



Republic of the Philippines
Department of Education
 Procurement Management Service

BIDS AND AWARDS COMMITTEE VI

Subject: **BID BULLETIN NO. 1**

Project No.: **2024-AdmS7(001)-BVI-CB-002b**

Project: **Procurement of Security Services for DepEd Central Office, DepEd Baguio Teacher's Camp, DepEd Bagabag, Nueva Vizcaya, DepEd Taguig, DepEd NEAP and DepEd Nasuli, Malaybalay, Bukidnon**

Date: **February 19, 2024**

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders and shall form an integral part of the bidding documents issued earlier for the above project.

1. Section VI. Schedule of Requirements

	Original Provision	Provision as Amended
Paragraph 1, page 67 (Incorporated the DepEd Nasuli & corrected the duration of months)	The Project Sites are DepEd Central Office, DepEd Taguig City Baguio Teacher's Camp and NEAP, DepEd Bagabag, Nueva Vizcaya. The Project Duration is Nine (9) months and Ten (10) days for Lot 1 and Eleven (11) months for Lot 2. XXXX	The Project Sites are DepEd Central Office, DepEd Taguig City Baguio Teacher's Camp and NEAP, DepEd Bagabag, Nueva Vizcaya, and DepEd Nasuli, Malaybalay, Bukidnon. The Project Duration is Nine (9) months each for Lots 1 and 2. XXXX
Table 4, page 71 (Incorporated the table for the deployment of security guards of DepEd Nasuli)		XXXX "Please see table for the deployment of security guards for DepEd Nasuli, Malaybalay, Bukidnon below." XXXX

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DepEd Nasuli, Malaybalay City, Bukidnon			
Posting Area	Day Shift (0600H-1800H)	Night Shift (1800H-0600H)	Total
In-Charge Day Shift	1	-	1
In-Charge Night Shift	-	1	1
Post - 1	1	1	2
Post - 2	1	1	2
Post - 3	1	1	2
Post - 4	1	1	2
Post - 5	1	1	2
Post - 6	1	1	2
Post - 7	1	1	2
Post - 8	1	1	2
Roving Officer	1	1	2
Grand Total:			20

Of

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BAC Secretariat: Room M-511, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
 Telephone No.: (02) 8633-9343; 8636-6542
 Email Address: depedcentral.bacsecretariat@deped.gov.ph

4. Section VII. Technical Specifications/Terms of Reference

	Original Provision	Provision as Amended
<p>Paragraph 1, page 73</p> <p>(Corrected and added the other annexes)</p>	<p>Terms of Reference/ Technical Specifications</p> <p><i>See Annexes of Schedule of Requirements, Annex "C" for the Qualification Standards, Annex "D" for the Equipment Requirements, Annexes "G to G-5" for the List of Technical Specifications of Equipment Requirements, and Annex "I" for the List of Technical Specifications of Signages Requirements.</i></p> <p>XXXX</p>	<p>Terms of Reference/ Technical Specifications</p> <p><i>See Annexes of Schedule of Requirements, Annex "C" for the <u>Terms of Reference</u>, Annex "D-1 to D-5" for the <u>Deployment of Security Guards per site</u>, Annex "E" for the <u>Qualification Standards for Hiring Security Officers and Security Guards</u>, Annex "F" for the <u>Summary of Equipment Requirements</u>, Annexes "G-1 to G-5" for the <u>List of Technical Specifications of Equipment Requirements</u>, Annex "H" for the <u>Summary of Signages Requirements</u>, and Annex "I" for the <u>List of Technical Specifications of Signages Requirements</u>.</i></p> <p>XXXX</p>

