



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Bid Bulletin No. 02
26 October 2023

I. Attention is hereby invited to the bidders of the Project **PROVISION OF SECURITY SERVICES REQUIREMENTS FOR CAAP AREA V UNDER A THREE (3)-YEAR SERVICE AGREEMENT with BID NO. 23 – 041 – 10 BRAVO (Php65,886,644.52)**

II. Please be informed of the following clarifications:

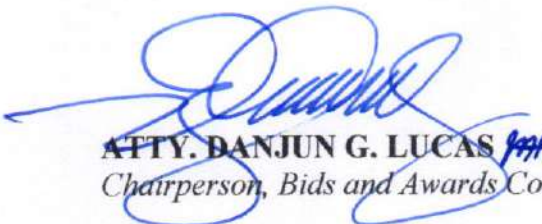
Issues/Inquiries	Clarifications
1. Computation of the Approved Budget of the Contract (ABC), including breakdown of mandatory contributions.	<i>The computation for the Approved Budget of the Contract (ABC) comprises salaries and wages, the Admin Fee equivalent to 24% of the salaries and wages, and the VAT equivalent to 12% of the Admin Fee.</i>
2. Bill of Quantities (BOQ) based on wage order per region and mandatory contributions.	<i>For purposes of this bidding, the attached Annex A is the breakdown of computation for salaries and wages and mandatory contributions. The Bidder shall use the attached computation as indicated in the BOQ (Please refer to Section VIII. BF-Form 12). The bidder should supply only the amounts corresponding to the Agency Fee, Value Added Tax, and Monthly Contract Rate. Any adjustment based on the provisions of DOLE and/or mandatory contributions shall take effect during the implementation of the project. A Supplemental Contract will be issued during the project implementation.</i>
3. If bidders can bid below the 24% Agency Fee or are restricted the 24% indicated on the BOQ.	<i>The bidder can bid below 24% of the Agency Fee. For this bidding, CAAP will comply with various issuances of the Government Procurement Policy Board that do not require a minimum percentage or amount for the admin fee as a component of the total contract cost.</i>
4. Revisions of the TABLE OF OFFENSES/VIOLATIONS AND PENALTIES	<i>Please see attached Annex B, revised TABLE OF OFFENSES/VIOLATIONS AND PENALTIES.</i>
5. Certificate of Site Inspection signatory.	<i>The Certificate of Site Inspection (BF-Form 9) will be accomplished per airport and/or facility by the prospective bidder's representative. The Certificate of Site Inspection must be notarized and submitted</i>

	<i>with attached documents, to wit: photocopy of company ID of the person who conducted the site inspection and photocopy of the airport/facility Visitor's Logbook. Please refer to Section III Bid Data Sheet ITB Clause 20.2 Other appropriate documents required to be submitted during post-qualification no. 10.</i>
6. Omnibus Sworn Statement form to be used.	<i>Please refer to Section VIII. BF-Form 5 in the bidding documents.</i>
7. Date of Submission of Billing within ten (10) days of the succeeding month.	<i>There is no revision on the date of submission of the billing statement. Refer to Section V. GCC Clause 2.2.</i>
8. The computation to use for this bidding, is it manual or Excel computation?	<i>The bidder can use either manual or Excel computation as long as the amount is the same as provided in Annex A.</i>
9. Submission of an evidence document in complying the Technical Specification or to state "Comply or Not Comply" on each requirement.	<i>The bidder must indicate "Comply" on each requirement. No need to submit evidence requirements for Technical Specification.</i>

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 instructions shall be disqualified.

For the information and guidance of all concerned.


ATTY. DANJUN G. LUCAS
 Chairperson, Bids and Awards Committee – Bravo

Note:

1. *The bidder should supply only the amounts corresponding to the Agency Fee, Value Added Tax and Monthly Contract Rate.*

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 REGION V - BICOL REGION
 As per Dole Order No. V-20 Class B
 (Effective Date: 18 June 2022)

