



**BIDS AND AWARDS COMMITTEE**

**Supplemental/Bid Bulletin No. 2**

**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICE FOR THE  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

**Bid Ref. No. DENR-CO-2020-030**

This **Supplemental/Bid Bulletin No. 2** is being issued to further revise provisions/specifications in the Bidding Documents for the aforementioned project:

**A. New Schedule of Bidding Activities**

ACTIVITIES	DATE AND TIME	VENUE
1. Submission of Bid Documents	14 December 2020, (Monday) 12:30 PM	BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Opening of Bids	14 December 2020, (Monday) 1:30 PM	Online via Google Meet Platform**

**B. Revision to provisions/specifications in the Bidding Documents:**

FROM	TO
<b>SECTION VI. SCHEDULE OF REQUIREMENTS</b>	
Terms of Reference as of 25 November 2020  2. (a) Provide, assign, designate, supervise and control the one hundred thirty eight (138) security guards, twelve (20) of whom are lady guards, to man the fixed and roving posts determined by the DENR under the schedule provided in item 6 of this TOR.	Terms of Reference as of 04 December 2020  2. (a) Provide, assign, designate, supervise and control the <b>one hundred thirty one (131) security guards, twenty (20)</b> of whom are lady guards, to man the fixed and roving posts determined by the DENR under the schedule provided in item 6 of this TOR.

4. Minimum requirement of supplies and equipment to be provided by the Agency in carrying out the proposed security services *within the contract period*:

Particulars	Minimum Requirement
...XXX...	...XXX...
Tear Gas Spray	One Hundred Thirty Eight (138) units
Nightstick	One Hundred Thirty Eight (138) units
Whistle	One Hundred Thirty Eight (138) units
Personal Protective Equipment	One Hundred Thirty Eight (138) units
...XXX...	...XXX...

*Note: The above particulars must be delivered & coordinated with the Materials Handling Section for verification.*

4. Minimum requirement of supplies and equipment to be provided by the Agency in carrying out the proposed security services *within the contract period*:

Particulars	Minimum Requirement
...XXX...	...XXX...
Tear Gas Spray	One Hundred Thirty One (131) units
Nightstick	One Hundred Thirty One (131) units
Whistle	One Hundred Thirty One (131) units
Personal Protective Equipment	One Hundred Thirty One (131) units
...XXX...	...XXX...

*Note: The above particulars must be coordinated & presented to the Materials Handling Section for verification.*

**5. Deployment of Security Guards**

**A. Three 8-hours Shift**

No.	SECURITY POST	1 <sup>ST</sup> SHIFT (6am -2pm)	2 <sup>ND</sup> SHIFT (2pm-10pm)	3 <sup>RD</sup> SHIFT (10pm-6am)	No. of Guards
1	DENR Central Office and BMB Compound-Confiscated Conveyances (NCR)*	36	37	20	93
2	Pasig River Coordinating and Management Office (PRCMO)-Lawton (NCR)	1	1	1	3
3	PRCMO-BMB, QC (NCR)	2	2	1	5
4	PRCMO, Sta. Ana, Manila (NCR)	1	1	1	3
5	DENR Project HOPE, Tanza, Cavite (Region IV-A)	2	2	2	6

**B. Two 12-hours Shift**

No.	SECURITY POST	1 <sup>ST</sup> SHIFT (6am -6pm)	2 <sup>ND</sup> SHIFT (6pm-6am)	No. of Guards
1	DENR-ENR Academy Carranglan, Nueva Ecija (Region III)	4	4	8
2	DENR Secretary's Cottage, Baguio City (CAR)	1	1	2
3	DENR Warehouse at Boso-Boso, Antipolo (Region IV-A)	3	3	6

**Total Security Guards: 138**

**A. Three 8-hours Shift**

No	SECURITY POST	1 <sup>ST</sup> SHIFT (6am -2pm)	2 <sup>ND</sup> SHIFT (2pm-10pm)	3 <sup>RD</sup> SHIFT (10pm-6am)	No of Guards
1	DENR Central Office and BMB Compound-Confiscated Conveyances (NCR)*	36	37	20	93
2	<b>DENR Palanas Compound, Quezon City (NCR)</b>	1	1	2	4
3	Pasig River Coordinating and Management Office (PRCMO)-Lawton (NCR)	1	1	1	3
4	<b>PRCMO-BMB, QC (NCR)</b>	2	2	2	6
5	PRCMO, Sta. Ana, Manila (NCR)	1	1	1	3

**\*Note: Actual deployment shall be provided to the winning bidder.**

**B. Two 12-hours Shift**

No.	SECURITY POST	1 <sup>ST</sup> SHIFT (6am -6pm)	2 <sup>ND</sup> SHIFT (6pm-6am)	No. of Guards
1	DENR-ENR Academy Carranglan, Nueva Ecija (Region III)	4	4	8
2	DENR Secretary's Cottage, Baguio City (CAR)	1	1	2
3	DENR Warehouse at Boso-Boso, Antipolo (Region IV-A)	3	3	6
4	<b>DENR Project HOPE, Tanza, Cavite (Region IV-A)</b>	3	3	6

**Total Security Guards: 131**

**SECTION VII. TECHNICAL SPECIFICATIONS**

Revised Technical Specifications	2 <sup>nd</sup> Revision Technical Specifications
ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES PER TERMS OF REFERENCE AS OF 25 NOVEMBER 2020	ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES PER <b>TERMS OF REFERENCE AS OF 04 DECEMBER 2020</b>

**SECTION IX. PRESCRIBED/SAMPLE FORMS**

Revised Annex VI-A - Detailed Financial Breakdown	2 <sup>nd</sup> Revision Annex VI-A - Detailed Financial Estimates

**C. Queries/Clarification from Prospective Bidders:**

QUERIES/CLARIFICATION	DENR RESPONSE
<p>1. We would like to seek your approval to allow us to issue an Affidavit of Undertaking that all guards will complete the following trainings required within a period of two (2) months from the time the contract is awarded to us:</p> <p><b>For Officer</b></p> <ul style="list-style-type: none"> <li>a. CSP Training Certificate</li> <li>b. CSSP Training Certificated</li> <li>c. BOSH Training Certificate</li> <li>d. VIP Protection Agent Training Certificate</li> </ul> <p><b>For Guards</b></p> <ul style="list-style-type: none"> <li>a. CCTV Training Certificate</li> <li>b. Emergency Response Driver Certificate</li> <li>c. Basic Intelligence and Investigation Course Certificate</li> <li>a. CCTV Training Certificate</li> </ul>	<p><b>Request Denied.</b></p>
<p>2. Can we go down beyond 20% administrative fee during the bidding?</p>	
<p>3. PADPAO rate for CAR, when we research from the National Wage and Productivity Commission, we found out that the COLA is already integrated to the basic salary effective May 1, 2020. So, we have to follow the latest because we will be violating the Labor Code.</p>	<p><b>Please see attached 2<sup>nd</sup> Revision Annex IV-A – Detailed Financial Breakdown.</b></p>

Bidders are advised to use the following attached forms and submit together with all the other required documents for the submission of bids on **14 December 2020, 12:30 PM:**

- 1) **Section VI. Revised Schedule of Requirements (Terms of Reference as of 04 December 2020)**
- 2) **Section VII. 2<sup>nd</sup> Revision Technical Specifications**
- 3) **2<sup>nd</sup> Revision Annex VI – Detailed Financial Breakdown**


Also please use the **2<sup>nd</sup> Revision Checklist of Technical and Financial Documents** as a guide/reference.

