ( Employer's share) Contribution -5% of MR	1,003.96	1,003.96	1,003.96
B.3	Pag-IBIG Fund Premium ( 2% of MR)	200.00	200.00	200.00
B.4	Retirement Benefit (DW x 22.5 days /12)	1,143.75	1,143.75	1,143.75
	<b>Total amount to Government in Favor of Guard</b>	<b>4,277.71</b>	<b>4,277.71</b>	<b>4,277.71</b>
C.	Total Amount to Guard and Government ( A+B)	26,257.22	26,257.22	28,265.14
D.	Agency Fee @ 20% of C			
E.	12% VAT ( Agency Fee x 12%, ( in accordance with BIR Revenue MC -39-2007)			
	<b>Total amount of Agency Fee (D+E)</b>			
F.	Minimum Contract Rate for 8 Hours ( C+D+E)			
	No. of Guards	33	33	22
G.	Monthly Rate for Security Personnel ( F x no. of Guards)			
H.	8-months Rate for Security Personnel ( G x 8)			
	<b>Total ABC covering the period May 1 to Dec. 31, 2024</b>	<b>₱ 23,058,115.52</b>		

## ANNEX "A-1"

APPROVED BUDGET FOR THE CONTRACT (ABC)		1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift
		6AM-2PM	2PM-10PM	10PM-6AM
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Days worked per week		7	7	7
No. of Days/ year ( based on DOLE 2023 Handbook on Workers' Statutory Monetary Benefits)		395	395	395
No. of Hours/ day		8	8	8
<b>A.</b>	<b>Amount Directly to Guard</b>			
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A.5	13 <sup>th</sup> Month Pay ( DW x 365/12) /12	1,546.18	1,546.18	1,546.18
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A.7	Overtime Pay	NA	NA	NA
	<b>Total Amount Directly to Guard</b>	<b>21,979.51</b>	<b>21,979.51</b>	<b>23,987.43</b>
<b>B.</b>	<b>Amount to Government in Favor of Guard</b>			
B.1	SSS Premium ( ER contribution only)	1,930.00	1,930.00	1,930.00
B.2	PhilHealth Premium ( Employer's share)			
	Contribution -5% of MR	1,003.96	1,003.96	1,003.96
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