



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON AUDIT**  
 REGIONAL OFFICE NO. XII  
 Barangay Paraiso, Koronadal City, South Cotabato

**BIDS AND AWARDS COMMITTEE**

**NOTICE TO BIDDERS**

*Supplemental/Bid Bulletin No. 2024-001  
 Series of 2024*

**Project: PROCUREMENT OF SECURITY SERVICES CY 2024 (RE-BIDDING)  
 [(Bid No. COA RO12-2023-004 (R))]**

**Date: January 12, 2023**

This Supplemental/Bid Bulletin No. 2024-001 is hereby issued pursuant to Section 22.5.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 in order to clarify and/or amend items in the Invitation to Bid and on the Bidding Documents and shall form an integral part thereof.

REFERENCE	CLARIFICATIONS/ AMENDMENTS								
<p><b>APPENDIX “1” (Page 55)</b></p> <p><b>Bid Form for the Procurement of Goods</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">Particulars</th> <th style="width: 30%; text-align: center;">Rate per Security Guard</th> </tr> </thead> <tbody> <tr> <td>III. Total Compensation ([Item I + Item II] * <del>28</del> Security Guards</td> <td></td> </tr> </tbody> </table>	Particulars	Rate per Security Guard	III. Total Compensation ([Item I + Item II] * <del>28</del> Security Guards		<p><b>APPENDIX “1” (Page 55)</b></p> <p><b>Bid Form for the Procurement of Goods</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">Particulars</th> <th style="width: 30%; text-align: center;">Rate per Security Guard</th> </tr> </thead> <tbody> <tr> <td>III. Total Compensation ([Item I + Item II] * 27 Security Guards</td> <td></td> </tr> </tbody> </table>	Particulars	Rate per Security Guard	III. Total Compensation ([Item I + Item II] * 27 Security Guards	
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<p><b>Section VII. Technical Specifications (Pages 27- 28)</b></p> <p><b>Security Services for the period covering April 1, 2024 to December 31, 2024 @ COA RO XII, Koronadal City</b></p> <p>The Security Agency shall ensure that:</p> <p>I. The Security Guards shall have the following Minimum Qualifications:</p> <ol style="list-style-type: none"> <li>a. Must be at least 21 but not older than 50 years of age;</li> <li>b. Must be at least High School graduate;</li> <li><del>c. Has undergone Pre-licensing Training Programs for new recruits, or Refresher Training Programs for security guards with more than one year experience;</del></li> <li><del>d. Physically and mentally fit;</del></li> <li><del>e. Of good moral character and reputation supported with NBI Clearance; and</del></li> </ol>	<p><b>Section VII. Technical Specifications (Pages 27- 28)</b></p> <p><b>Security Services for the period covering April 1, 2024 to December 31, 2024 @ COA RO XII, Koronadal City</b></p> <p>The Security Agency shall ensure that:</p> <p>I. The Security Guards shall have the following Minimum Qualifications:</p> <ol style="list-style-type: none"> <li>a. Must be at least 21 but not older than 50 years of age; and</li> <li>b. Must be at least High School graduate.</li> </ol> <p>Provided that item (b) shall be supported with a Diploma and a regular license (Private Security License Card).</p> <p>Provided further that the regular license (Private</p>								