This Supplemental/Bid Bulletin No. 2 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 7<sup>th</sup> day of December 2020 in Quezon City.

Approved by:

  
**MARCIAL C. AMARO, JR., CESO III**  
Assistant Secretary for Policy, Planning and  
Foreign Assisted and Special Projects &  
Chairperson, Bids & Awards Committee

Received by:	
_____ (SIGNATURE OVER PRINTED NAME & DATE)	_____ NAME OF COMPANY
(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 8926-2675)	

Bidders are advised to use the following attached forms and submit together with all the other required documents for the submission of bids on **14 December 2020, 12:30 PM:**

- 1) **Section VI. Revised Schedule of Requirements (Terms of Reference as of 04 December 2020)**
- 2) **Section VII. 2<sup>nd</sup> Revision Technical Specifications**
- 3) **2<sup>nd</sup> Revision Annex VI – Detailed Financial Breakdown**


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(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 8926-2675)	



**Section VI.**  
**2<sup>nd</sup> Revision Schedule of Requirements**

**Instruction to Bidders:** *Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".*

**A. TERMS OF REFERENCE AS OF 04 December 2020**

Department of Environment and Natural Resources (DENR)  
Visayas Avenue, Diliman, Quezon City

**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)  
CY 2021**

Title of the Project : **PROCUREMENT OF ONE (1) YEAR  
SECURITY SERVICES**

Project Location : **DENR Compound, Visayas Avenue,  
Dillman, Quezon City, and other  
DENR Building/Properties**

Approved Budget for the Contract (ABC) **P 46,346,493.10**

The Department of Environment and Natural Resources (DENR) is a national government agency responsible for the protection of the environment and management of the country's natural resources. The DENR-Central Office (hereinafter referred to as "DENR") consists of 1,047 officials and employees who report to work every day. It consists of the following properties:

1. DENR Central Office compound, Visayas Avenue, Quezon City; including
  - a. Bulwagan Ninoy and Confiscated Conveyances at the Biodiversity Management Bureau (BMB) North Avenue, Quezon City;
  - b. Palanas Compound., Brgy. Vasra Quezon City
2. Environment and Natural Resources Academy, Carranglan, Nueva Ecija;
3. Secretary's Cottage, Baguio City;
4. DENR Project Hope, Tanza, Cavite;
5. DENR Warehouse, Boso-Boso, Antipolo, Rizal
6. Pasig River Coordinating and Management Office
  - a. Lawton, Manila
  - b. Sta. Ana, Manila
  - c. Biodiversity Management Bureau

The protection of persons and properties is vital in the delivery of effective, efficient and economical public service. Hence, it is necessary to engage the services of a duly qualified and eligible security agency, subject to the laws and regulations on the procurement of Security Services.

There shall be no employer-employee relationship between DENR and the security guards and other personnel employed by the Security Agency.

The Terms of Reference (TOR) for the services of **131 Security Guards** for a period of **one (1) year (CY 2021) upon receipt of the Notice to Proceed (NTP)** are as follows:

1. **Qualification of Prospective Bidders** in addition to the minimum qualification set by RA 9184

- At least five (5) years of experience in providing security services as shown by either a PADPAO certificate of membership or PNP, SOSIA license to operate for the preceding five (5) years;
- Must submit a Retirement Plan to its Security Personnel or employees pursuant to DOLE Department Order No. 150-16, Series of 2016.

2. **Obligations of the winning Security Agency** hereafter referred to as the "Agency."

- a. Provide, assign, designate, supervise and control the **one hundred thirty one (131) security guards, twenty (20) of whom are lady guards**, to man the fixed and roving posts determined by the DENR under the schedule provided in **item 6** of this TOR

Fixed:

- on a 24-hour basis, seven days a week Monday to Sunday including holidays;

- b. Provide additional number of guards as maybe directed by DENR through a written notice from the Director for Administrative Service and under the same terms, conditions and rate of compensation set forth in the contract of service;
- c. Submit the Curriculum Vitae and/or 201 file and work experience in security operations of the Detachment Commander (DC), Assistant Detachment Commander (ADC) and Shifts-in-Charge (SIC) to enable DENR to determine if they satisfy the requirements. The DC, ADC and SIC must have a Certified Security Professional (CSP) Certificate, Certified Safety Security Practitioner (CSSP), or must have relevant Security Management Training Course. and also, must have undergone Basic Occupational Safety and Health (BOSH), VIP Protection Agent Training, First Aid and Basic Life Support (BLS) and other relevant training.
- d. Deploy Security Guards with specialized training for the following:
- i. Three (3) guards with a CCTV operator certification.
  - ii. Three (3) guards with training for Emergency Response Driver/Responder
  - iii. Three (3) guards with certificate on Basic Intelligence and Investigation Course  
note: but not limited to the specified no.
- e. Deploy neat, presentable, well trained and thoroughly screened regular (neither probationary nor trainee) security guards licensed by PNP-SOSIA, in proper uniform, physically and mentally fit as supported by updated medical certificate and valid NBI clearance;
- f. All Security Guards (SG) to be deployed shall have undergone

- i. Basic First Aid Training/Basic Life Support Training;
- ii. Customer Service Relation Training;
- iii. Crowd Dispersal Management Training;
- iv. Counter Terrorism Awareness Seminar; and,
- v. Basic Fire Fighting Awareness Training/Seminar.

- g. Subject security guards to neuro-psychiatric, semestral drug, alcohol or other related tests from government accredited testing centers;
- h. Submit security plans for the following:
  - i. Regular and special operations;
  - ii. Disaster and emergency response;
  - iii. Civil Disturbances; and,
  - iv. Pandemic/Epidemic

An initial plan shall be submitted to the Director for Administrative Service, thru the General Services Division, upon assumption of duties, which shall be revised to conform to the needs/requirements of the Department.