I. CAAP AREA CENTER V - Bicol International Airport

PARTICULARS		
No. of Days worked per week		7 days
Equivalent number of days per year		394.4 days
		12-Hour work/day
Daily Minimum Wage (DW)		Php 365.00
PARTICULARS		WORK SCHEDULE
		DAY SHIFT Security Guard
		NIGHT SHIFT Security Guard
A. Amount Directly to Guard		
Average Basic Monthly Pay (DW x 394.4 / 12)		11,996.33
Night Differential Pay (Ave. Pay/Mo. X 10% /2)		599.82
5-days Incentive Leave (DW x 5 / 12)		152.08
13th Month Pay (DW x 365 / 12 / 12)		925.17
Uniform Allowance (R.A. No. 5487)		100.00
Overtime Pay		6,341.33
- No. of days = 7 days		
- Rate per Hour (365 / 8 = 45.62)		
- Regular Days (45.62 x 125% x 297 x 4)		67,745.70
- Regular Holidays (45.62 x 260% x 12 x 4)		5,693.38
- Sundays/Rest Days (45.62x169% x 4 x 4)		1,233.56
- Special Days (45.62x195% x 4 x 4)		1,423.34
		12
		6,341.33
Sub-Total		19,514.91
B. Amount to Government in favor of Guard		
SSS		1,140.00
PhilHealth		239.93
EC State Insurance		10.00
Pag-IBIG		100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		684.38
Statutory Benefits****		-
Sub-Total		2,174.31
C. Total Amount to Guard and Government (A + B)		21,689.22
D. Agency Fee (Administrative and Operation Cost and Marginal Income) (24% of C)		
E. Value Added Tax (VAT) @ 12%		
F. Monthly Contract Rate for 12-Hour Per Guard		
NUMBER OF GUARDS		48
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 REGION V - BICOL REGION
 As per Dole Order No. V-20 Class B
 (Effective Date: 18 June 2022)

I. CAAP AREA CENTER V - Legazpi Airport

PARTICULARS		
No. of Days worked per week		7 days
Equivalent number of days per year		394.4 days
		12-Hour work/day
Daily Minimum Wage (DW)		Php 365.00
PARTICULARS	WORK SCHEDULE	
	DAY SHIFT Security Guard	NIGHT SHIFT Secuirty Guard
A. Amount Directly to Guard		
Average Basic Monthly Pay (DW x 394.4 / 12)	11,996.33	11,996.33
Night Differential Pay (Ave. Pay/Mo. X 10% /2)		599.82
5-days Incentive Leave (DW x 5 / 12)	152.08	152.08
13th Month Pay (DW x 365 / 12 / 12)	925.17	925.17
Uniform Allowance (R.A. No. 5487)	100.00	100.00
Overtime Pay	6,341.33	6,341.33
- No. of days = 7 days		
- Rate per Hour (365 / 8 = 45.62)		
- Regular Days (45.62 x 125% x 297 x 4)	67,745.70	
- Regular Holidays (45.62 x 260% x 12 x 4)	5,693.38	
- Sundays/Rest Days (45.62 x 169% x 4 x 4)	1,233.56	
- Special Days (45.62 x 195% x 4 x 4)	1,423.34	
	12	
	6,341.33	
Sub-Total	19,514.91	20,114.73
B. Amount to Government in favor of Guard		
SSS	1,140.00	1,140.00
PhilHealth	239.93	239.93
EC State Insurance	10.00	10.00
Pag-IBIG	100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)	684.38	684.38
Statutory Benefits****	-	-
Sub-Total	2,174.31	2,174.31
C. Total Amount to Guard and Government (A + B)	21,689.22	22,289.04
D. Agency Fee (Administrative and Operation Cost and Marginal Income) (24% of C)		
E. Value Added Tax (VAT) @ 12%		
F. Monthly Contract Rate for 12-Hour Per Guard		
NUMBER OF GUARDS	8	7
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

REGION V - BICOL REGION

As per Dole Order No. V-20 Class B

(Effective Date: 18 June 2022)

I. CAAP AREA CENTER V - Naga Airport

1		
No. of Days worked per week		7 days
Equivalent number of days per year		394.4 days
		12-Hour work/day
Daily Minimum Wage (DW)		Php 365.00
PARTICULARS	WORK SCHEDULE	
	DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
A. Amount Directly to Guard		
Average Basic Monthly Pay (DW x 394.4 / 12)	11,996.33	11,996.33
Night Differential Pay (Ave. Pay/Mo. X 10% /2)		599.82
5-days Incentive Leave (DW x 5 / 12)	152.08	152.08
13th Month Pay (DW x 365 / 12 / 12)	925.17	925.17
Uniform Allowance (R.A. No. 5487)	100.00	100.00
Overtime Pay	6,341.33	6,341.33
- No. of days = 7 days		
- Rate per Hour (365 / 8 = 45.62)		
- Regular Days (45.62 x 125% x 297 x 4)	67,745.70	
- Regular Holidays (45.62 x 260% x 12 x 4)	5,693.38	
- Sundays/Rest Days (45.62 x 169% x 4 x 4)	1,233.56	
- Special Days (45.62 x 195% x 4 x 4)	1,423.34	
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	6,341.33	
Sub-Total	19,514.91	20,114.73
B. Amount to Government in favor of Guard		
SSS	1,140.00	1,140.00
PhilHealth	239.93	239.93
EC State Insurance	10.00	10.00
Pag-IBIG	100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)	684.38	684.38
Statutory Benefits****	-	-
Sub-Total	2,174.31	2,174.31
C. Total Amount to Guard and Government (A + B)	21,689.22	22,289.04
D. Agency Fee (Administrative and Operation Cost and Marginal Income) (24% of C)		
E. Value Added Tax (VAT) @ 12%		
F. Monthly Contract Rate for 12-Hour Per Guard		
NUMBER OF GUARDS	20	11
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 REGION V - BICOL REGION
 As per Dole Order No. V-20 Class B
 (Effective Date: 18 June 2022)

