



BIDS AND AWARDS COMMITTEE

22 November 2023

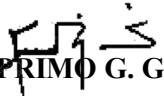

SUPPLEMENTAL BID BULLETIN NO. 23-008

This Supplemental Bid Bulletin No. 23-008 is to amend or modify items in the Bid Documents and in response to the queries raised during the pre-bid conference conducted on 17 November 2023 for the “Provision of Security Services to UPOU Headquarters from 1 January to 31 December 2024” to wit:

Reference/Specific Section	Amended Provision/Changes Made	
Section VII. Technical Specifications	Section VII. Technical Specifications: Item 4. Technical Paramaters:	
	FROM	TO
	1. Stability 1.6. With Certificate of Registration in Accordance with Department of Labor and Employment Department Order No. 18-A, s. 2011	1. Stability 1.6. With Certificate of Registration in Accordance with Department of Labor and Employment Department Order No. 174, series of 2017
	3. The Contractor shall provide twenty-two (22) qualified, bonded, uniformed, highly-trained security guards, including of one (1) Security Supervisor who must meet the following requirements: 3.5 Of good moral character and must not have violated any rules and regulations under RA No. 5487 and its Implementing Rules and Regulations (IRR);	3. The Contractor shall provide twenty-two (22) qualified, bonded, uniformed, highly-trained security guards, including of one (1) Security Supervisor who must meet the following requirements: 3.5 Of good moral character and must not have violated any rules and regulations under RA No. 11917 and its Implementing Rules and Regulations (IRR);
	See attached updated Section VII. Technical Specifications	
	Note: Please use the updated Section VII. Technical Specifications in your bid submission	
Section VIII. Checklist of Technical and Financial Documents	See attached updated Section VIII. Checklist of Technical and Financial Documents	
Itemized Bid Proposal/Cost Breakdown	See attached updated Itemized Bid Proposal/Cost Breakdown	
	Note: Please use the updated Itemized Bid Proposal/Cost Breakdown in your bid submission	

Net Financial Contracting Capacity (NFCC) Form	See attached updated Net Financial Contracting Capacity (NFCC) Form
	Note: Please use the updated Net Financial Contracting Capacity (NFCC) Form in your bid submission

For the guidance and information of all concerned bidders.


Dr. PRIMO G. GARCIA
 Chair, BAC 

Received by the Bidder:

_____ Date: _____

Signature over printed name

Section VII. Technical Specifications

Item	Specifications	Statement of Compliance																																								
1	<p>A. Number of security personnel required: 22 security guards 8 hrs day shift – 13 Guards 8 hrs night shift – 7 Guards 12 hrs duty Day – 1 Guard 12 hrs duty Night – 1 Guard</p> <p>B. Deployment The 22 security guards shall be deployed as follows:</p> <table><tr><th>Location</th><th>Number of Security Guards</th></tr><tr><td>Main Building</td><td>3</td></tr><tr><td>CCDL Building</td><td>3</td></tr><tr><td>IMDPO Building</td><td>2</td></tr><tr><td>Community Hub</td><td>3</td></tr><tr><td>Academic Residences</td><td>3</td></tr><tr><td>Teaching and Learning Hub</td><td>3</td></tr><tr><td>World-Class Multimedia Production Building</td><td>3</td></tr><tr><td>Roving / Perimeter Guard</td><td>2</td></tr><tr><td>TOTAL</td><td>22</td></tr></table> <p>C. Work Schedule The following work schedule shall apply:</p> <table><tr><th colspan="2"></th><th>Shift 1</th><th>Shift 2</th><th>Shift 3</th></tr><tr><th>Location</th><th>Total Hours</th><th>6 AM – 2 PM</th><th>2 – 10 PM</th><th>10 PM – 6 AM</th></tr><tr><td>Main Building</td><td>8 hrs duty per guard</td><td>1</td><td>1</td><td>1</td></tr><tr><td>CCDL Building</td><td>8 hrs duty per guard</td><td>1</td><td>1</td><td>1</td></tr></table>	Location	Number of Security Guards	Main Building	3	CCDL Building	3	IMDPO Building	2	Community Hub	3	Academic Residences	3	Teaching and Learning Hub	3	World-Class Multimedia Production Building	3	Roving / Perimeter Guard	2	TOTAL	22			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	8 hrs duty per guard	1	1	1	
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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*	12 hrs day shift 6AM-6PM	1		
Roving / Perimeter Guard*	12 hrs night shift 6PM-6AM	1		

*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.

