

**BIDDING FOR THE PROCUREMENT OF SECURITY SERVICES FOR  
AOR I – BCDA CORPORATE CENTER AND BCDA FACILITIES, PDS**

**BID BULLETIN NO. SS-2018-001**

This Bid Bulletin clarifies the queries raised during the Pre-Bid Conference held on 03 May 2018, and other matters relative to the *Bidding for the Procurement of Security Services for AOR I-BCDA Corporate Center and BCDA Facilities, PDS*.

**1. Queries/Questions by Prospective Bidders**

Issues Raised	Clarification/s
1. Query on PADPAO rate and on whether the 20% for the administrative fee stated in DOLE Order (DO No. 150-16) shall be followed in the computation of the bidder's bid proposal.	The computation of the bidder's proposal for the administrative fee shall be based on DOLE Order (DO No. 150-16).
2. On the Comprehensive Security Plan	The winning bidder must submit a Comprehensive Security Plan for the AOR I – BCDA Corporate Center and BCDA Facilities, PDS upon issuance of Notice of Award (NOA).
3. Whether the equipment shall be presented during the Post Qualification evaluation.	<p>The bidder with the Lowest Calculated Bid (LCB) shall be notified on the schedule of the Post Qualification evaluation and the documents that they need to present during such evaluation. They may also refer to the Checklist of Requirements for the documents to be presented during Post Qualification evaluation.</p> <p>In case of unavailability of equipment/items during the Post Qualification Inspection, the bidder shall present an Affidavit of Undertaking indicating therein that the said unavailable items shall be available upon assumption of Post. Failure to do so may result to penalties as indicated in the "Table of Penalties".</p>

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4. Whether the License to Operate (LTO) of the Security Agency which has expired but remains to be valid within the 60-day grace period reckoned from the date of expiry as provided for in the IRR of R.A. 5487, is acceptable.	The 60-day grace period reckoned from the date of expiry of LTO is valid only if the agency has filed a renewal of its LTO within the 60-day grace period. For the purpose of the bidding, the security agency with an expired LTO must secure from SOSIA a Certification of Under Process (CUP) and submit the same together with its expired LTO to BAC-G.
5. On the provision of vehicle	The winning bidder must provide an AUV that will be assigned in BCDA for security use and other emergency purposes.
6. On the shifting of guards	The number of hours per duty shift is 12 hours. However, under no circumstances shall a security guard be allowed to render successive duty shifts.
7. Whether the bidders can request for the soft editable copies of the sample forms.	Except for the Technical Compliance form, the bidders may be provided with the editable soft copies of the sample forms so long as they have already purchased the bidding documents.
8. Whether the bidders are required to conduct Site Inspection on the AORs that they will bid for.	The bidders are given the option whether they will attend the Site Inspection or not.  The schedule for the Site Inspection is on 10 May 2018 at 9:00AM (Thur).

## 2. Clarifications from the BAC

- a. The bidders must be registered with PhilGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible".
- b. The bid documents can be accessed from the PhilGEPS and BCDA websites.
- c. The necessary bid bulletin shall be posted in PhilGEPS and BCDA websites **on 08 May 2018**. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- d. The bidders have to purchase the bid documents before they can be allowed to submit their bids. They can still purchase the bid document until the day of submission.
- e. The computation of the bid security shall be based on the Approved Budget for the Contract (ABC).



- f. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- g. The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- h. NFCC Computation shall be based on the audited Financial Statements for the year 2016 or 2017 whichever is available, using the computation provided in paragraph 5.5 of the Instruction to Bidders, and should be at least equivalent to the ABC.
- i. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

### 3. Reminders from the BAC

- a. BCDA adheres to the "No-Contact Rule". All clarifications shall be made in writing and addressed to the BAC-G Secretariat. **Deadline for Clarification is at 5pm on 07 May 2018.**
- b. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- c. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- d. **The deadline for the submission of bids for the Bidding for the Procurement of Security Services for AOR I-BCDA Corporate Center and BCDA Facilities, PDS is on 15 May 2018 at 9:00 AM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 9:00 AM of 15 May 2018 shall not be accepted.**
- e. Bidders may submit their eligibility documents days ahead of the deadline for submission in order to avoid late submission of bids.
- f. **Bid opening shall be on 15 May 2018 at 10:00 AM** at the BCDA Corporate Center, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. Although the bidders' attendance during the Opening of Bids is not compulsory, it is advised that bidders send their representative to assist the BAC and answer clarifications, if any.

- g. Each and every page of the Bid Form must be appropriately signed by the bidders or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- h. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification evaluation, and signing of the contract
- i. The BAC expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.
- j. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc.:
  - i. Omnibus Sworn Statement
  - ii. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement )
  - iii. Bid Securing Declaration
- k. BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- l. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.**

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

**Issued on 08 May 2018.**

**BIDS AND AWARDS COMMITTEE FOR GOODS**

  
**BGEN CARLOS F QUITA (RET)**  
Chairperson