



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

BIDS AND AWARDS COMMITTEE
Supplemental/Bid Bulletin No. 1
14 October 2022

Subject: PROVISION OF SECURITY SERVICES REQUIREMENTS FOR CAAP AREA VIII UNDER A THREE (3)-YEAR SERVICE AGREEMENT (BID NO. 22 – 013 – 10)

TO ALL PROSPECTIVE BIDDERS:

This Supplemental/Bid Bulletin clarifies the queries and other matters relative to the public bidding for the **Provision of Security Services Requirements for CAAP Area VIII under a 8Three (3) Year Service Agreement – BID NO. 22-013-10.**

The modifications, amendments or clarifications are as follows:

I. Amendments in the Bidding Documents:

Particulars	Amendment/ Clarification
<p>1.) Page 9 Section I. Invitation to Bid para 2:</p> <p><i>The CAAP now invites bids for the above Procurement Project (see details in the attached Terms of Reference). Delivery of the Goods is required for the First One Year only. Bidders should have completed, within Three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders)</i></p>	<p><i>The CAAP now invites bids for the above Procurement Project (see details in the attached Terms of Reference). Delivery of the Services is required for a period of three (3) years. Bidders should have completed, within Three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).</i></p>
<p>2.) Page 10 Section I. Invitation to Bid para 6:</p> <p><i>A complete set of Bidding Documents may be acquired by interested Bidders until the deadline of submission of bids from Civil Aviation Authority of the Philippines, BAC Office, MIA Road, Pasay City and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 28,000.00. The Procuring Entity shall allow the bidder to present its</i></p>	<p><i>A complete set of Bidding Documents may be acquired by interested Bidders until the deadline of submission of bids from Civil Aviation Authority of the Philippines, BAC Office, MIA Road, Pasay City and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 28,000.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting</i></p>

proof of payment for the fees by presenting the official receipt in person.	3.) Section VIII. Checklist of Requirements for Bidders (Tab "A")
See Attached Revised Checklist of Requirements for Bidders (Tab "A")	

II. Clarifications received thru email by the BAC Secretariat:

Queries/Questions	Clarifications
APL SECURITY SERVICES CORP.	
1. In the financial proposal, what are we going to use for the admin fee? Is it 20% or 10%?	The computation for the ABC is composed of salaries and wages, Admin Fee equivalent to 24% of the salaries and wages and the VAT equivalent to 12% of the Admin Fee.
2. Are we going to attach the contract for ongoing contracts or matrix/list will do?	Yes, also please refer to BF-Form 3 for the ongoing contracts.
3. In Single Largest Completed Contract (SLCC) - Where do we get the 50% of the contract, is it for 1 year ABC or for 3 years ABC?	Completed within the last three (3) years
4. What are we going to submit for Financial Statements, 2019 & 2020 or 2020 & 2021?	CY 2020 and 2021
5. Security Inspection - are we going to inspect all the areas stated in per areas or the largest airport with the most number of guards only?	Yes, it is required for all airports and facilities under each area.
6. Aside from the Security Survey Report, do we need to submit a Security Plan or this is for the winning bidder only?	Yes, the bid documents require both a security survey report and security plan for each airport and/or facility.
7. The SSS clearance has ninety (90) days validity, is it acceptable to submit it because the said clearance was issued on us last June 14, 2022 only? If not acceptable, can we submit the proof of payment instead to prove that we are updated in paying our remittances?	No, Clearance Certificate required must be valid as of the date of submission and opening of bids on October 24, 2022 and agency documents indicating the latest payments;
ALAS SECURITY AGENCY, INC.	
1. As to the governing formula for night differential pay for the accomplishment of the bidding documents. As per previous bidding documents the computation for the night differential pay provides: Ave. Pay/Mo. X 10% X 1/3 (for 3 shifts)	Please refer to BF-Form 16 (Bill of Quantities) for the computation.

<p><i>However, as per present bidding computation for the night differential pay, it provides:</i></p> <p><i>Ave. Pay/ Mo. X 10%</i></p>	
<p>2. <i>As to the administrative cost. Whether the administrative cost is fixed at 24% or administrative cost can be set below 24%. As per the previous bidding, administrative cost provides:</i></p> <p><i>Administrative Overhead and Margin (not less than 20% but not more than 24%)</i></p> <p><i>However, as per present bidding computation for the administrative cost provides:</i></p> <p><i>Agency Fee (Administrative and Operation Cost and Marginal Income) (24% of C)</i></p>	<p><i>The computation for the ABC is composed of salaries and wages, Admin Fee equivalent to 24% of the salaries and wages and the VAT equivalent to 12% of the Admin Fee.</i></p> <p><i>CAAP will comply with various issuances of the Government Procurement Policy Board that it does not require for a minimum percentage or amount for the admin fee as component of the total contract cost.</i></p> <p><i>The bid will be considered as long as the total bid offer is within the Approved Budget for the Contract (ABC) and that all rates provided in so far as the amounts due to the government and due to the security guards are in accordance with existing rules and regulations, such as salaries and benefits (e.g. SSS, PhilHealth, PAG-IBIG, taxes, etc.).</i></p> <p><i>Prospective Bidders are reminded to strictly comply with all relevant labor rules and regulations, particularly on what is due to the guards and to government.</i></p>

III. This shall be an integral part of Bidding Documents and the same shall be enclosed in the technical bid envelope/components and shall be marked accordingly.