- i. Submit regular monthly and annual report of operations to the Director, Administrative Service, through the General Services Division (GSD);
- j. Rotate, reassign, suspend, terminate or impose disciplinary measures on erring security personnel based on the validated complaints by the Detachment Commander, and shall notify/submit report to the General Services Division, who shall update the Director, Administrative Service;
- k. Notify DENR at least one (1) week before any replacement/movement/termination of assigned security guard(s), unless for justifiable or legal cause/s, which requires submission of a report of the action taken at least one (1) day after the incident;
- l. Hold DENR free from any action or liability arising from any claims of the security guards and other personnel employed by the Security Agency for benefits under the Labor Code of the Philippines;
- m. Show evidence of actual payment made to their employees on any increase in wage, social security contributions, or any similar payments as may be imposed by law or competent authority;
- n. Ensure the payment of wages on a regular schedule every 15th and 30th of each month and other benefits in accordance with the existing wage law and provisions of the Labor Code and their Implementing Rules and Regulations;
- o. Submit proof of compliance with legal requirements on the payment of salaries, remittances and taxes as a prerequisite for payment on or before the 5th day of the succeeding month, such as but not limited to the following:
  - i. Billing Statement/Invoice
  - ii. Daily Time Record (Summary and Individual Time Card)
  - iii. Proof of actual payment (Payroll: Salary and Benefits)
- p. Secure a "Certificate of Acceptance of Work" from the Director for Administrative Service, or his authorized representative, as a prerequisite for payment;



- q. Ensure that the security guards to be deployed are fully covered by medical and risk insurance at the Agency's own cost;
- r. Be responsible for any loss or damage to DENR properties, provided that such properties are properly turned over to the agency through the guard on duty. Such loss or damage shall not include those caused by force majeure or fortuitous events, such as earthquake, typhoon, war, rebellion, excluding strikes and pickets, provided that the same is reported to DENR within twenty-four (24) hours from occurrence thereof. For purposes of this TOR, "proper turn over" shall mean a complete inventory and actual view of DENR properties;
- s. Submit report to the General Services Division (GSD), within twenty-four (24) hours from the time of the discovery, of any loss or damage to DENR property/ies;
- t. Conduct investigations and submit incident reports on unusual occurrences within twenty-four (24) hours from the time of the discovery;
- u. Free DENR from any liability arising from acts of its security guards which caused damage of whatever type to DENR employees and properties or to any third party and their properties;
- v. Maintain peace and order at all times, prevent the unauthorized intrusion, prohibit dumping of garbage, forbid vandalism within the DENR premises; and ensure that the persons and properties of the Department are secured in times of rallies, mass actions and other gatherings;
- w. Ensure appropriate response to situations that require immediate assistance, in any form, to its employees during emergencies or crisis situations, without any additional cost to DENR;
- x. Avoid unnecessary activities that may disrupt the discharge of functions (i.e. unnecessary use of gadgets, playing, etc.) and fulfill other security-related tasks as may be assigned by the Director for Administrative Service;
- y. Undertake jointly with DENR a complete inventory of properties turned-over to the Agency thirty (30) days prior to termination of the contract. Provided however that any amount of damages or property losses, as may be determined by DENR, shall be deducted from the collectible amount due to the Agency; and
- z. Abide by the rules and regulations being implemented under the Environmental Management System (EMS) of the Department, and shall perform the tasks required under item 7.11 of this TOR.
- aa. Ensure the strict compliance of its workers with DENR rules and regulations; and avoid activities that disrupt the discharge of function (i.e. unnecessary use of gadgets, playing);

**3. Scope and Limitation of the Responsibilities of DENR**

- a. Increase or decrease the number of guards through the recommendation of the General Services Division with valid and justifiable cause as approved and with a written notice from the Director for Administrative Service to the Agency.
  - b. Process and effect payments of actual security services rendered within fifteen (15) working days from receipt of the billing statement;
  - c. Monitor attendance, payment of salaries, remittances, and taxes to the government as required by law;
  - d. Conduct orientation on Environmental Management System (EMS), Quality Management System (QMS) and other policies concerning security, health and wellness;
  - e. Conduct inspection and require replacement of defective security tool/equipment by notifying the Agency;
  - f. Conduct periodic Performance Evaluation through the General Services Division (GSD) and Property and Supply Management Division (PSMD) to assess the quality of individual security guards and Agency performance and compliance with the terms and conditions of the contract using a template designed for the purpose;
4. Minimum requirement of supplies and equipment to be provided by the Agency in carrying out the proposed security services *within the contract period*:

<b>PARTICULARS</b>	<b>MINIMUM REQUIREMENTS</b>
Base Radio	Two (2) unit
Handheld Radio	One (100) units
Motorcycle	Three (3) units
Utility Vehicle	One (1) unit
Emergency Response Vehicle equipped with stretcher/Spine board, Oxygen Tank and First Aid Kit	One (1) unit
Bicycle	Five (5) units
Under-Chassis-Mirror (vehicle inspection)	Four (4) units
Bullet Proof Vest (at least level 3)	Eight (8) units
Luminous Vest with Hand Gloves	Five (5) units
Metal Detector	ten (10) units
Whole Body Scanner (Walk Through)	Two (2) units
Side Arms (at least 9mm) with ammo. (Active Shift)	Seventy Five (75) units
Shotgun	Five (5) units
CCTV (Close Circuit Television Video) with multi-camera and CD ROMs with archiving and storing capabilities to be installed at the main lobby, entrance/exit gates and other strategic location	One (1) Set (CPU, Recording Unit, Monitor, At least 7 Cameras)
Desktop PC with printer	Three (3) units
Internet Connection	One (1) set
Personal Protective Equipment for CDMT	Ten (10) sets

Rechargeable Searchlight	Twelve (12) units
Gas/Smoke Mask	Ten (10) sets
Self Contained Breathing Apparatus (SCBA)	Four (4) sets
Fire Coat	Six (6) units
Fire Boots	Six (6) units
Fire Extinguishers	Six (6) units
Handcuffs	Seventy five (75) units
First Aid Kit	Seventy five (75) units
Tear Gas Spray	One Hundred Thirty One (131) units
Nightstick	One Hundred Thirty One (131) units
Whistle	One Hundred Thirty One (131) units
Flashlight (Heavy Duty)	Sixty (60) units
Vault for Depository of Firearms	One (1) unit
Raincoat	Seventy five (75) units
Boots	Seventy five (75) units
Umbrella (big)	Seventy five (75) units
Digital Camera	Seven (7) units
Mega Phone	Seven (7) units
Shields for mass actions	Ten (10) units
Barbed wire barricade (6 meters)	Four (4) units
Spine board/Stretcher	Two (2) sets
Personal Protective Equipment	One Hundred Thirty One (131) units
HD Body Cam (with monitor and playback function)	Fifteen (15) units
Thermal Scanners (Hand Held)	Twenty (20) units
<i>--nothing follows--</i>	

*Note: The above particulars must be coordinated & presented to the Materials Handling Section for verification.*

**5. Deployment of Security Guards**

**A. Three 8-hours Shift**

No.	SECURITY POST	1 <sup>ST</sup> SHIFT (6am - 2pm)	2 <sup>ND</sup> SHIFT (2pm- 10pm)	3 <sup>RD</sup> SHIFT (10pm- 6am)	NO. OF GUARDS
1	DENR Central Office and BMB Compound-Confiscated Conveyances (NCR)*	36	37	20	93
2	DENR Palanas Compound, Quezon City (NCR)	1	1	2	4
3	Pasig River Coordinating and Management Office (PRCMO)-Lawton (NCR)	1	1	1	3
4	PRCMO-BMB, QC (NCR)	2	2	2	6
5	PRCMO, Sta. Ana, Manila (NCR)	1	1	1	3

\*Note: Actual deployment shall be provided to the winning bidder.