The agency must provide an organizational set-up for the security personnel to be assigned to UPOU, including their immediate supervisors. The name, email address and phone number of agency representatives must also be submitted.

D. Qualifications of security personnel

All security personnel to be deployed to UPOU must have —

1. At least a high school diploma
2. An NBI clearance, police clearance and valid security license issued by PNP-Supervisory Office for Security and Investigation Agency (SOSIA)
3. Appropriate training as attested via a certificate of training for security guards
4. A certificate indicating having passed the mandatory drug test from a government-accredited drug testing laboratory before deployment and after six months from deployment.
5. At least 2-years' experience working as a security guard of a government office/agency or educational institution (i.e. school, college, or university)

E. Duties and responsibilities of security personnel

The duties of security personnel at UPOU are as follows:

Building security

1. Monitor all movements in and out of the premises.
2. Receive all incoming document/material deliveries. Examine each package/box received/delivered and notify the person concerned upon arrival of deliveries/packages.
3. Conduct an ocular inspection of all offices and ensure that all offices are locked after office hours.
4. Secure all entry and exit doors and gates after office hours and during routine security check inspection.
5. Switch on all necessary perimeter lights within their area of responsibility during night time.
6. Inspect the surroundings for suspicious persons, objects and other incidents out of the ordinary.
7. Respond to any emergency calls such as fire, flood, theft, sabotage, attack, etc..
8. In the event of a crime, secure the crime scene and maintain the integrity of evidence and immediately notify the IRRI Security Section, UPLB Police Force, Los Baños PNP, and the Assistant to the Vice Chancellor for Finance and Administration/Head, Campus Development and Maintenance Office (CDMO).
9. Submit reports related to building security and safety to the Assistant to the Vice Chancellor for Finance and Administration/Head, Campus Development and Maintenance Office (CDMO).
10. Take charge of raising and lowering the Philippine and UPOU flags.

Entry and exit of UPOU employees

1. Implement the "No ID, no entry" policy.
2. Implement the "No permit to work overtime, no entry" policy after office hours and during weekends and holidays.
3. Implement new policies released by the Administration in accordance with the State of the Philippines.
4. Maintain a logbook of employee arrivals and departures. The logbook must be kept secure and made available for verification by the OVCFA as needed.

Entry and exit of visitors, contractors, and janitors

1. Screen visitors in a courteous and professional manner. Require visitors (including contractors) to sign the visitor's logbook and issue a visitor's ID in exchange for a valid identification card. The visitor's ID shall be returned to the issuing guard when the visitor leaves the premises. The logbook must be kept secure and made available for verification by the OVCFA as needed.
2. Notify by telephone the official or employee to be visited and guide/assist/direct the visitor to the concerned office.
3. Inspect thoroughly all bags and packages hand-carried by visitors, contractors, and janitors entering and departing the building.
4. Bar the entry of vendors into the building, unless they have a written authorization from the OVCFA. Allow UPOU kiosk vendors into the premises only at times specified by the OVCFA.
5. When contractual repairs and/or construction work are being undertaken, verify the identity of servicemen and contractors entering the premises, and ensure that their work/activities within the premises are authorized by the CDMO. Monitor

	<p>the entry and exit of servicemen and inspect bags and equipment on entry and exit.</p> <p>6. Answer telephone calls as needed in a courteous manner.</p> <p><u>Monitoring of vehicles and vehicular traffic</u></p> <ol style="list-style-type: none"> 1. Maintain a logbook of UPOU vehicle movement in and out of the premises. The logbook must be kept secured and made available for verification by the OVCFA as needed. 2. Ensure that UPOU vehicles leaving the campus have a signed trip ticket. 3. Ensure that UPOU property/materials being transported out of the premises are covered by a gate pass. Maintain a logbook of equipment pulled out. 4. Inspect all other vehicles entering and/or leaving the UPOU premises and record in the vehicle logbook the plate number, time in and out, the name of the driver and his/her office/company, if applicable. 5. Control traffic flow within UPOU premises and direct drivers to designated parking areas. Ensure that all vehicles are parked properly. 6. Safeguard and protect parked vehicles. <p>F. Duration: 1 January to 31 December 2024 (12 months)</p> <p>G. Other requirements</p> <p>The salary of the security personnel shall be as stipulated in DOLE Wage Order No. IVA-20 dated 24 September 2023.</p> <p>The Agency must:</p> <ul style="list-style-type: none"> • conduct onsite training for emergencies on the 1st quarter of duty. • conduct orientation on the above duties and responsibilities of security personnel. • implement other security measures specified by the UPOU through CDMO. • participate in the University's activities related to preparedness, response and other initiatives with regard to Disaster Risk Reduction and Management. 	
2	<p>H. Required equipment and paraphernalia</p> <ol style="list-style-type: none"> 1. The security agency shall provide all security guards with a complete set of uniforms including the following: <ol style="list-style-type: none"> a) Handheld radio (ICOM V8 handheld radios or equivalent); for the roving guard, one handheld radio capable of interfacing/interconnecting with IIRI surveillance equipment; b) Heavy duty rechargeable floodlights or equivalent rechargeable halogen searchlights with state-of-the-art charging system, durable strap for increased portability, 4 hours rechargeable battery life, integrated charger and adaptor, high and low beam selector, halogen bulb, auto overcharge protection/discharge protection, and weather proofing; c) Night stick; d) Whistle; e) Rain gear (e.g. coat and boots); and f) First aid kit 	