IV. Bids not complying with the above instruction shall be disqualified.

For the information and guidance of all concerned.



CAPTAIN EDGARDO G. DIAZ
Chairperson, BAC





CHECKLIST OF REQUIREMENTS FOR BIDDERS

Name of Project: **PROVISION OF SECURITY SERVICES REQUIREMENTS
FOR CAAP AREA VIII UNDER A THREE (3)-YEAR
SERVICE AGREEMENT**

Approved Budget for
the Contract (ABC): **Php 45,846,100.08**

I, _____, of _____
with business address at _____,

hereby acknowledge the following documents in connection with our Application for Eligibility
and to Bid for the Contract for Security Services for CAAP AREA VIII.

1. SECTION I : INVITATION TO BID
2. SECTION II : INSTRUCTION TO BIDDERS
3. SECTION III : BID DATA SHEET
4. SECTION IV : GENERAL CONDITIONS OF CONTRACT
5. SECTION V : SPECIAL CONDITIONS OF CONTRACT
6. SECTION VI : SCHEDULE OF REQUIREMENTS
7. SECTION VII : TECHNICAL SPECIFICATION
8. SECTION VIII : BIDDING FORMS
9. SECTION IX : TERMS OF REFERENCE

INSTRUCTIONS: The following required documents shall be accomplished, satisfied and submitted in chronological order to the CAAP-BAC on the date & place of submission and opening of bids as specified in the **BDS**. Non-compliance shall be ground for automatic disqualification.

I. ENVELOPE NO.1 – TECHNICAL COMPONENT		
Tick Box if Present	TAB	DOCUMENTS
<input type="checkbox"/>	"A"	- Notarized Checklist of Requirements for Bidders.
<input type="checkbox"/>	"B"	- One (1) Passport size photo colored) with accompanying three (3) signature and three (3) initial specimens of the Authorized Representative. (BF-Form 1)
<input type="checkbox"/>	"C"	- Notarized Authority of the signing official (Special Power of Attorney or Secretary's Certificate).
<input type="checkbox"/>	"D1"	- Notarized Omnibus Sworn Statement with Secretary's Certificate or Special Power of Attorney as applicable. (BF-Form 2)
This shall include all of the following documents as attachment to		

		<p>the Omnibus Sworn Statement:</p> <ol style="list-style-type: none"> 1. Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as prescribe under the 2016 Revise Implementing Rules and Regulation (R-IRR) of RA No. 9184; 2. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority; 3. Notarized Affidavit of Undertakings that the PSA shall submit with the following criteria: (BF – Form 17); 4. Bid Bulletins (if applicable);
<input type="checkbox"/>	“D2”	- Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority
<input type="checkbox"/>	“E”	<p>- Philippine Government Electronic Procurement System (PhilGEPS) Certificate of Registration and Membership (Platinum Membership) and attached the following documents, to wit:</p> <ol style="list-style-type: none"> (a) Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperative, or any proof of such registration; (b) Mayor’s/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; (c) Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and (d) Audited Financial Statement for CY 2020 and 2021.
<input type="checkbox"/>	“F”	- Certified True Copy of the PSA valid and current Regular License to Operate (LTO) as Private Security Agency issued by Philippine National Police, Supervisory Office for Security Investigation Agency (PNP-SOSIA).
<input type="checkbox"/>	“G”	- Certified True Copy of Clearance of No Derogatory Record/Certificate of No Pending Case as PSA issued by PNP-SOSIA, which shall be valid during the Submission and Opening of Bids.
<input type="checkbox"/>	“H”	- Certified True Copy of valid and current Certificate of Registration as Contractor issued to the Bidder by the Regional Office of DOLE where it principally operates, pursuant to Department Order No. 174, Series of 2017.
<input type="checkbox"/>	“I1”	- The Statement of all Ongoing Government and Private Contracts, including contracts awarded but not yet started within the last three (3) years prior to the deadline for the submission and receipt of bids. (BF-Form 3)