I. I. CAAP AREA CENTER V - Masbate Airpor

PARTICULARS		
No. of Days worked per week		7 days
Equivalent number of days per year		394.4 days
		12-Hour work/day
Daily Minimum Wage (DW)		Php 365.00
PARTICULARS	WORK SCHEDULE	
	DAY SHIFT Security Guard	NIGHT SHIFT Secuirty Guard
A. Amount Directly to Guard		
Average Basic Monthly Pay (DW x 394.4 / 12)	11,996.33	11,996.33
Night Differential Pay (Ave. Pay/Mo. X 10% /2)		599.82
5-days Incentive Leave (DW x 5 / 12)	152.08	152.08
13th Month Pay (DW x 365 / 12 / 12)	925.17	925.17
Uniform Allowance (R.A. No. 5487)	100.00	100.00
Overtime Pay	6,341.33	6,341.33
- No. of days = 7 days		
- Rate per Hour (365 / 8 = 45.62)		
- Regular Days (45.62 x 125% x 297 x 4)	67,745.70	
- Regular Holidays (45.62 x 260% x 12 x 4)	5,693.38	
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- Special Days (45.62 x195% x 4 x 4)	1,423.34	
	12	
	6,341.33	
Sub-Total	19,514.91	20,114.73
B. Amount to Government in favor of Guard		
SSS	1,140.00	1,140.00
PhilHealth	239.93	239.93
EC State Insurance	10.00	10.00
Pag-IBIG	100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)	684.38	684.38
Statutory Benefits****	-	-
Sub-Total	2,174.31	2,174.31
C. Total Amount to Guard and Government (A + B)	21,689.22	22,289.04
D. Agency Fee (Administrative and Operation Cost and Marginal Income) (24% of C)		
E. Value Added Tax (VAT) @ 12%		
F. Monthly Contract Rate for 12-Hour Per Guard		
NUMBER OF GUARDS	12	10
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

REGION V - BICOL REGION

As per Dole Order No. V-20 Class B

(Effective Date: 18 June 2022)

I. I. CAAP AREA CENTER V -Virac Airport

PARTICULARS		
No. of Days worked per week		7 days
Equivalent number of days per year		394.4 days
		12-Hour work/day
Daily Minimum Wage (DW)		Php 365.00
PARTICULARS	WORK SCHEDULE	
	DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
A. Amount Directly to Guard		
Average Basic Monthly Pay (DW x 394.4 / 12)	11,996.33	11,996.33
Night Differential Pay (Ave. Pay/Mo. X 10% /2)		599.82
5-days Incentive Leave (DW x 5 / 12)	152.08	152.08
13th Month Pay (DW x 365 / 12 / 12)	925.17	925.17
Uniform Allowance (R.A. No. 5487)	100.00	100.00
Overtime Pay	6,341.33	6,341.33
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- Regular Days (45.62 x 125% x 297 x 4)	67,745.70	
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- Special Days (45.62x195% x 4 x 4)	1,423.34	
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	6,341.33	
Sub-Total	19,514.91	20,114.73
B. Amount to Government in favor of Guard		
SSS	1,140.00	1,140.00
PhilHealth	239.93	239.93
EC State Insurance	10.00	10.00
Pag-IBIG	100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)	684.38	684.38
Statutory Benefits****	-	-
Sub-Total	2,174.31	2,174.31
C. Total Amount to Guard and Government (A + B)	21,689.22	22,289.04
D. Agency Fee (Administrative and Operation Cost and Marginal Income) (24% of C)		
E. Value Added Tax (VAT) @ 12%		
F. Monthly Contract Rate for 12-Hour Per Guard		
NUMBER OF GUARDS	12	9
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

REGION V - BICOL REGION

As per Dole Order No. V-20 Class B

(Effective Date: 18 June 2022)