5. Section IX. Checklist of Technical & Financial Documents

	Original Provision	Provision as Amended
<p>Financial Component Envelope, page 76</p> <p>(Corrected the Annex from "D" to "B")</p>	<p>XXXX</p> <p>II. Financial Component Envelope</p> <p><input type="checkbox"/> (i) Original of duly signed and accomplished Financial Bid Form; and</p> <p><input type="checkbox"/> (j) Original of duly signed and accomplished Price Schedule(s).</p> <p><i>See Annex "D" for the Price Schedule Form.</i></p> <p>XXXX</p>	<p>XXXX</p> <p>II. Financial Component Envelope</p> <p><input type="checkbox"/> (i) Original of duly signed and accomplished Financial Bid Form; and</p> <p><input type="checkbox"/> (j) Original of duly signed and accomplished Price Schedule(s).</p> <p><i>See Annex "B" for the Price Schedule Form.</i></p> <p>XXXX</p>

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6. Annex B – Price Schedule Forms, Lot 1: DepEd Central Office, DepEd Taguig City, Baguio Teacher’s Camp and NEAP, DepEd Bagabag, Nueva Vizcaya, and Lot 2: DepEd Nasuli, Malaybalay, Bukidnon Facility, page 2 – 7, of the bidding documents are hereby supplemented and amended, attached as Annex “B”.

Bidder’s clarifications are attached as Annex “J”.

All other provisions of the Bidding Documents not herein modified shall remain in full force and effect.

For your information and guidance.


Atty. RESTY C. OSIAS

Director IV and
BAC VI Chairperson 

(Bidder's Company Letterhead)

PRICE SCHEDULE FORM

**DETAILED COMPUTATION/ COST
DISTRIBUTION OF THE MINIMUM MONTHLY
CONTRACT**

RATE PER GUARD PER LOCATION

The DepEd estimate, which is based on the minimum wage and allowances benefits required by law, shall be the major basis for determining the responsiveness of the bid of qualified bidders. Strictly follow the PADPAO computed rates Due the Guards and to the Government in the computation of the bid offers, while the bid offers on the Agency Fee (Administrative and Overhead Margin) based on R.A. 11917 that makes 20% of the total amount of contract as minimum administrative fee.

Name of Company (in print)

signature of Company Authorized Representative

Name & Designation (in print)

Date



**COMPUTATION OF CONTRACT RATE PER GUARD PER MONTH
FOR PURPOSES OF COMPUTING THE ABC**

Nine (9) Months

Lot 1 - DEPED CENTRAL OFFICE

	Day Shift Duty	Night Shift Duty
Days worked per week		
No. of Days/year		
A. Amount Directly Due to Guard Per Month		
New Daily Wage		
Average Pay/Month (DW x No. of days per year/12)		
Night Differential (Ave Pay/Month x 10% x 1/3) (x1/2)		
13th Month Pay (DW x 365/12/12)		
5 Days Incentive Leave (DW x 5/12)		
Uniform Allowance (RA 5487)		
Overtime Pay		
TOTAL SUM DIRECTLY TO GUARD		
B. Amount Due to Gov't. in Favor of Guard		
Retirement Benefit - R.A. 7641 (DW x 22.5/12)		
SSS Premiums (2024)		
SSS - WISP (Workers' Investment Savings Program)		
Philhealth Contribution (2024)		
State Insurance Fund		
Pag-ibig Fund		
TOTAL AMOUNT DUE TO GOV'T. IN FAVOR OF GUARD		
C. Total Amount Due to Guard and Government		
D. Agency Fee (Administrative Overhead & Margin)		
E. VAT (Agency fee x 12% VAT-RMC-39-2007)		
F. Total Rate per Guard/Month		
G. Total No. of Guards Required		
H. Total No. of Cost/Month		
TOTAL BID PRICE		

