



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 MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT** with BID NO. 23 – 047 – 10 BRAVO (Php43,379,595.96)

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 to 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 IIB 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 3 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 with the Technical Specification or to state "Comply or Not Comply" on each requirement.	<i>The bidder must indicate "Comply" on each requirement. There is no need to submit evidence or requirements for Technical Specification.</i>
10. Amendment in the required number of Guards and Equipment due to typographical error for Pages 9, 23, 32 – 37, 45 – 46, 77 – 78, 100 – 102, and 104 of the bidding document.	<i>See Attached Annex C.</i>

III. This shall be an integral part of the 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,


MGEN RICARDO C. BANAYAT, AFP (RET)
Vice-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
 NATIONAL CAPITAL REGION
 As per Dole Order No. NCR-24 Class B
 (Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP Main Office, Manila

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 610.00
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)	20,048.67	20,048.67
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)		1,002.43
5-days Incentive Leave (DW x 5 / 12)	254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)	1,546.18	1,546.18
Uniform Allowance (R.A. No. 3487)	100.00	100.00
Overtime Pay	10,599.00	10,599.00
- No. of days = 7 days		
- Rate per Hour (610 / 8 = 76.25)		
- Regular Days (76.25 x 125% x 297 x 4)	113,231.25	
- Regular Holidays (76.25 x 200% x 12 x 4)	9,316.00	
- Sundays/Rest Days (76.25 x 100% x 4 x 4)	2,061.80	
- Special Days (76.25 x 195% x 4 x 4)	2,379.00	
	12	
	10,599.00	
Sub-Total	32,548.02	33,550.45
B. Amount to Government in favor of Guard		
SSS	1,900.00	1,900.00
PhilHealth	400.97	400.97
EC State Insurance	30.00	30.00
Pag-IBIG	100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)	1,143.75	1,143.75
Statutory Benefits****	-	-
Sub-Total	3,574.72	3,574.72
C. Total Amount to Guard and Government (A + B)	36,122.74	37,125.17
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	19	12
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 NATIONAL CAPITAL REGION
 As per Dole Order No. NCR-24 Class B
 (Effective Date: 16 July 2023.)

I. Civil Aviation Authority of the Philippines and Facilities - Manila Tower

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 610.00	
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)		20,048.67	20,048.67
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)			1,002.43
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		10,599.00	10,599.00
- No. of days = 7 days - Rate per Hour (610 / 8 = 76.25) - Regular Days (76.25 x 125% x 297 x 4) - Regular Holiday (76.25 x 200% x 12 x 4) - Sunday/Holiday Days (76.25 x 100% x 4 x 4) - Special Days (76.25 x 150% x 4 x 4)		113,231.25 9,516.00 2,761.80 2,579.10 12 30,599.00	
Sub-Total		32,548.02	33,550.45
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		400.97	400.97
EC State Insurance		30.00	30.00
Pag-IBIG		100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
Sub-Total		3,574.72	3,574.72
C. Total Amount to Guard and Government (A + B)		36,122.74	37,125.17
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
 NATIONAL CAPITAL REGION
 As per Dole Order No. NCR-24 Class B
 (Effective Date: 16 July 2023)

L Civil Aviation Authority of the Philippines and Facilities - CAAP Hangar

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 610.00	
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)		20,048.67	20,048.67
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)			1,002.43
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		10,599.00	10,599.00
- No. of days = 7 days - Rate per Hour (610 / 8 = 76.25) - Regular Days (76.25 x 125% x 297 x 4) - Regular Holidays (76.25 x 200% x 12 x 4) - Sundays/Rest Days (76.25 x 169% x 4 x 4) - Special Days (76.25 x 150% x 4 x 4)		113,231.25 9,516.00 2,061.80 2,379.00 12 10,599.00	
Sub-Total		32,548.02	33,550.45
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		400.97	400.97
EC State Insurance		30.00	30.00
Pag-IBIG		100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
Sub-Total		3,574.72	3,574.72
C. Total Amount to Guard and Government (A + B)		36,122.74	37,125.17
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		1	1
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 NATIONAL CAPITAL REGION
 As per Dole Order No. NCR-24 Class B
 (Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - Radar Station II