	<p>2. The security agency should provide</p> <p>a) One-unit motorcycle (operating and maintenance costs, including fuel, will be shouldered by the security agency)</p> <p>3. Security guard assigned at the Community Hub (CH) should be provided with a firearm especially during night time duty to protect the building. Due to its strategic location CH being along the stretch of the principal road, is considered as highly prone to risk of burglary. This building contains valuable property.</p> <p>NOTE: Otherwise, security guards who are not assigned in the CH should NOT carry firearms.</p>																						
3	<p>I. Performance Review and Assessment</p> <p>a. The Contractor shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria:</p> <table border="1"> <tr> <th></th><th>Performance Criteria</th><th>Weight</th></tr> <tr> <td>I</td><td>Conformity to Technical Requirements</td><td>(25)</td></tr> <tr> <td>II</td><td>Timeliness in the Delivery of Services</td><td>(25)</td></tr> <tr> <td>III</td><td>Behavior of Personnel (Courteous, Professional and Knowledgeable)</td><td>(20)</td></tr> <tr> <td>IV</td><td>Response to Complaints</td><td>(20)</td></tr> <tr> <td>V</td><td>Compliance with set office policies for such services</td><td>(10)</td></tr> <tr> <td></td><td>Performance Rating Passing rate: 80 points</td><td></td></tr> </table> <p>b. The CDMO shall conduct a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the UPOU during the contract period.</p> <p>c. Further, the CDMO shall conduct a mid-term assessment or evaluation of the Contractor. Based on its assessment, the UPOU may pre-terminate the contract for failure of the Contractor to perform its obligations thereon following the procedures prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Annex "I" of the Revised IRR of RA 9184.</p>		Performance Criteria	Weight	I	Conformity to Technical Requirements	(25)	II	Timeliness in the Delivery of Services	(25)	III	Behavior of Personnel (Courteous, Professional and Knowledgeable)	(20)	IV	Response to Complaints	(20)	V	Compliance with set office policies for such services	(10)		Performance Rating Passing rate: 80 points		
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4	<p>Technical Parameters:</p> <p>The security agency should meet the following technical parameters:</p> <p>1. Stability</p> <p>1.1 Years of experience: The security agency must have been continuously operating for at least five (5) years with at least three (3) years of experience in campus security.</p> <p>1.2 Liquidity: The security agency should meet the current ratio ≥ 1</p> <p>1.3 Organizational set-up: The security agency must provide the agency organizational set-up.</p> <p>1.4 With valid License to Operate from the Philippine National Police (PNP) – Supervisory Office for Security and Investigation Agencies</p> <p>1.5 Must be a member of the Philippines Association of Detective and Protective Agency Operators</p> <p>1.6 With Certificate of Registration in Accordance with Department of Labor and Employment Department Order No. 174, series of 2017</p> <p>2. Resources</p> <p>The security agency must submit the following information including supporting documents:</p> <p>2.1 Number of licensed firearms owned by agency, with the minimum number specified in Item 2.</p> <p>2.2 Number and kind of communication devices owned by the agency, with the minimum number and kind specified in Item 2.</p> <p>2.3 Number and kind of motor-powered vehicles owned by agency, with the minimum number and kind specified in Item 2.</p> <p>2.4 Number of licensed guards employed by the agency, with at least fifty (50) security guards that are organic to the Contractor.</p> <p>3. The Contractor shall provide twenty-two (22) qualified, bonded, uniformed, highly-trained security guards, including of one (1) Security Supervisor who must meet the following requirements:</p> <p>3.1 With at least three (3) years of experience in Security Services;</p> <p>3.2 Must have completed a private security training from a government or duly registered and accredited private training institution/s;</p> <p>3.3 Must have undergone first-aid and basic-life support course;</p> <p>3.4 With valid license to exercise Private Security Profession;</p> <p>3.5 Of good moral character and must not have violated any rules and regulations under RA No. 11917 and its Implementing Rules and Regulations (IRR);</p> <p>3.6 Fit to work, as evidenced by a medical certificate issued within the last two (2) months prior to deployment (specify that the security guard is fit to work)</p> <p>4. Security Plan</p> <p>The security agency must submit a security plan.</p>	
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	5. Other Factors 5.1 Recruitment and selection criteria: The security agency must provide information about its recruitment and selection criteria for security personnel.	
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Notes: *[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]*