**B. Two 12-hours Shift**

No.	SECURITY POST	1 <sup>ST</sup> SHIFT (6am - 6pm)	2 <sup>nd</sup> SHIFT (6pm-6am)	NO. OF GUARDS
1	DENR-ENR Academy Carranglan, Nueva Ecija (Region III)	4	4	8
2	DENR Secretary's Cottage, Baguio City (CAR)	1	1	2
3	DENR Warehouse at Boso-Boso, Antipolo (Region IV-A)	3	3	6
4	DENR Project HOPE, Tanza, Cavite (Region IV-A)	3	3	6

Total Security Guards: **131**

6. Additional Documentary Requirements for post qualification purposes;

6.1. Licenses/Clearances, such as but not limited to:

1. PNP License to Operate
2. Certificate of Good Standing issued by PADPAO in CY 2020
3. NTC Certificate of Registration (for telecom equipment)
4. Current and valid Firearms license

6.2. Certification from the Agency that the Equipment, Supplies and Materials stated in item 4 of this TOR are available;

6.3. Certification that the Agency can provide the Manpower requirements as per schedule of deployment of Security Guards stated in item 5 of this TOR;

6.4. Company profile and track record for the past five (5) years highlighting the following information:

1. Year established and number of years in the service;
2. License to Operate Number;
3. Name of satisfied clients;
4. Number of years serving each client;
5. Number of security guards deployed in each client, and
6. Area covered by contract in square meters as well as the corresponding description (office, factory, warehouse, hospital, bank etc.)

6.5. Security Plan including Investigation and Reporting Procedures consistent with item no. 2h of this TOR;

6.6. Continuing manpower development plan to enhance capability and upgrade skills of security guards, presenting pertinent training certificates such as but not limited to proper handling of urban disturbances like rallies, pickets and mass actions;

6.7. Certification for minimum qualifications of personnel stated in individual profiles including but not limited to the following:

1. Duly licensed security guards
2. At least two (2) years of tertiary education
3. Ages between 21 and 55 except for the Detachment Commander
4. Two (2) years supervisory experience for supervisor of all guards

5. At least 5'5" (male) or 5'0" (female) in height
  6. Such other qualifications as DENR may deem necessary in the course of the implementation of the contract.
- 6.8. List of commendations or certificates of appreciation received, if any.
  - 6.9. Certification/List of free services, supplies or equipment willing to be offered for free in addition to the minimum requirements set in the TOR, if any.
  - 6.10. Statement of special gadget/equipment to be installed for free in addition to the minimum requirements set in the TOR, if any.
  - 6.11. Energy and resource conservation measures or plan, such as but not limited to:
    1. Regular and Periodic check up of the building and utilities (e.g. lights, air-condition and water) to avoid wastage and other circumstances.
    2. Implement the "No Idling of Vehicles" policy within the DENR Compound;
    3. Reporting such leakages and wastage.
7. Qualification process;
    - 7.1. In case of tie quotations, suppliers' presence are required, and draw lots or toss coin shall be commenced to break the tie.

Prepared by:

**ENGR. GUILLERMO V. ESTIPONA, JR.**  
OIC-Chief, General Services Division

**ROLANDO R. CASTRO**  
Director, Administrative Service



Reviewed by:

*(sgd.)***RUTH M. TAWANTAWAN, CESO III**  
OIC-Assistant Secretary for  
Administration and Human Resources

Recommending Approval:

*(sgd.)***ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary for Legal, Administration,  
Human Resources and Legislative Affairs

Approved by:

*(sgd.)***ROY A. CIMATU**

**B. Other Requirements**

1. Bidder has no overdue deliveries or unperformed services intended for DENR.
2. Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS/SERVICES subject of the bid.

**BIDDER'S UNDERTAKING**

*I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Terms of Reference*

*I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.*

*Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.*

---

**Name of Company (in print)**

---

**Signature of Company Authorized Representative**

---

**Name & Designation (in print)**

---

**Date**

**Section VII.  
2<sup>nd</sup> Revision Technical Specifications**

**Instruction to Bidders:** *Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".*

Project Requirements	Bidder's Statement of Compliance
<b>ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES PER TERMS OF REFERENCE AS OF 04 December 2020</b>	

*I hereby certify to comply with the above Technical Specifications.*

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date

*\*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 Bidders 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 subject to the provisions of ITB a(i) and or GCC Clause (iii).*

**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT  
OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

**Bid Ref. No. DENR-CO-2020-030**

**Approved Budget for the Contract – P46,346,493.10**

**DETAILED FINANCIAL BREAKDOWN**

A. 93 Security Guards for DENR-Central Office			
Wage Order No. NCR - 22			
No. Days/Year: 393.8			
Daily Wage: 537.00			
Particulars	SHIFTING/WORK SCHEDULE (8 hours per Shift)		
	1 <sup>st</sup> Shift (6:00 AM-2:00 PM)	2 <sup>nd</sup> Shift (2:00 PM – 10:00 PM)	3 <sup>rd</sup> Shift (10:00 PM – 6:00 AM)
<b>I. AMOUNT TO GUARD (Php)</b>			
Average Pay per Month ( $DW \times \text{no. of days per yr}/12$ )			
Night Differential Pay ( $\text{Ave. Pay}/\text{mo.} \times 10\%$ )			
13 <sup>th</sup> Month Pay ( $DW \times 365/12/12$ )			
5 Days Incentive Pay ( $DW \times 5/12$ )			
Uniform Allowance (R.A. 5487)			
Overtime	-	-	-
<b>TOTAL</b>			
<b>II. AMOUNT DIRECTLY TO GOVERNMENT IN FAVOR OF GUARDS</b>			
Retirement Benefit (R.A. 7641) ( $DW \times 22.5 / 12$ )			
SSS Premium (Employer's Share)			
PhilHealth (3.5%)			
State Insurance Fund			
PAG-IBIG Fund			
<b>TOTAL</b>			
<b>III. TOTAL AMOUNT TO GUARD AND GOV'T.= (I + II)</b>			
<b>IV. AGENCY FEE</b>			
Standard Administrative Fee min of 20%			
<b>V. VALUE ADDED TAX = (Agency Fee x 12%)</b>			
VAT-RMC-39-2007			
<b>VI. MINIMUM RATE PER GUARD (Php)= (III + IV+V)</b>			
No. of Security Guards			
<b>VII. MINIMUM MONTHLY CONTRACT RATE = (VI x No. of Guards)</b>			
<b>VIII. ANNUAL BILL RATE</b>			
(VII x 12 Months)			
<b>IX. TOTAL ANNUAL BILL RATE</b>			
(VIII: 1 <sup>st</sup> Shift + 2 <sup>nd</sup> Shift + 3 <sup>rd</sup> Shift)			