I. I. CAAP AREA CENTER V -Daet Airport,

PARTICULARS		
No. of Days worked per week		7 days
Equivalent number of days per year		394.4 days
		12-Hour work/day
Daily Minimum Wage (DW)		Php 365.00
PARTICULARS	WORK SCHEDULE	
	DAY SHIFT Security Guard	NIGHT SHIFT Secuirty Guard
A. Amount Directly to Guard		
Average Basic Monthly Pay (DW x 394.4 / 12)	11,996.33	11,996.33
Night Differential Pay (Ave. Pay/Mo. X 10% /2)		599.82
5-days Incentive Leave (DW x 5 / 12)	152.08	152.08
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	6,341.33	
Sub-Total	19,514.91	20,114.73
B. Amount to Government in favor of Guard		
SSS	1,140.00	1,140.00
PhilHealth	239.93	239.93
EC State Insurance	10.00	10.00
Pag-IBIG	100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)	684.38	684.38
Statutory Benefits****	-	-
Sub-Total	2,174.31	2,174.31
C. Total Amount to Guard and Government (A + B)	21,689.22	22,289.04
D. Agency Fee (Administrative and Operation Cost and Marginal Income) (24% of C)		
E. Value Added Tax (VAT) @ 12%		
F. Monthly Contract Rate for 12-Hour Per Guard		
NUMBER OF GUARDS	2	2
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 REGION V - BICOL REGION
 As per Dole Order No. V-20 Class B
 (Effective Date: 18 June 2022)

I. I. CAAP AREA CENTER V - Bulan Airport

PARTICULARS		
No. of Days worked per week		7 days
Equivalent number of days per year		394.4 days
		12-Hour work/day
Daily Minimum Wage (DW)		Php 365.00
PARTICULARS	WORK SCHEDULE	
	DAY SHIFT Security Guard	NIGHT SHIFT Security Guard
A. Amount Directly to Guard		
Average Basic Monthly Pay (DW x 394.4 / 12)	11,996.33	11,996.33
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D. Agency Fee (Administrative and Operation Cost and Marginal Income) (24% of C)		
E. Value Added Tax (VAT) @ 12%		
F. Monthly Contract Rate for 12-Hour Per Guard		
NUMBER OF GUARDS	2	2
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 REGION V - BICOL REGION
 As per Dole Order No. V-20 Class B
 (Effective Date: 18 June 2022)

I. I. CAAP AREA CENTER V - Bacon Airport,

PARTICULARS		
No. of Days worked per week		7 days
Equivalent number of days per year		394.4 days
		12-Hour work/day
Daily Minimum Wage (DW)		Php 365.00
PARTICULARS	WORK SCHEDULE	
	DAY SHIFT Security Guard	NIGHT SHIFT Secuirty Guard
A. Amount Directly to Guard		
Average Basic Monthly Pay (DW x 394.4 / 12)	11,996.33	11,996.33
Night Differential Pay (Ave. Pay/Mo. X 10% /2)		599.82
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D. Agency Fee (Administrative and Operation Cost and Marginal Income) (24% of C)		
E. Value Added Tax (VAT) @ 12%		
F. Monthly Contract Rate for 12-Hour Per Guard		
NUMBER OF GUARDS	2	2
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

TABLE OF OFFENSES/VIOLATIONS AND PENALTIES (REVISED)

TO BE IMPOSED FOR OFFENSES OR VIOLATIONS OF RULES COMMITTED BY THE PRIVATE SECURITY AGENCY (PSA)/SECURITY PROVIDER IN THE CONTRACT WITH THE CAAP.

A. CAAP shall impose on PSA/Security Provider penalties for offenses or violations as listed below:

PSA OFFENSES	PENALTY
1. <i>Abandonment of Post (Leaving post without properly relieved)</i>	<i>Per each report, deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.</i>
2. <i>Unauthorized disclosure of confidential information/document of CAAP by the PSA or anybody among the deployed Security Guard.</i>	<i>Subject to investigation findings, deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.</i>
3. <i>Posted Security Guard found drunk, drinking intoxicated liquor or found under the influence of prohibited drugs while ON Duty.</i>	<i>Per each report, deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.</i>
4. <i>Security Guard firing or fired his firearms indiscriminately.</i>	<i>Deduct from the billing of Php50,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.</i>
5. <i>Guard performing duty for more than twelve (12) hours.</i>	<i>Deduct from the billing of Php2,000.00 per violation.</i>
6. <i>No posted security guard on the assigned post.</i>	<i>Deduct from the billing of Php50,000.00 per violation.</i>
7. <i>Failure of the posted Security Guard to carry his license to exercise his profession as Private Security Guard.</i>	<i>Deduct from the billing of Php50,000.00 per incident.</i>
8. <i>Posted Security Guard observed playing with his service firearm or allowed others to play or tinker with his firearm.</i>	<i>Deduct from the billing of Php10,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.</i>
9. <i>Security Guard apprehended for alarm scandal or disorderly conduct within the premises of CAAP, ON or OFF Duty.</i>	<i>Deduct from the billing of Php5,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.</i>
10. <i>Security Guard engaging in mulcting or extortion activities.</i>	<i>Deduct from the billing of Php20,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.</i>