**COMPUTATION OF CONTRACT RATE PER GUARD PER MONTH
FOR PURPOSES OF COMPUTING THE ABC**

Nine (9) Months

Lot 1 - DEPED TAGUIG CITY

	Day Shift Duty	Night Shift Duty
Days worked per week		
No. of Days/year		
A. Amount Directly Due to Guard Per Month		
New Daily Wage		
Average Pay/Month (DW x No. of days per year/12)		
Night Differential (Ave Pay/Month x 10% x 1/3) (x1/2)		
13th Month Pay (DW x 365/12/12)		
5 Days Incentive Leave (DW x 5/12)		
Uniform Allowance (RA 5487)		
Overtime Pay		
TOTAL SUM DIRECTLY TO GUARD		
B. Amount Due to Gov't. in Favor of Guard		
Retirement Benefit - R.A. 7641 (DW x 22.5/12)		
SSS Premiums (2024)		
SSS - WISP (Workers' Investment Savings Program)		
Philhealth Contribution (2024)		
State Insurance Fund		
Pag-ibig Fund		
TOTAL AMOUNT DUE TO GOV'T. IN FAVOR OF GUARD		
C. Total Amount Due to Guard and Government		
D. Agency Fee (Administrative Overhead & Margin)		
E. VAT (Agency fee x 12% VAT-RMC-39-2007)		
F. Total Rate per Guard/Month		
G. Total No. of Guards Required		
H. Total No. of Cost/Month		
TOTAL BID PRICE		

**COMPUTATION OF CONTRACT RATE PER GUARD PER MONTH
FOR PURPOSES OF COMPUTING THE ABC**

Nine (9) Months

**Lot 1 – BAGUIO TEACHER'S CAMP
AND NEAP**

	Day Shift Duty	Night Shift Duty
Days worked per week		
No. of Days/year		
A. Amount Directly Due to Guard Per Month		
New Daily Wage		
Average Pay/Month (DW x No. of days per year/12)		
Night Differential (Ave Pay/Month x 10% x 1/3) (x1/2)		
13th Month Pay (DW x 365/12/12)		
5 Days Incentive Leave (DW x 5/12)		
Uniform Allowance (RA 5487)		
Overtime Pay		
TOTAL SUM DIRECTLY TO GUARD		
B. Amount Due to Gov't. in Favor of Guard		
Retirement Benefit - R.A. 7641 (DW x 22.5/12)		
SSS Premiums (2024)		
SSS – WISP (Workers' Investment Savings Program)		
Philhealth Contribution (2024)		
State Insurance Fund		
Pag-ibig Fund		
TOTAL AMOUNT DUE TO GOV'T. IN FAVOR OF GUARD		
C. Total Amount Due to Guard and Government		
D. Agency Fee (Administrative Overhead & Margin)		
E. VAT (Agency fee x 12% VAT-RMC-39-2007)		
F. Total Rate per Guard/Month		
G. Total No. of Guards Required		
H. Total No. of Cost/Month		
TOTAL BID PRICE		

**COMPUTATION OF CONTRACT RATE PER GUARD PER MONTH
FOR PURPOSES OF COMPUTING THE ABC**

Nine (9) Months

**Lot 1 – DEPED BAGABAG NUEVA
VIZCAYA FACILITY**

	Day Shift Duty	Night Shift Duty
Days worked per week		
No. of Days/year		
A. Amount Directly Due to Guard Per Month		
New Daily Wage		
Average Pay/Month (DW x No. of days per year/12)		
Night Differential (Ave Pay/Month x 10% x 1/3) (x1/2)		
13th Month Pay (DW x 365/12/12)		
5 Days Incentive Leave (DW x 5/12)		
Uniform Allowance (RA 5487)		
Overtime Pay		
TOTAL SUM DIRECTLY TO GUARD		
B. Amount Due to Gov't. in Favor of Guard		
Retirement Benefit - R.A. 7641 (DW x 22.5/12)		
SSS Premiums (2024)		
SSS – WISP (Workers' Investment Savings Program)		
Philhealth Contribution (2024)		
State Insurance Fund		
Pag-ibig Fund		
TOTAL AMOUNT DUE TO GOV'T. IN FAVOR OF GUARD		
C. Total Amount Due to Guard and Government		
D. Agency Fee (Administrative Overhead & Margin)		
E. VAT (Agency fee x 12% VAT-RMC-39-2007)		
F. Total Rate per Guard/Month		
G. Total No. of Guards Required		
H. Total No. of Cost/Month		
TOTAL BID PRICE		