*Note: Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal)*

**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

**Bid Ref. No. DENR-CO-2020-030**

**Approved Budget for the Contract – ₱46,346,493.10**

**DETAILED FINANCIAL BREAKDOWN**

B. 2 Security Guards for DENR-Baguio Wage Order No. RB-CAR-20 No. of Days/Year: 393.8 Daily Wage: 340.00		
Particulars	SHIFTING/WORK SCHEDULE (12 hours per shift)	
	1 <sup>st</sup> Shift (6:00 AM – 6:00 PM)	2 <sup>nd</sup> Shift (6:00 PM – 6:00 AM)
<b>I. AMOUNT TO GUARD (Php)</b>		
Average Pay per Month (DW x no. of days per yr/12)		
Night Differential Pay (Ave. Pay/mo. x 10%)		
13 <sup>th</sup> Month Pay (DW x 365/12/12)		
5 Days Incentive Pay (DW + COLA x 5/12)		
COLA (₱ 10.00 X 377/12)		
Uniform Allowance (R.A. 5487)		
Overtime Pay		
<b>TOTAL</b>		
<b>II. AMOUNT DIRECTLY TO GOVERNMENT IN FAVOR OF GUARDS</b>		
Retirement Benefit (R.A. 7641) (DW x 22.5 / 12)		
SSS Premium		
PhilHealth (3.5%)		
State Insurance Fund		
PAG-IBIG Fund		
<b>TOTAL</b>		
<b>III. TOTAL AMOUNT TO GUARD AND GOV'T.= (I + II)</b>		
<b>IV. AGENCY FEE</b> Standard Administrative Fee min of 20%		
<b>V. VALUE ADDED TAX = (Agency Fee x 12%)</b> VAT-RMC-39-2007		
<b>VI. MINIMUM RATE PER GUARD (Php) = (III + IV+V)</b>		
No. of Security Guards		
<b>VII. MINIMUM MONTHLY CONTRACT RATE = (VI x No. of Guards)</b>		
<b>VIII. ANNUAL BILL RATE</b> (VII x 12 Months)		
<b>IX. TOTAL ANNUAL BILL RATE</b> (VIII: 1 <sup>st</sup> Shift + 2 <sup>nd</sup> Shift)		

**Note: Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal places).**

**Overtime Computation per PADPAO**

Overtime 7 days	_____
Rate per hour (DW/8)	_____
Regular days (Rate per hour x 125% x 297 x 4)	_____
Regular holidays (Rate per hour x 260% x 12 x 4)	_____
Sundays/Rest days (Rate per hour x 169% x 52 x 4)	_____
Special days, Rest days (Rate per hour x 195% x 4 x 4)	_____
Total	_____
Divided by:	12.00
<b>Overtime Pay (4)hours/day</b>	_____



**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

**Bid Ref. No. DENR-CO-2020-030**

**Approved Budget for the Contract – ₱46,346,493.10**

**DETAILED FINANCIAL BREAKDOWN**

<b>C. 8 Security Guards for DENR-Nueva Ecija</b> Wage Order No. RB III-22 No. of Days/Year: 393.8 Daily Wage: 420.00		
Particulars	SHIFTING/WORK SCHEDULE (12 hours per Shift)	
	1 <sup>ST</sup> Shift (6:00 AM – 6:00 PM)	2 <sup>nd</sup> Shift (6:00 PM – 6:00 AM)
<b>I. AMOUNT TO GUARD (Php)</b>		
Average Pay per Month (DW x no. of days per yr/12)		
Night Differential Pay (Ave. Pay/mo x 10%)		
13 <sup>th</sup> Month Pay (DW x 365/12/12)		
5 Days Incentive Pay (DW x 5/12)		
Uniform Allowance (R.A. 5487)		
Overtime Pay		
<b>TOTAL</b>		
<b>II. AMOUNT DIRECTLY TO GOVERNMENT IN FAVOR OF GUARDS</b>		
Retirement Benefit (R.A. 7641) (DW x 22.5/12)		
SSS Premium		
PhilHealth (3.5%)		
State Insurance Fund		
PAG-IBIG Fund		
<b>TOTAL</b>		
<b>III. TOTAL AMOUNT TO GUARD AND GOV'T.= (I + II)</b>		
<b>IV. AGENCY FEE</b>		
Standard Administrative Fee min of 20%		
<b>V. VALUE ADDED TAX = (Agency Fee x 12%)</b>		
VAT-RMC-39-2007		
<b>VI. MINIMUM RATE PER GUARD (PhP)= (III + IV+V)</b>		
<b>No. of Security Guards</b>		
<b>VII. MINIMUM MONTHLY CONTRACT RATE = (VI x No. of Guards)</b>		
<b>VIII. ANNUAL BILL RATE</b>		
(VII x 12 Months)		
<b>IX. TOTAL ANNUAL BILL RATE</b>		
(VIII: 1 <sup>st</sup> Shift + 2 <sup>nd</sup> Shift)		

*Note: Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal places).*

**Overtime Computation per PADPAO**

Overtime 7 days	_____
Rate per hour (DW/8)	_____
Regular days (Rate per hour x 125% x 297 x 4)	_____
Regular holidays (Rate per hour x 260% x 12 x 4)	_____
Sundays/Rest days (Rate per hour x 169% x 52 x 4)	_____
Special days, Rest days (Rate per hour x 195% x 4 x 4)	_____
<b>Total</b>	_____
Divided by:	12.00
<b>Overtime Pay (4)hours/day</b>	_____

PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

Bid Ref. No. DENR-CO-2020-030

Approved Budget for the Contract – ₱46,346,493.10

DETAILED FINANCIAL BREAKDOWN

D. 6 Security Guards for DENR-Tanza, Cavite Wage Order No. IVA-18 No. of Days/Year: 393.8 Daily Wage: 373.00		
Particulars	SHIFTING/WORK SCHEDULE (12 hours per Shift)	
	1 <sup>st</sup> Shift (6:00 AM – 6:00 PM)	2 <sup>nd</sup> Shift (6:00 PM – 6:00 AM)
<b>I. AMOUNT TO GUARD (Php)</b>		
Average Pay per Month (DW x no. of days per yr/12)		
Night Differential Pay (Ave. Pay/mo x 10%)		
13 <sup>th</sup> Month Pay (DW x 365/12/12)		
5 Days Incentive Pay (DW x 5/12)		
Uniform Allowance (R.A. 5487)		
Overtime Pay		
<b>TOTAL</b>		
<b>II. AMOUNT DIRECTLY TO GOVERNMENT IN FAVOR OF GUARDS</b>		
Retirement Benefit (R.A. 7641) (DW x 22.5 / 12)		
SSS Premium		
PhilHealth (3.5%)		
State Insurance Fund		
PAG-IBIG Fund		
<b>TOTAL</b>		
<b>III. TOTAL AMOUNT TO GUARD AND GOV'T.= (I + II)</b>		
<b>IV. AGENCY FEE</b> Standard Administrative Fee min of 20%		
<b>V. VALUE ADDED TAX = (Agency Fee x 12%)</b> VAT-RMC-39-2007		
<b>VI. MINIMUM RATE PER GUARD (PhP)= (III + IV+V)</b>		
No. of Security Guards		
<b>VII. MINIMUM MONTHLY CONTRACT RATE = (VI x No. of Guards)</b>		
<b>VIII. ANNUAL BILL RATE</b> (VII x 12 Months)		
<b>IX. TOTAL ANNUAL BILL RATE</b> (VIII: 1 <sup>st</sup> Shift + 2 <sup>nd</sup> Shift)		

Note: Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal places).

**Overtime Computation per PADPAO**

Overtime 7 days	_____
Rate per hour (DW/8)	_____
Regular days (Rate per hour x 125% x 297 x 4)	_____
Regular holidays (Rate per hour x 260% x 12 x 4)	_____
Sundays/Rest days (Rate per hour x 169% x 52 x 4)	_____
Special days, Rest days (Rate per hour x 195% x 4 x 4)	_____
<b>Total</b>	_____
Divided by:	12.00
<b>Overtime Pay (4)hours/day</b>	_____

**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)  
Bid Ref. No. DENR-CO-2020-030**

**Approved Budget for the Contract – ₱46,346,493.10**

**DETAILED FINANCIAL BREAKDOWN**

<b>E.6 Security Guards for DENR-Antipolo, Rizal</b> Wage Order No. IVA-18 No. of Days/Year: 393.8 Daily Wage: 373.00		
Particulars	SHIFTING/WORK SCHEDULE <i>(12 hours per Shift)</i>	
	1 <sup>ST</sup> Shift (6:00 AM – 6:00 PM)	2 <sup>ND</sup> Shift (6:00 PM – 6:00 AM)
<b>I. AMOUNT TO GUARD (Php)</b>		
Average Pay per Month <i>(DW x no. of days per yr/12)</i>		
Night Differential Pay <i>(Ave. Pay/mo x 10%)</i>		
13 <sup>th</sup> Month Pay <i>(DW x 365/12/12)</i>		
5 Days Incentive Pay <i>(DW x 5/12)</i>		
Uniform Allowance (R.A. 5487)		
Overtime Pay		
<b>TOTAL</b>		
<b>II. AMOUNT DIRECTLY TO GOVERNMENT IN FAVOR OF GUARDS</b>		
Retirement Benefit (R.A. 7641) <i>(DW x 22.5 / 12)</i>		
SSS Premium		
PhilHealth (3.5%)		
State Insurance Fund		
PAG-IBIG Fund		
<b>TOTAL</b>		
<b>III. TOTAL AMOUNT TO GUARD AND GOV'T. = (I + II)</b>		
<b>IV. AGENCY FEE</b>		
Standard Administrative Fee min of 20%		
<b>V. VALUE ADDED TAX = (Agency Fee x 12%)</b>		
VAT-RMC-39-2007		
<b>VI. MINIMUM RATE PER GUARD (Php) = (III + IV+V)</b>		
No. of Security Guards		
<b>VII. MINIMUM MONTHLY CONTRACT RATE = (VI x No. of Guards)</b>		
<b>VIII. ANNUAL BILL RATE</b>		
<i>(VII x 12 Months)</i>		
<b>IX. TOTAL ANNUAL BILL RATE</b>		
<i>(VIII: 1<sup>st</sup> Shift + 2<sup>nd</sup> Shift)</i>		

*Note: Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal places).*

**Overtime Computation per PADPAO**

Overtime 7 days	_____
Rate per hour (DW/8)	_____
Regular days (Rate per hour x 125% x 297 x 4)	_____
Regular holidays (Rate per hour x 260% x 12 x 4)	_____
Sundays/Rest days (Rate per hour x 169% x 52 x 4)	_____
Special days, Rest days (Rate per hour x 195% x 4 x 4)	_____
Total	_____
Divided by:	12.00
<b>Overtime Pay (4)hours/day</b>	_____

**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

**Bid Ref. No. DENR-CO-2020-030**

**Approved Budget for the Contract – P46,346,493.10**

**DETAILED FINANCIAL BREAKDOWN**

F.3 Security Guards for DENR-PRCMO (Lawton, NCR)			
Wage Order No. NCR - 22			
No. Days/Year: 393.8			
Daily Wage: 537.00			
Particulars	SHIFTING/WORK SCHEDULE (8 hours per Shift)		
	1 <sup>st</sup> Shift (6:00 AM-2:00PM)	2 <sup>nd</sup> Shift (2:00 PM – 10:00 PM)	3 <sup>rd</sup> Shift (10:00 PM – 6:00 AM)
<b>I. AMOUNT TO GUARD (Php)</b>			
Average Pay per Month (DW x no. of days per yr/12)			
Night Differential Pay (Ave. Pay/mo. x10%)			
13 <sup>th</sup> Month Pay (DW x 365/12/12)			
5 Days Incentive Pay (DW x 5/12)			
Uniform Allowance (R.A. 5487)			
Overtime Pay	-	-	-
<b>TOTAL</b>			
<b>II. AMOUNT DIRECTLY TO GOVERNMENT IN FAVOR OF GUARDS</b>			
Retirement Benefit (R.A. 7641) (DW x 22.5 / 12)			
SSS Premium			
PhilHealth (3.5%)			
State Insurance Fund			
PAG-IBIG Fund			
<b>TOTAL</b>			
<b>III. TOTAL AMOUNT TO GUARD AND GOV'T.= (I + II)</b>			
<b>IV. AGENCY FEE</b>			
Standard Administrative Fee min of 20%			
<b>V. VALUE ADDED TAX = (Agency Fee x 12%)</b>			
VAT-RMC-39-2007			
<b>VI. MINIMUM RATE PER GUARD (Php)= (III + IV+V)</b>			
No. of Security Guards			
<b>VII. MINIMUM MONTHLY CONTRACT RATE = (VI x No. of Guards)</b>			
<b>VIII. ANNUAL BILL RATE (VII x 12 Months)</b>			
<b>IX. TOTAL ANNUAL BILL RATE (VIII: 1<sup>st</sup> Shift + 2<sup>nd</sup> Shift + 3<sup>rd</sup> Shift)</b>			

Note: Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal places).