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<b>Section VI. Schedule of Requirements (Page 24)</b>					<b>Section VI. Schedule of Requirements (Page 24)</b>				
<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/ Months</b>	<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/ Months</b>
3	Security Services for the period covering <del>January 1, 2024</del> to December 31, 2024 @ PSAO, Amas, Kidapawan City (5 SG x 9 months = 45 SG)  - Five (5) Security Guards with three (3) shifts with eight (8) hours shifting duty per day  - Option to add Security Guard at the discretion of the Regional Director	45	P973,292.44	April 1, 2024 to December 31, 2024	3	Security Services for the period covering April 1, 2024 to December 31, 2024 @ PSAO, Amas, Kidapawan City (5 SG x 9 months = 45 SG)  - Five (5) Security Guards with three (3) shifts with eight (8) hours shifting duty per day  - Option to add Security Guard at the discretion of the Regional Director	45	P973,292.44	April 1, 2024 to December 31, 2024
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<b>ANNEX “B” (Page 38)</b>					<b>ANNEX “B” (Page 38)</b>				
<b>ORGANIZATIONAL STRUCTURE OF THE SECURITY FORCE</b>					<b>ORGANIZATIONAL STRUCTURE OF THE SECURITY FORCE</b>				
<b>Procurement of Security Services for <del>January 1, 2024</del> to December 31, 2024 for COA Regional Office Compound, Koronadal City</b>					<b>Procurement of Security Services for April 1, 2024 to December 31, 2024 for COA Regional Office Compound, Koronadal City</b>				
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<b>Procurement of Security Services for <del>January 1, 2024</del> to December 31, 2024 for the Provincial Satellite Auditing Office (PSAO) – Sarangani Province, Alabel, Sarangani Province</b>					<b>Procurement of Security Services for April 1, 2024 to December 31, 2024 for the Provincial Satellite Auditing Office (PSAO) – Sarangani Province, Alabel, Sarangani Province</b>				
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Procurement of Security Services for <b>January 1, 2024</b> to December 31, 2024 for PSAO – Cotabato Province, Amas, Kidapawan City	Procurement of Security Services for April 1, 2024 to December 31, 2024 for PSAO – Cotabato Province, Amas, Kidapawan City
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Procurement of Security Services for <b>January 1, 2024</b> to December 31, 2024 for PSAO – Sultan Kudarat, Tacurong City	Procurement of Security Services for April 1, 2024 to December 31, 2024 for PSAO – for PSAO – Sultan Kudarat, Tacurong City

Moreover, provided under are the other matters needing clarification relative to the procurement:

ITEMS FOR CLARIFICATION	CLARIFICATIONS
1. Offered FREE items and DISCOUNTS in the Bid Form	Items in the Bid offered for <b>FREE</b> and <b>DISCOUNTS</b> , specific for this procurement, shall not be honored / accepted since all items are required by law or regulations to be provided for.
2. Tie-Breaking Method	In the event of two or more bidders are determined and declared as the Lowest Calculated Bid during the Bid Opening, as a non-discretionary/ non-discriminatory selection criterion, the Bids and Awards Committee (BAC), this office, shall resolve the case by <b>DRAWLOTS<sup>1</sup></b>
3. Bid Price on the Statutory Contributions due to the Government in favor of the Guards	<p>The consideration for the computation for the Social Security Services (SSS), Philippine Health Insurance Corporation (PHIC) and Pag-IBIG Fund shall be as follows:</p> <p><b><u>For SSS:</u></b> The updated table and applicable rates for CY 2024 shall be considered in the computation, viz:</p> <p style="padding-left: 40px;">“In 2024, the 14% total contribution rate will hold steady. The employer share will stay at 9.5% and the employee share will remain in 4.5%”<sup>2</sup></p> <p><b><u>Gross Compensation:</u></b> For purposes of identifying the base gross compensation in the computation of the SSS Contribution which forms part of the Bid Price, Section 8, item (f) of Republic Act No. 11199, provides the following:</p>

<sup>1</sup> Government Procurement Policy Board Circular No. 06-2005 relative to Guidelines on the Use of Non-Discretionary / Non-Discriminatory Selection criteria as Tie-Breaking Method in Case of Two or More Bidders are Determined and Declared as the Lowest Calculated and Responsive Bidder (LCRB) or Highest Rated and Responsive Bidder (HRRB)

<sup>2</sup> Section 4, Item 9 of Republic Act No. 11199 “An Act Rationalizing and Expanding the Powers and Duties of the Social Security Commission to Ensure the Long-Term Viability of the Social Security System, Repealing for the Purpose Republic Act No. 1161, as Amended by Republic Act No. 8282, Otherwise Known as the “Social Security Act of 1997”