**COMPUTATION OF CONTRACT RATE PER GUARD PER MONTH
FOR PURPOSES OF COMPUTING THE ABC**

Three (3) Months

Lot 2 - DEPED NASULI, MALAYBALAY, BUKIDNON FACILITY

	Day Shift Duty	Night Shift Duty
Days worked per week		
No. of Days/year		
A. Amount Directly Due to Guard Per Month		
New Daily Wage		
Average Pay/Month (DW x No. of days per year/12)		
Night Differential (Ave Pay/Month x 10% x 1/3) (x1/2)		
13th Month Pay (DW x 365/12/12)		
5 Days Incentive Leave (DW x 5/12)		
Uniform Allowance (RA 5487)		
Overtime Pay		
TOTAL SUM DIRECTLY TO GUARD		
B. Amount Due to Gov't. in Favor of Guard		
Retirement Benefit - R.A. 7641 (DW x 22.5/12)		
SSS Premiums (2024)		
SSS - WISP (Workers' Investment Savings Program)		
Philhealth Contribution (2024)		
State Insurance Fund		
Pag-ibig Fund		
TOTAL AMOUNT DUE TO GOV'T. IN FAVOR OF GUARD		
C. Total Amount Due to Guard and Government		
D. Agency Fee (Administrative Overhead & Margin)		
E. VAT (Agency fee x 12% VAT-RMC-39-2007)		
F. Total Rate per Guard/Month		
G. Total No. of Guards Required		
H. Total No. of Cost/Month		
TOTAL BID PRICE		

Six (6) Months

Lot 2 - DEPED NASULI, MALAYBALAY, BUKIDNON FACILITY		
	Day Shift Duty	Night Shift Duty
Days worked per week		
No. of Days/year		
A. Amount Directly Due to Guard Per Month		
New Daily Wage		
Average Pay/Month (DW x No. of days per year/12)		
Night Differential (Ave Pay/Month x 10% x 1/3) (x1/2)		
13th Month Pay (DW x 365/12/12)		
5 Days Incentive Leave (DW x 5/12)		
Uniform Allowance (RA 5487)		
Overtime Pay		
TOTAL SUM DIRECTLY TO GUARD		
B. Amount Due to Gov't. in Favor of Guard		
Retirement Benefit - R.A. 7641 (DW x 22.5/12)		
SSS Premiums (2024)		
SSS - WISP (Workers' Investment Savings Program)		
Philhealth Contribution (2024)		
State Insurance Fund		
Pag-ibig Fund		
TOTAL AMOUNT DUE TO GOV'T. IN FAVOR OF GUARD		
C. Total Amount Due to Guard and Government		
D. Agency Fee (Administrative Overhead & Margin)		
E. VAT (Agency fee x 12% VAT-RMC-39-2007)		
F. Total Rate per Guard/Month		
G. Total No. of Guards Required		
H. Total No. of Cost/Month		
TOTAL BID PRICE		

SUMMARY OF BIDDER'S QUERIES

Project: Procurement of Security Services for DepEd Central Office, DepEd Baguio Teacher's Camp, DepEd Bagabag, Nueva Vizcaya, DepEd Taguig, DepEd NEAP and DepEd Nasuli, Malaybalay, Bukidnon

No.	Queries	BAC's Decision
1	If we are going to join Lots 1 and 2, do we have to submit separate technical components for each lot?	There are certain documents that need to be submitted separately (e.g., bid security, technical specifications). All other documents that are used for the entire project may be submitted in one (1) set only.
2	If a bidder modifies any item in the given price schedule form, except for the agency fee which should not be lower than 20%, will it result in automatic disqualification?	The items in the given price schedule form are mandated by the laws, rules and regulations. When a bidder modifies or changes the amount, the bidder will be disqualified.
3	May bidders who initially purchased the bidding documents for the cancelled procurement activity for the same project need not pay the bidding documents fee for this procurement activity?	Yes, the bidder just needs to fill-up the latest Bidder's Information Sheet.