I hereby verify to comply with all the above requirements.

Signature over printed name of the authorized representative

Company name

Date

NET FINANCIAL CONTRACTING CAPACITY

The computation of a prospective bidder's Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC to be bid (PhP7,000,000.00), calculated as follows:

ABC: PhP7,000,000.00	Year 20
Current Assets	
Minus: Current Liabilities	
Sub Total	
Multiplied by value of K	
Sub Total	
Minus: Value of outstanding services under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid	
NFCC	

NFCC = [(current asset minus current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.

NFCC = PhP _____

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) 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 (UPOU BAC FORM No. 1); and
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (UPOU BAC FORM No. 2). The SLCC should be at least 50% of the ABC;
- (d) 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 (UPOU BAC FORM No. 3);
- (e) Conformity with the Technical Specifications, Bidders must state under Statement of Compliance either "Comply" or "Not Comply" against each of the individual parameters of each specification (UPOU BAC FORM No. 4) which should include the following Technical Parameters:
 - 1. Stability**
 - 1.1** Years of experience: The security agency must have been continuously operating for at least five (5) years with at least three (3) years of experience in campus security.
 - 1.2** Liquidity: The security agency should meet the current ratio ≥ 1
 - 1.3** Organizational set-up: The security agency must provide the agency organizational set-up.
 - 1.4** With valid License to Operate from the Philippine National Police (PNP)
 - Supervisory Office for Security and Investigation Agencies
 - 1.5** Must be a member of the Philippines Association of Detective and Protective Agency Operators
 - 1.6** With Certificate of Registration in Accordance with Department of Labor and Employment Department Order No. 174, series of 2017

2. Resources

The security agency must submit the following information including supporting documents:

- 2.1** Number of licensed firearms owned by agency, with the minimum number specified in Item 2.
- 2.2** Number and kind of communication devices owned by the agency, with the minimum number and kind specified in Item 2.
- 2.3** Number and kind of motor-powered vehicles owned by agency, with the minimum number and kind specified in Item 2.
- 2.4** Number of licensed guards employed by the agency, with at least fifty (50) security guards that are organic to the Contractor.

3. The Contractor shall provide twenty-two (22) qualified, bonded, uniformed, highly-trained security guards, including of one (1) Security Supervisor who must meet the following requirements:

- 3.1** With at least three (3) years of experience in Security Services;
- 3.2** Must have completed a private security training from a government or duly registered and accredited private training institution/s;
- 3.3** Must have undergone first-aid and basic-life support course;
- 3.4** With valid license to exercise Private Security Profession;
- 3.5** Of good moral character and must not have violated any rules and regulations under RA No. 11917 and its Implementing Rules and Regulations (IRR);
- 3.6** Fit to work, as evidenced by a medical certificate issued within the last two (2) months prior to deployment (specify that the security guard is fit to work)

4. Security Plan

The security agency must submit a security plan.

5. Other Factors

- 5.1** Recruitment and selection criteria: The security agency must provide information about its recruitment and selection criteria for security personnel.

- (f) Original duly signed Omnibus Sworn Statement (OSS) (UPOU BAC FORM No. 5);
and if applicable, Original Notarized Secretary's Certificate (UPOU BAC FORM No. 6) in case of a corporation, partnership, or cooperative; **or** Original Special Power of Attorney (UPOU BAC FORM No. 7) 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; and

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (UPOU BAC FORM No. 8);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence. (UPOU BAC FORM No. 9)
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.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form (UPOU BAC FORM No. 10) which should include *Secretary's Certificate or Special Power of Attorney, if applicable*; **and**
- (b) Original of duly signed and accomplished Price Schedule(s) (UPOU BAC FORM No. 11b);.
- (c) Duly accomplished Itemized Bid Proposal/Cost Breakdown

Note:

The prescribed documents in the checklist are mandatory to be submitted in the Bid.