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	<p><i>(f) Compensation – All actual remuneration for employment, including: the mandated cost-of-living allowance, as well as the cash value of any remuneration paid in any medium other than cash except that part of the remuneration received during the month in excess of the maximum salary credit as provided in this Act.</i></p> <p>Moreover, SSS Circular No. 22-P (August 12, 2005) provides that all employers, in computing the contributions that are due the System will take into consideration and include as employee’s remuneration the following: salaries and wages, direct labor or indirect labor, superintendence, commission expense, overtime pay, maternity leave with pay, sick leave with pay, vacation leave with pay, cost of living allowance, workers compensation benefit, among others.</p> <p><b><u>For PHIC:</u></b> Pursuant to Philhealth Circular No. 2019-0009, PhilHealth premium rate shall be pegged at 5% of the Monthly Basic Salary for CY 2024.</p> <p>Monthly Basic Salary shall mean the fixed basic rate of an employee which shall not include sales commission, overtime pay, allowances, thirteenth month pay, bonuses or other gratuity payments.<sup>3</sup></p> <p><b><u>For PagIBIG Fund:</u></b> The contribution to the fund remains unchanged at P100.00 as we await directives and pronouncements from the concerned agency. At present, we are maintaining the status quo until clear guideline/pronouncement is provided. This decision is contingent upon forthcoming instructions, ensuring alignment with regulations and policies set forth by the pertinent authority.</p>
<p>4. Suspended Philippine Government Electronic Procurement System (PhilGEPS) Registration</p>	<p>In addressing the suspension of PhilGEPS registration of prospective bidders, the following additional documents are required to be included in the bidding documents submitted to the Procuring Entity:</p> <ol style="list-style-type: none"> <li>1. Certified photocopy of the official communication received from PhilGEPS relative to the suspension of the registration;</li> <li>2. Duly notarized affidavit that clearly outlines and explains the reasons for the suspension; and</li> <li>3. Supporting document that substantiate and address the specific reason mentioned in the notarized affidavit. This could vary based on the cause of suspension, but it may</li> </ol>


<sup>3</sup> Section IV, item F of Philhealth Circular No. 2019-009 re: Premium Contribution Schedule in the National Health Insurance Program (NHIP) Pursuant to R.A. No. 11223 Known as the “Universal Health Care Act”

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	include application for renewals, official receipts or any other relevant documentation.										
5. Number of days for the required services	<p>The following number of days shall be considered for the security services to be provided from April 1, 2024 to December 31, 2024:</p> <table border="1" data-bbox="613 525 1484 742"> <thead> <tr> <th data-bbox="613 525 1208 568">Location</th> <th data-bbox="1213 525 1484 568">Number of Days</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 568 1208 610">COA RO XII, Koronadal City</td> <td data-bbox="1213 568 1484 610">297.50 days</td> </tr> <tr> <td data-bbox="613 610 1208 652">PSAO, Alabel, Sarangani Province</td> <td data-bbox="1213 610 1484 652">297.50 days</td> </tr> <tr> <td data-bbox="613 652 1208 695">PSAO, Amas, Kidapawan City</td> <td data-bbox="1213 652 1484 695">299.50 days</td> </tr> <tr> <td data-bbox="613 695 1208 742">PSAO, Sultan Kudarat</td> <td data-bbox="1213 695 1484 742">299.50 days</td> </tr> </tbody> </table>	Location	Number of Days	COA RO XII, Koronadal City	297.50 days	PSAO, Alabel, Sarangani Province	297.50 days	PSAO, Amas, Kidapawan City	299.50 days	PSAO, Sultan Kudarat	299.50 days
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Any provision in the Invitation to Bid or on the Bidding Documents inconsistent herewith is hereby amended, modified, and superseded accordingly.

For guidance and information of all concerned.

Issued this 12<sup>th</sup> day of January 2024 in the City of Koronadal, South Cotabato, Philippines.

  
**ORLANDO C. MATAS**  
 State Auditor V  
 BAC Chairperson