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 610.00	
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)		20,048.67	20,048.67
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)			1,002.43
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		10,599.00	10,599.00
- No. of days = 7 days - Rate per Hour (610 / 8 = 76.25) - Regular Days (76.25 x 125% x 297 x 4) - Regular Holidays (76.25 x 200% x 12 x 4) - Sundays/Rest Days (76.25 x 160% x 4 x 4) Special Days (76.25 x 135% x 4 x 4)		113,231.25 9,516.00 2,061.80 2,379.00 12 10,599.00	
Sub-Total		32,548.02	33,550.45
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		400.97	400.97
EC State Insurance		30.00	30.00
Pag-IBIG		100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
Sub-Total		3,574.72	3,574.72
C. Total Amount to Guard and Government (A + B)		36,122.74	37,125.17
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
 NATIONAL CAPITAL REGION
 As per Dole Order No. NCR-24 Class B
 (Effective Date: 16 July 2023)

L. Civil Aviation Authority of the Philippines and Facilities - Radar Station I

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 610.00	
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)		20,048.67	20,048.67
Night Differential Pay (Ave Pay/Mo. X 10% / 2)			1,002.43
5-days Incentive Leave (DW x 5 / 12)		254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)		100.00	100.00
Overtime Pay		10,599.00	10,599.00
- No. of days = 7 days - Rate per Hour (610 / 8 = 76.25) - Regular Days (76.25 x 125% x 297 x 4) - Regular Holidays (76.25 x 200% x 12 x 4) - Standby/Rest Days (76.25 x 165% x 4 x 4) - Special Days (76.25 x 195% x 4 x 4)		113,231.25 9,516.00 2,061.80 2,379.00 12 10,599.00	
Sub-Total		32,548.02	33,550.45
B. Amount to Government in favor of Guard			
SSS		1,900.00	1,900.00
PhilHealth		400.97	400.97
EC State Insurance		30.00	30.00
Pag-IBIG		100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75	1,143.75
Statutory Benefits****		-	-
Sub-Total		3,574.72	3,574.72
C. Total Amount to Guard and Government (A + B)		36,122.74	37,125.17
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		1	1
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 NATIONAL CAPITAL REGION
 As per Dole Order No. NCR-24 Class B
 (Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - Civil Aviation Training Center

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 610.00
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)		20,048.67
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)		1,002.43
5-days Incentive Leave (DW x 5 / 12)		254.17
13th Month Pay (DW x 365 / 12 / 12)		1,546.18
Uniform Allowance (R.A. No. 5487)		100.00
Overtime Pay		10,599.00
• No. of days = 7 days • Rate per Hour (610 / 8 = 76.25) • Regular Days (76.25 x 120% x 297 x 4) • Regular Holidays (76.25 x 200% x 12 x 4) • Sundays/Fest. Days (76.25 x 160% x 4 x 4) • Special Days (76.25 x 100% x 4 x 4)		113,231.25 9,516.00 2,064.80 2,729.00 12 10,599.00
Sub-Total		32,548.02
B. Amount to Government in favor of Guard		
SSS		1,900.00
PhilHealth		400.97
EC State Insurance		30.00
Pag-IBIG		100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)		1,143.75
Statutory Benefits****		-
Sub-Total		3,574.72
C. Total Amount to Guard and Government (A + B)		36,122.74
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		6
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 NATIONAL CAPITAL REGION
 As per Dole Order No. NCR-24 Class B
 (Effective Date: 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - Manila Transmitter

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 610.00
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)	20,048.67	20,048.67
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)		1,002.43
5-days Incentive Leave (DW x 5 / 12)	254.17	254.17
13th Month Pay (DW x 365 / 12 / 12)	1,546.18	1,546.18
Uniform Allowance (R.A. No. 5487)	100.00	100.00
Overtime Pay	10,599.00	10,599.00
- No. of days = 7 days		
- Rate per Unit (610 / 2 = 76.25)		
- Regular Days (76.25 x 125% x 217 x 4)	111,231.25	
- Regular Holidays (76.25 x 300% x 12 x 4)	9,516.00	
- Saturdays/Rest Days (76.25 x 100% x 4 x 4)	2,051.00	
- Special Days (76.25 x 195% x 4 x 4)	2,379.00	
	12	
	10,599.00	
Sub-Total	32,548.02	33,550.45
B. Amount to Government in favor of Guard		
SSS	1,900.00	1,900.00
PhilHealth	400.97	400.97
EC State Insurance	30.00	30.00
Page-IBIG	100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)	1,143.75	1,143.75
Statutory Benefits***	-	-
Sub-Total	3,574.72	3,574.72
C. Total Amount to Guard and Government (A + B)	36,122.74	37,125.17
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	4	4
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

REGION IV-A

As per Dole Order No: RB-IVA-DW-03 Class A

(Effective Date: 16 July 2022)