<input type="checkbox"/>	"I2"	- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid in accordance with ITB Clause 5.4. The SLCC shall be equivalent to at least Fifty Percent (50%) of the ABC or two (2) Similar Completed Contracts and the aggregate contract amounts should be equivalent to at least "fifty percent (50%)" of the ABC, with the largest of these similar contracts being equivalent to at least "twenty-five percent (25%)" of the ABC and completed within the last three (3) years. (BF-Form 4)
<input type="checkbox"/>	"J"	- Financial Documents for Eligibility Check (NFCC computation or a committed Line of Credit from a universal or commercial bank). (BF-Form 5)
<input type="checkbox"/>	"K"	- Bid Securing Declaration (Form as prescribed in GPPB Resolution No. 03-2012) or any form of Bid Security prescribed in BDS 18.1.
<input type="checkbox"/>	"L"	- Compliance/Conformity with Bidding Documents as enumerated and specified in Section VI. Schedule of Requirements and Section VII. Technical Specification.
<input type="checkbox"/>	"M"	- Notarized Certificate of Satisfactory Performance from at least Three (3) previous clients for the last Three (3) years.
<input type="checkbox"/>	"N"	- Authority to Conduct Site Inspection duly signed by ADG II/Chief, CSIS or his duly authorized representative. (BF-Form 6)
<input type="checkbox"/>	"O"	<p>- Certificate of Site Inspection duly signed by the Area/Airport Manager or CSIS Area/Airport Supervisor or any Airport/Facility Officer In-Charge. (BF-Form 7)</p> <p>This shall include all of the following documents as attachment to the Certificate of Site Inspection and shall form part of the bidder's technical documents:</p> <ol style="list-style-type: none"> 1) Photocopy of company ID of the person who conducted the Site Inspection; and 2) Photocopy of the airport/facility Visitor's Logbook.
<input type="checkbox"/>	"P"	- Security Plan duly signed by Certified Security Practitioner (Per Airport/Facility)
<input type="checkbox"/>	"Q1"	- Company Profile and Organizational Structure of Private Security Agencies indicating the names of its Key Agency Officers. (BF-Form 8)
<input type="checkbox"/>	"Q2"	- Security Management expertise and experience of Key Agency Officers and Personnel including possible Chief of Operations for CAAP.
<input type="checkbox"/>	"R"	- Latest Monthly Disposition Report (MDR) stamped received by PNP-SOSIA (3 consecutive months prior to the submission and opening of bid).
<input type="checkbox"/>	"S1"	- Certificate of Availability of the Required Firearms and Ammunitions to be supplied by the Private Security Agency. <i>(For firearms not yet available or under purchase agreement, attach</i>

		<i>Notarized Letter of Commitment from Supplier to supply the firearms if awarded the contract).</i> (BF-Form 9)
<input type="checkbox"/>	"S2"	- Certificate of Availability of the Required Communication Equipment to be supplied by the Private Security Agency. <i>(For communication equipment not yet available or under purchase agreement, attach Notarized Letter of Commitment from Supplier to supply the communication equipment if awarded the contract).</i> (BF-Form 10)
<input type="checkbox"/>	"S3"	- Certificate of Availability of the Required Transportation/Vehicle to be supplied by the Private Security Agency. (BF-Form 11)
<input type="checkbox"/>	"S4"	- Certificate of Availability of the Required Other Supplies/Equipment/Paraphernalia to be supplied by the Private Security Agency. (BF-Form 12)
		- Clearance Certificate (valid as of the date of submission and opening of bids), where the principal place of business of the prospective bidder is located, and agency documents indicating the latest payments of the following:
<input type="checkbox"/>	"T1"	- Social Security System (SSS);
<input type="checkbox"/>	"T2"	- Home Development and Mutual Fund (HDMF/Pag-ibig);
<input type="checkbox"/>	"T3"	- Philippine Health Insurance Commission (PhilHealth); and
<input type="checkbox"/>	"T4"	- Bureau of Internal Revenue (BIR).
		- Certification of Pending or No Pending labor standards violation case/s (valid as of date of submission and opening of bids) issued by the following agencies pertaining to the provision of the security services:
<input type="checkbox"/>	"U1"	- Department of Labor and Employment (DOLE); and
<input type="checkbox"/>	"U2"	- National Labor Relations Commission (NLRC).
<input type="checkbox"/>	"V"	- Notarized Affidavit of Undertaking (BF – Form 17)
<input type="checkbox"/>	"W"	- Security Survey Report. <i>(To be accomplished and tabbed per airport/facility).</i> (BF-Form 13)
<input type="checkbox"/>	"X"	- Photocopy of Official Receipt (O.R.) as proof of purchased of the Bidding Documents issued by CAAP.
<input type="checkbox"/>	"Y"	- Supplemental/Bid Bulletin (if any).

II. ENVELOPE NO.2 – FINANCIAL COMPONENT		
<input type="checkbox"/>	“AA”	Bid Form. (BF-Form 14)
<input type="checkbox"/>	“BB”	Financial Proposal Submission Sheet. (BF-Form 15)
<input type="checkbox"/>	“CC”	Bill of Quantities. (BF-Form 16)

IN WITNESS WHEREOF, I hereunto affixed my signature this ____ day of _____, 20____ at _____.

Affiant

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibited to me his/her Passport with Passport No. _____ issued on _____, Philippines.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*

IBP No. _____ *[date issued], [place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____