



**UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY**

BIDS AND AWARDS COMMITTEE

26 October 2021

SUPPLEMENTAL BID BULLETIN NO. 21-016

This Supplemental Bid Bulletin No. 21-016 is to amend or modify items in the Bid Documents and in response to the queries raised during the pre-bid conference conducted on 19 October 2021 for “Provision of Security Services to UPOU Headquarters” to wit:

1. Updated Technical Specifications, as follows:

A. Number of security personnel required: 23 security guards

8 hrs Duty - 22 Guards*

12 hrs Duty - 1 Guard

* The 3 (8 hrs duty) security guards will be hired upon completion and turn-over of the World Class Multimedia Production building.

C. Work Schedule

The following work schedule shall apply:

| | | Shift 1 | Shift 2 | Shift 3 |
|--|----------------------|-------------|-----------|--------------|
| Location | Total Hours | 6 AM – 2 PM | 2 – 10 PM | 10 PM – 6 AM |
| Main Building | 8 hrs duty per guard | 1 | 1 | 1 |
| CCDL Building & Learners Hall | 8 hrs duty per guard | 1 | 1 | 1 |
| Community Hub | 8 hrs duty per guard | 1 | 1 | 1 |
| IMDPO Building | 8 hrs duty per guard | 1 | 1 | 1 |
| Academic residences | 8 hrs duty per guard | 1 | 1 | 1 |
| Teaching and Learning Hub | 8 hrs duty per guard | 1 | 1 | 1 |
| World-Class Multimedia Production Building | 8 hrs duty per guard | 1 | 1 | 1 |

| | | | | |
|---------------------------|----------------------|------------------|--|---|
| Roving / Perimeter Guard | 8 hrs duty per guard | | | 1 |
| Roving / Perimeter Guard* | 12 hrs day shift | 1 (6 AM-6 PM) | | |

*Must serve as the roving guard around the perimeter; assigned as a main gatekeeper for the specified hours: 6am-9am; 11am-1pm; 5-6pm; Controls and records activities at the Tabon Gate; Task to assist co-guards in the 7 buildings in the interim.

2. Updated Itemized Bid Proposal/Cost Breakdown is attached.
3. For online submitted bid proposals, use a different password for the technical and financial documents.
4. The Government Procurement Policy Board's (GPPB) clarification through its Non-Policy Matter Opinion No. 120 dated 06 December 2016 (NPM No. 120- 2016) regarding the validity of the 20% standard administrative fee provided under DOLE DO 150-16, states:

"Similar to the 10% administrative fee imposed under Section 9(b)(ii) of DOLE DO No. 18-A, the 20% administrative fee provided for under Section 4 of DOLE DO No. 150-16 is also a percentage rate that has for its effect the fixing of a floor price on Service Agreements. In this regard and following the position of the Government Procurement Policy Board (GPPB) as stated and explained in the following GPPB issuances, namely: GPPB Resolution (Res.) No.14-2012 dated 1 June 2012; GPPB Res. No. 14-2015 and GPPB Circular No. 04-2015, both dated 30 April 2015; and Policy Matter Opinion Nos. 03-2012 dated 30 November 2012 and 02-2013 dated 11 April 2014, as well as the case of Philippine Sports Commission, et. al. vs. Dear John Services, Inc. (G.R. No. 183260 dated 4 July 2012), we are of the opinion that Section 4 of DOLE DO No. 150-16, insofar as it imposes a minimum administrative fee of 20% of the total contract cost for Service Agreement for security services, likewise runs counter to the provision of Section 31 of Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations."

This supplemental bid bulletin signed by the bidder shall be submitted along with the other technical component documents.

For the guidance and information of all concerned bidders.


DR. PRIMO G. GARCIA
 Chair, BAC 

Received by the Bidder:

_____ Date: _____

Signature over printed name

PROVISION OF SECURITY SERVICES FOR UPOU HEADQUARTERS
ITEMIZED BID PROPOSAL/COST BREAKDOWN

| | | | |
|---|-----------------------|--------------------------|------------------------|
| TOTAL GUARDS FOR 10 months for 7 buildings 23 (22 guards for 8 hrs and 1 guard for 12 hrs) | | | |
| AMOUNT PAYABLE TO THE EMPLOYEE | 8hrs day shift | 8 hrs night shift | 12hrs day shift |
| Rate per day pe guard/Daily Wage (DW) | 373.00 | 373.00 | 373.00 |
| Rate per month/per guard (373 x 393.8/12) DW x with restday premium/ 12months (373 x 313/12) DW x with no rest day premium/12months Night Differencial Pay (DW x 10% x 365/12) 13th Month Pay (373 x 365/12/12) (373 x 313/12/12) 5 Days Incentive Pay DW x 5/12 Uniform Allowance Overtime Pay (373/8 x 1.25 x4 x 298)/12 | | | |
| Sub Total (A) | | | |
| AMOUNT TO GOV'T IN FAVOR OF GUARD | | | |
| Retirement Benefit (RA 7641) (DW x 22.50 days/12 mos) | | | |
| SSS -ER Share | | | |
| PhilHealth-ER Share (2022 rate)** | | | |
| Insurance-ER Share | | | |
| Pag-ibig -ER Share | | | |
| Sub Total (B) | | | |
| TOTAL A + B | | | |
| C. Administrative Cost (minimum of 20%) * | | | |
| VAT | | | |
| SUB TOTAL C | | | |
| TOTAL A + B + C | | | |
| TOTAL RATE of guard per month (A+B+C) | | | |
| Supervisor's Allowance | | | |
| Total No. of Security Guard/shift (23) | 14 | 8 | 1 |
| TOTAL AMOUNT | | | |
| TOTAL contract rate for 1 month for 8 hrs duty | | | |
| TOTAL contract rate for 1 month for 12 hrs duty | | | |
| TOTAL contract rate / shift in 10 months | | | |
| TOTAL contract rate | | | |

Legend:

*as per DOLE Department Order 150-16(DOLE DO 150-16)

**as per Philhealth Circular No. 2019-0009