**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

**Bid Ref. No. DENR-CO-2020-030**

**Approved Budget for the Contract – P46,346,493.10**

**DETAILED FINANCIAL BREAKDOWN**

<b>G. 6 Security Guards for DENR-PRCMO AT BMB (NCR)</b> Wage Order No. NCR - 22 No. Days/ Year: 393.8 Daily Wage: 537.00			
Particulars	SHIFTING/WORK SCHEDULE (8 hours per Shift)		
	1 <sup>ST</sup> Shift (6:00 AM-2:00 PM)	2 <sup>nd</sup> Shift (2:00 PM - 10:00 PM)	3 <sup>rd</sup> Shift (10:00 PM – 6:00 AM)
<b>I. AMOUNT TO GUARD (Php)</b>			
Average Pay per Month ( <i>DW x no. of days per yr/12</i> )			
Night Differential Pay ( <i>Ave. Pay/mo. x10%</i> )			
13 <sup>th</sup> Month Pay ( <i>DW x 365/12/12</i> )			
5 Days Incentive Pay ( <i>DW x 5/12</i> )			
Uniform Allowance (R.A. 5487)			
Overtime Pay	-	-	-
<b>TOTAL</b>			
<b>II. AMOUNT DIRECTLY TO GOVERNMENT IN FAVOR OF GUARDS</b>			
Retirement Benefit (R.A. 7641) ( <i>DW x 22.5 / 12</i> )			
SSS Premium			
PhilHealth (3.5%)			
State Insurance Fund			
PAG-IBIG Fund			
<b>TOTAL</b>			
<b>III. TOTAL AMOUNT TO GUARD AND GOV'T.= (I + II)</b>			
<b>IV. AGENCY FEE</b> Standard Administrative Fee min of 20%			
<b>V. VALUE ADDED TAX = (Agency Fee x 12%)</b> VAT-RMC-39-2007			
<b>VI. MINIMUM RATE PER GUARD (Php)= (III + IV+V)</b>			
No. of Security Guards			
<b>VII. MINIMUM MONTHLY CONTRACT RATE = (VI x No. of Guards)</b>			
<b>VIII. ANNUAL BILL RATE</b> (VII x 12 Months)			
<b>IX. TOTAL ANNUAL BILL RATE</b> (VIII: 1 <sup>st</sup> Shift + 2 <sup>nd</sup> Shift + 3 <sup>rd</sup> Shift)			

*Note: Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal places).*



**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT  
OF ENVIRONMENT AND NATURAL RESOURCES (DENR)  
Bid Ref. No. DENR-CO-2020-030**

Approved Budget for the Contract – ₱46,346,493.10

**DETAILED FINANCIAL BREAKDOWN**

<b>H. 3 Security Guards for DENR-PRCMO AT STA. ANA MANILA (NCR)</b>			
Wage Order No. NCR - 22			
No. Days/ Year: 393.8			
Daily Wage: 537.00			
Particulars	SHIFTING/WORK SCHEDULE (8 hours per Shift)		
	1 <sup>st</sup> Shift (6:00 AM-2:00 PM)	2 <sup>nd</sup> Shift (2:00 PM – 10:00 PM)	3 <sup>rd</sup> Shift (10:00 PM – 6:00 AM)
<b>I. AMOUNT TO GUARD (Php)</b>			
Average Pay per Month ( <i>DW x no. of days per yr/12</i> )			
Night Differential Pay ( <i>Ave. Pay/mo. x10%</i> )			
13 <sup>th</sup> Month Pay ( <i>DW x 365/12/12</i> )			
5 Days Incentive Pay ( <i>DW x 5/12</i> )			
Uniform Allowance (R.A. 5487)			
Overtime Pay	-	-	-
<b>TOTAL</b>			
<b>II. AMOUNT DIRECTLY TO GOVERNMENT IN FAVOR OF GUARDS</b>			
Retirement Benefit (R.A. 7641) ( <i>DW x 22.5 / 12</i> )			
SSS Premium			
PhilHealth (3.5%)			
State Insurance Fund			
PAG-IBIG Fund			
<b>TOTAL</b>			
<b>III. TOTAL AMOUNT TO GUARD AND GOV'T.= (I + II)</b>			
<b>IV. AGENCY FEE</b>			
Standard Administrative Fee min of 20%			
<b>V. VALUE ADDED TAX = (Agency Fee x 12%)</b>			
VAT-RMC-39-2007			
<b>VI. MINIMUM RATE PER GUARD (Php)= (III + IV+V)</b>			
No. of Security Guards			
<b>VII. MINIMUM MONTHLY CONTRACT RATE = (VI x No. of Guards)</b>			
<b>VIII. ANNUAL BILL RATE</b>			
(VII x 12 Months)			
<b>IX. TOTAL ANNUAL BILL RATE</b>			
(VIII: 1 <sup>st</sup> Shift + 2 <sup>nd</sup> Shift + 3 <sup>rd</sup> Shift)			

**Note: Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal places).**

**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT  
OF ENVIRONMENT AND NATURAL RESOURCES (DENR)  
Bid Ref. No. DENR-CO-2020-030**