I. Civil Aviation Authority of the Philippines and Facilities - Rosario NDB

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 429.00	
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)	14,099.80	14,099.80	
Night Differential Pay (Ave. Pay/Mo. X 10% / 2)		704.99	
5-days Incentive Leave (DW x 5 / 12)	178.75	178.75	
13th Month Pay (DW x 365 / 12 / 12)	1,087.40	1,087.40	
Uniform Allowance (R.A. No. 5487)	100.00	100.00	
Overtime Pay	7,454.75	7,454.75	
- No. of days = 7 days			
- Rate per Hour (429 / 8 = 53.63)			
- Regular Days (53.63 x 125% x 297 x 8)	79,640.55		
- Regular Holidays (53.63 x 200% x 12 x 4)	6,035.04		
- Restdays/Rest Days (53.63 x 165% x 4 x 4)	1,430.16		
- Special Days (53.63 x 195% x 4 x 4)	1,671.20		
	13		
	7,454.75		
Sub-Total	22,920.70	23,625.69	
B. Amount to Government in favor of Guard			
SSS	1,330.00	1,330.00	
PhilHealth	282.00	282.00	
EC State Insurance	10.00	10.00	
Pag-IBIG	100.00	100.00	
Retirement Benefits (R.A. No. 7641) (DW x 22.3 / 12)	804.38	804.38	
Statutory Benefits****	-	-	
Sub-Total	2,526.38	2,526.38	
C. Total Amount to Guard and Government (A + B)		25,447.08	26,152.07
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	1	1	
TOTAL LABOR COST PER MONTH			
TOTAL LABOR COST PER YEAR			

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month

REGION IV-A

As per Dole Order No. RB-IVA-DW-03 Class A

(Effective Date: 16 July 2022)

L Civil Aviation Authority of the Philippines and Facilities - Tagaytay Radar Facility

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 429.00
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)	14,099.80	14,099.80
Night Differential Pay (Ave. Pay/Mo X 10% / 2)		704.99
5-days Incentive Leave (DW x 5 / 12)	178.75	178.75
13th Month Pay (DW x 365 / 12 / 12)	1,087.40	1,087.40
Uniform Allowance (R.A. No. 5487)	100.00	100.00
Overtime Pay	7,454.75	7,454.75
- No. of days = 7 days		
- Rate per Hour (429 / 8 = 53.63)		
- Regular Days (53.63 x 125% x 297 x 4)	79,640.33	
- Regular Holidays (53.63 x 200% x 12 x 4)	6,091.02	
- Sunday/Holiday Days (53.63 x 100% x 4 x 4)	1,450.16	
- Special Days (53.63 x 150% x 4 x 4)	1,379.26	
	12	
	7,454.75	
Sub-Total	22,920.70	23,625.69
B. Amount to Government in favor of Guard		
SSS	1,330.00	1,330.00
PhilHealth	282.00	282.00
EC State Insurance	10.00	10.00
Pag-IBIG	100.00	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)	804.38	804.38
Statutory Benefits***	-	-
Sub-Total	2,526.38	2,526.38
C. Total Amount to Guard and Government (A + B)	25,447.08	26,152.07
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	5	5
TOTAL LABOR COST PER MONTH		
TOTAL LABOR COST PER YEAR		

CONTRACT RATE FOR SECURITY SERVICES

Rate Cost Distribution Per Month
 NATIONAL CAPITAL REGION
 As per Dole Order No. NCR-24 Class B
 (Effective Date, 16 July 2023)

I. Civil Aviation Authority of the Philippines and Facilities - CAAP ATMC

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 610.00
PARTICULARS	WORK SCHEDULE
A. Amount Directly to Guard	
Average Basic Monthly Pay (DW x 394.4 / 12)	20,048.67
Night Differential Pay (Ave. Pay/Mo. X 10% / 3)	668.29
5-days Incentive Leave (DW x 5 / 12)	254.17
13th Month Pay (DW x 365 / 12 / 12)	1,546.18
Uniform Allowance (R. A. No. 5487)	100.00
Sub-Total	22,617.13
B. Amount to Government in favor of Guard	
SSS	1,900.00
PhilHealth	400.97
EC State Insurance	30.00
Pag-IBIG	100.00
Retirement Benefits (R.A. No. 7641) (DW x 22.5 / 12)	1,143.75
Statutory Benefits****	-
Sub-Total	3,574.72
C. Total Amount to Guard and Government (A + B)	26,191.85
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	9
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 milking 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. 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 TLAC 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 removal 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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INVITATION TO BID FOR

PROVISION OF SECURITY SERVICES REQUIREMENTS FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT

1. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**, through the Corporate Operating Budget (COB) for FY 2023 intends to apply the sum of **Forty-three Million Three Hundred Seventy-nine Thousand Five Hundred Ninety-five Pesos and 96/100 (Php 43,379,595.96)** for the First One Year only, being the ABC to payments under the contract for Provision of Security Services Requirements for CAAP Main Office and Nearby Facilities under a Three (3)-Year Service Agreement- **BID NO. 23-047-10 BRAVO**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. 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 (CY 2020 to present)** 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).