11. Manifested dishonesty, display of discourteous or rude manner or failure to render appropriate respect or courtesy to CAAP's officials and employees or visitors.	Deduct from the billing of Php5,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.
12. Security Guard found Sleeping ON Duty.	Deduct from the billing of Php10,000.00 and termination of the guard's service upon receipt of the written notice from the CAAP.

B. CAAP shall impose on PSA/Security Provider penalties for committing violations of the Contract, as follows:

PSA VIOLATIONS	PENALTY
1. If failed to provide the required service vehicle as per contract.	Deduct from the billing of Php5,000.00 per vehicle per day.
2. Failed to provide fuel allocation 50% of fuel Tank Capacity for PSA service vehicle.	Deduct from the billing of Php5,000.00 per day.
3. Its service vehicle is unserviceable.	Deduct from the billing of Php5,000.00 per vehicle per day.
4. It provided a service vehicle but not in accordance with the contract.	Deduct from the billing of Php5,000.00 per vehicle per day.
5. It failed to issue firearm to posted guard.	Deduct from the billing of Php10,000.00 per post per day.
6. It issued firearm without license.	Deduct from the billing of Php20,000.00 per firearm without license per day.
7. It issued firearm of lower calibre than per required under the contract.	Deduct from the billing of Php10,000.00 per firearm per day.
8. It issued a defective firearm to posted guard.	Deduct from the billing of Php5,000.00 per firearm per day.
9. It issued a firearm to a posted guard not owned or licensed in the name of the PSA.	Deduct from the billing of Php5,000.00 per firearm per day.
10. It issued a firearm to a posted guard not included in the TIAC Inspection.	Deduct from the billing of Php5,000.00 per firearm per day.
11. It had not issued extra magazine or holder for extra ammunition.	Deduct from the billing of Php500.00 per magazine per day.
12. It had issued ammunitions short of the requirements as per contract or had issued reloaded ammunition.	Deduct from the billing of Php500.00 per ammunition per day.
13. Its radio/communication equipment is defective or unserviceable.	Deduct from the billing of Php500.00 per radio equipment per day.
14. It failed to provide the required number of radios or communication equipment as required under the contract.	Deduct from the billing of Php500.00 per radio/communication equipment per day.
15. It posted Security Officer/Head Guard/SIC who is not qualified as per contract.	Deduct from the billing of Php5,000.00 per day per guard and removed of the guard from any detail upon receipt of CAAP's notice.
16. It failed to issue the required equipment under the contract (e.g. handheld metal detector, under vehicle inspection mirror, handheld search light, digital camera etc.) or has issued but unserviceable.	Deduct from the billing of Php500.00 each lacking or unserviceable equipment per day.

17. Failed to provide PSA guard pay slip.	Deduct from the billing of Php1,000.00 per guard.
18. Failed to submit Billing with required documents based on SCC GCC Clause 2.2. on or before 10 th day of the next billing month.	Deduct from the billing of Php2,000.00 non-submission of documents per day.

C. MISCELLANEOUS – The following violations or deficiencies shall be penalized with deductions from billings, as follows:

- 1st Offense - Warning
- 2nd Offense - Php500.00
- 3rd Offense - Php1,000.00
- 4th Offense - Fifteen (15) calendar days Suspension of service of the guard
- 5th Offense - Termination of service of the guard

1. Smoking while ON Duty;
 2. Reading newspaper, comics, and other unofficial reading materials while ON Duty;
 3. Using of mobile phone while on duty.
 4. Dirty shoes, uniform and paraphernalia;
 5. Security Guard without whistle, flashlight, baton, first aid kit (Betadine, alcohol, cotton, gauze bandage and plaster), and raincoat/umbrella while on duty;
 6. Sporting the non-regulation haircut, beard/moustache or not in proper uniform while ON Duty;
 7. Late reporting to formation prior to posting; and
 8. Non-submission every morning to CSIS the Shift Guard Detailed Mounting Report of all incidents of loss, injury or damage to life and property, involving the CAAP's property and personnel, that occurred during the previous day.
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