Approved Budget for the Contract – P46,346,493.10

**DETAILED FINANCIAL BREAKDOWN**

<b>I. 4 Security Guards for DENR-Palanas Compound (NCR)</b> Wage Order No. NCR - 22 No. of Days/Year: 393.8 Daily Wage: 5370.00		
Particulars	SHIFTING/WORK SCHEDULE (12 hours per Shift)	
	1 <sup>st</sup> Shift (6:00 AM – 6:00 PM)	2 <sup>nd</sup> Shift (6:00 AM – 6:00 PM)
<b>I. AMOUNT TO GUARD (Php)</b>		
Average Pay per Month ( <i>DW x no. of days per yr/12</i> )		
Night Differential Pay ( <i>Ave. Pay/mo. x10%</i> )		
13 <sup>th</sup> Month Pay ( <i>DW x 365/12/12</i> )		
5 Days Incentive Pay ( <i>DW x 5/12</i> )		
Uniform Allowance (R.A. 5487)		
Overtime Pay		
<b>TOTAL</b>		
<b>II. AMOUNT DIRECTLY TO GOVERNMENT IN FAVOR OF GUARDS</b>		
Retirement Benefit (R.A. 7641) ( <i>DW x 22.5 / 12</i> )		
SSS Premium		
PhilHealth (3.5%)		
State Insurance Fund		
PAG-IBIG Fund		
<b>TOTAL</b>		
<b>III. TOTAL AMOUNT TO GUARD AND GOV'T.= (I + II)</b>		
<b>IV. AGENCY FEE</b> Standard Administrative Fee min of 20%		
<b>V. VALUE ADDED TAX = (Agency Fee x 12%)</b> VAT-RMC-39-2007		
<b>VI. MINIMUM RATE PER GUARD (PhP)= (III + IV+V)</b>		
No. of Security Guards		
<b>VII. MINIMUM MONTHLY CONTRACT RATE = (VI x No. of Guards)</b>		
<b>VIII. ANNUAL BILL RATE</b> (VII x 12 Months)		
<b>IX. TOTAL ANNUAL BILL RATE</b> (VIII: 1 <sup>st</sup> Shift + 2 <sup>nd</sup> Shift)		

*Note: Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal places).*

**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)****Bid Ref. No. DENR-CO-2020-030****Approved Budget for the Contract – P46,346,493.10****DETAILED FINANCIAL BREAKDOWN****SUMMARY**

<b>DEPLOYMENT AREA</b>	<b>NO. OF GUARDS</b>	<b>TOTAL ANNUAL BILL RATE</b>
A. DENR-Central Office	<b>93</b>	
B. DENR-Baguio	<b>2</b>	
C. DENR-Nueva Ecija	<b>8</b>	
D. DENR-Tanza, Cavite	<b>6</b>	
E. DENR-Antipolo, Rizal	<b>6</b>	
F. DENR-PRCMO (Lawton, Manila)	<b>3</b>	
G. DENR-BMB	<b>6</b>	
H. DENR-PRCMO (Sta. Ana, Manila)	<b>3</b>	
I. DENR-Palanas Compound	<b>4</b>	
<b>GRAND TOTAL</b>	<b>131</b>	

*Note: The Sum (Grand Total) of the Detailed Financial Breakdown must be equal to the Bid Form per Annex VI.*

**DENR BIDS AND AWARDS COMMITTEE**  
**REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

Project: **PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

Bid Ref. No. **Bid Ref. No. DENR-CO-2020-030**

**APPROVED BUDGET FOR THE CONTRACT: P46,346,493.10**

**ENVELOPE 1: TECHNICAL COMPONENT**

**CLASS "A" DOCUMENTS**

**A. LEGAL DOCUMENTS**

<input type="checkbox"/>	(a) Valid and current <b>Certificate of PhilGEPS Registration (Platinum Membership)</b> issued to bidder; <i>[Note: The valid and current Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the certificate certified true copies of the updated documents]</i>
<b>OR</b>	
<input type="checkbox"/>	(b) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives or its equivalent document; <b>and</b>
<input type="checkbox"/>	(c) Copy of any of the following documents issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas: a. <u>Business/Mayor's Permit for 2020: or</u> b. <u>Application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2019 Business/Mayor's Permit.</u>  <b><u>Note: Expired Business/Mayor's permit with Official Receipt of renewal application shall be accepted. Valid and current Business/Mayor's permit is subject for submission after award of contract but before payment, pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.</u></b>  <b>and</b>
<input type="checkbox"/>	(d) Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);

**B. TECHNICAL DOCUMENTS**

<input type="checkbox"/>	(e) Statement 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 (per Annex I);
<input type="checkbox"/>	(f) Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per Annex I-A)  <u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</u>  i) Copy of End User's Acceptance; or ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s

(g) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Original Bid Securing Declaration
46,346,493.10	926,929.86	2,317,324.66	No required Amount

1. Bid Securing Declaration per Annex II;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

*The following are the grounds for forfeiture of Bid Security*

▪ **IF A BIDDER:**

- a) Withdraws its bid during the period of bid validity.
- b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184.
- c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof.
- d) Submission of eligibility requirements containing false information or falsified documents.
- e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.
- f) Allowing the use of one's name, or using the name of another for purposes of public bidding.
- g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.
- h) Refusal or failure to post the required performance security within the prescribed time.
- i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.
- j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.
- k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.
- l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

▪ **IF THE SUCCESSFUL BIDDER:**

- a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or
- b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.

**Note: Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.**

(h) Conformity with Section VI. 2<sup>nd</sup> Revision Schedule of Requirements (Terms of Reference as of 04 December 2020) and Section VII. 2<sup>nd</sup> Revision Technical Specifications attached in the Supplemental/Bid Bulletin No.2.



<input type="checkbox"/>	<p>(i) Original <b>Omnibus Sworn statement</b> in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as <b>Annex III</b> with attached <b><u>Proof of Authority of the bidder's authorized representative/s:</u></b></p> <p>i. <b>FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):</b> Notarized or unnotarized Special Power of Attorney.</p> <p>ii. <b>FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE:</b> Notarized or unnotarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p><i>Notes:</i>    1) <i>Should there be more than one (1) appointed authorized representatives, use the word "any of the following" or "OR", otherwise, all authorized representatives must sign/initial the bid submission.</i></p> <p>              2) <i>Unnotarized documents shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.</i></p> <p><b>IN THE CASE OF UNINCORPORATED JOINT VENTURE:</b> Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>
<b>C. FINANCIAL DOCUMENTS</b>	
<input type="checkbox"/>	<p>(j) Audited Financial Statements (AFS) for CY 2019 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2020;</p>
<input type="checkbox"/>	<p>(k) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per <b>Annex IV</b>).</p> <p>The NFCC computation must be equal to the ABC of this project. The detailed computation using the required formula must be provided.</p> <p><b>OR</b></p> <p>Original copy of Committed Line of Credit (CLC) per <b>Annex IV-A</b> issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.</p> <p><b>In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.</b></p>
<u>Class "B" Document: (For Joint Venture)</u>	
<input type="checkbox"/>	<p><b><u>If applicable, For Joint Ventures, Bidder to submit either:</u></b></p> <p>(i) <u>Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or</u></p> <p>(ii) <u>Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex V) signed by 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 and must be in accordance with Section 23.1 (b) of the IRR</u></p> <p><u>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i)]</u></p> <p>(i) <u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex V) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></p>

## ENVELOPE 2: FINANCIAL DOCUMENTS

- Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form (Annex VI), attached in the Bidding Documents and Detailed Financial Breakdown (2<sup>nd</sup> Revision Annex VI-A) attached in Supplemental/Bid Bulletin No.2.

The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.

Further, the sum of bid indicated in the Detailed Financial Breakdown per 2<sup>nd</sup> Revision Annex VI-A must be equal to the signed and submitted Bid Form per Annex VI.

**Note: In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail.**