Lot No.	Project Site/Location	No. of Guards	Approved Budget Contract (ABC) inclusive of VAT	Cost of Bid Documents
CAAP Main Office and Nearby Facilities	CAAP MAIN OFFICE	31	₱ 43,379,595.96	₱ 28,000.00
	MANILA CONTROL TOWER	4		
	CAAP HANGAR	2		
	RADAR 2	4		
	RADAR STATION 1	2		
	CATC	12		
	MANILA TRANSMITTER STAT	8		
	NDB ROSARIO CAVITE	2		
	CAAP TAGAYTAY RADAR	10		
	MANILA ATMC	9		
TOTAL		84		

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

14.3	<p>The Performance Security shall be in any of the following forms and in the amount equal to a percentage of the Contract Price:</p> <ol style="list-style-type: none"> 1.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank; or 2.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or 3.) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. <p>If the Bidder opts to submit a Surety Bond, a surety bond issued by the GSIS is preferred.</p>										
15.0	<ol style="list-style-type: none"> 1. Each and every page thereof shall be initialed/signed by the duly authorized representative/s of the Bidder. <p>Submitted Eligibility, Technical and Financial documents are to be marked with index tabs (ear tab) and must be sequentially paginated in accurate order in the form i.e. "page 3 of 100". Pagination should be sequential based on the entire span of the whole documents inside the envelope.</p> <ol style="list-style-type: none"> 2. Each Bidder shall submit one (1) original copy of the first and second components of its bid. All pages of the bid proposal shall be signed or initialed by Principal Bidder or the Bidder's Authorized Representative. 										
19.1	<p>The Bidder must render its statement of Compliance/Conformity with Bidding Documents as enumerated and specified in Section VI. Schedule of Requirements and Section VII. Technical Specification.</p> <p>Bids not complying with the above instruction shall be disqualified.</p>										
19.3	<p>The Approved Budget for the Contract (ABC) for this Project is <i>Forty-three Million Three Hundred Seventy-nine Thousand Five Hundred Ninety-five Pesos and 96/100 (Php 43,379,595.96)</i> for the First One Year only, inclusive of VAT.</p> <p>For purpose of clarity, the ABC is composed of the following items:</p> <table border="1"> <thead> <tr> <th>Particular</th><th>Total Amount</th></tr> </thead> <tbody> <tr> <td>Salaries and Wages</td><td>34,189,466.52</td></tr> <tr> <td>Agency Fee</td><td>8,205,472.56</td></tr> <tr> <td>VAT (12%) (based on Agency Fee)</td><td>984,656.88</td></tr> <tr> <td>Total ABC</td><td>43,379,595.96</td></tr> </tbody> </table> <p>Any bid with a financial component exceeding the amount shall not be accepted and outright disqualified.</p>	Particular	Total Amount	Salaries and Wages	34,189,466.52	Agency Fee	8,205,472.56	VAT (12%) (based on Agency Fee)	984,656.88	Total ABC	43,379,595.96
Particular	Total Amount										
Salaries and Wages	34,189,466.52										
Agency Fee	8,205,472.56										
VAT (12%) (based on Agency Fee)	984,656.88										
Total ABC	43,379,595.96										

Section VI. Schedule of Requirements

To be delivered within one (1) week prior to the effectivity of the Contract at the CAAP MAIN OFFICE AND NEARBY FACILITIES AREA OF RESPONSIBILITIES (CAAP MAIN OFFICE, MANILA CONTROL TOWER, CAAP HANGAR, RADAR 2, RADAR STATION L CATC, MANILA TRANSMITTER STATION, ROSARIO NDB, CAAP TAGAYTAY RADAR, AND MANILA ATMC) or Project Sites.

A. SCHEDULE OF MANPOWER REQUIREMENTS (12-Hour Duty/Shift)

AOR I – CAAP MAIN OFFICE

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
A. CAAP MAIN OFFICE													
1	Detachment Commander	1	0		1	1	0	1	0	0	1	1	0
2	Shift-In-Charge	1	1		2	1	0	1	0	1	2	2	0
3	Main Lobby	1	1		2	1	0	1	1	0	2	2	0
4	Main Lobby Asst	1	0		1	1	0	1	0	0	1	1	0
5	Gate 1 ID Issuance	1	1		2	0	0	1	0	1	2	2	0
6	Gate 1 Pedestrian Inspection	1	0		1	1	1	0	1	0	1	1	0
7	Vehicle Inspection	2	1		3	1	0	1	0	0	3	3	2
8	Gate 2 - Exit Recorder	1	1		2	1	1	1	0	1	2	2	1
9	Gate 3 - Entrance/Exit	1	1		2	1	0	1	1	1	2	2	1
10	Director General's Office	1	1		2	1	0	1	0	0	2	2	0
11	Annex Building Lobby	1	1		2	1	0	1	0	0	2	2	0
12	Annex Collection/Mod Area	1	0		1	0	0	1	0	0	1	1	0
13	OFSAM Lobby	1	0		1	1	0	1	0	0	1	1	0
14	TSIS Bldg	1	1		2	1	0	1	1	0	2	2	0
15	Multi-Level Parking	1	0		1	1	0	1	0	0	1	1	0
16	ANS Technical Center/Roving	1	1		2	1	0	1	0	1	2	2	0
17	MAFC Lobby	1	1		2	1	0	0	0	1	2	2	0
18	Patrol Driver/Roving	1	1		2	1	0	1	0	1	2	2	0
TOTAL		19	12		31	16	2	17	4	7	31	31	4

AOR II – MANILA CONTROL TOWER

Security Post	Guard Shift			Total No. of Guards	Required Equipment							
	1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
B. MANILA CONTROL TOWER												
1 Main Gate	1	1		2	1	1	1	1	1	2	2	2
2 MCT Lobby / Roving	1	1		2	1	0	1	1	1	2	2	0
TOTAL	2	2		4	2	1	2	2	2	4	4	2

AOR III – CAAP HANGAR

Security Post				Guard Shift			Total No. of Guards	Required Equipment							
				1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
C. HANGAR															
1	Hangar Lobby			1	1		2	1	0	1	1	1	2	2	0
TOTAL				1	1		2	1	0	1	1	1	2	2	0

AOR IV – RADAR 2

Security Post	Guard Shift			Total No. of Guards	Required Equipment							
	1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
D. RADAR 2												
1 Main Gate	2	2		4	1	1	1	1	1	4	4	1
TOTAL	2	2		4	1	1	1	1	1	4	4	1

AOR V – RADAR STATION 1

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
NO.	E. RADAR STATION 1												
1	Main Gate	1	1		2	1	1	1	1	1	2	2	1
2	Roving	0	0		0	0	0	0	0	0	0	0	0
TOTAL		1	1		2	1	1	1	1	1	2	2	1

AOR VI – CATC

Security Post				Guard Shift		Total No. of Guards	Required Equipment								
				1st	2nd		3rd	9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
F. CATC															
1	Shift-In-Charge			1	1		2	1	0	1	0	1	2	2	0
2	Lobby			1	1		2	1	0	1	1	0	2	2	0
3	Gate 1			1	1		2	1	0	1	1	1	2	2	1
4	Gate 2			1	1		2	1	1	1	0	1	2	2	1
5	CFR			1	1		2	1	0	1	0	1	2	2	0
6	Condo			1	1		2	0	1	1	0	1	2	2	0
TOTAL				6	6		12	5	2	6	2	5	12	12	2

AOR VII - MANILA TRANSMITTER STATION

Security Post		General Shift		Total No. of Guards	Required Equipment								
		1st	2nd/3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM	
NO.	G. MANILA TRANSMITTER STATION												
1	Shift-in-Charge	1	1	2	1	0	1	0	0	2	2	0	
2	Gate 1	1	1	2	1	1	1	1	1	2	2	1	
3	Gate 2	1	1	2	1	0	1	0	1	2	2	0	
4	Gate 3	1	1	2	1	0	1	1	1	2	2	1	
TOTAL		4	4	8	4	1	4	2	3	8	8	2	

AOR VIII – ROSARIO NDB

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
NO.	II. NDB ROSARIO CAVITE												
1	NDB Rosario Cante	1	1		2	0	1	1	0	1	2	2	0
TOTAL		1	1		2	0	1	1	0	1	2	2	0

AOR IX - CAAP TAGAYTAY RADAR

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
NO.	I. CAAP TAGAYTAY RADAR												
1	1. Shift-In-Charge	1	1		2	1	0	1	0	0	2	2	0
2	2. Main Gate	1	1		2	1	1	1	1	1	2	2	2
3	3. Transmitter	1	1		2	1	0	1	0	1	2	2	0
4	4. Receiver	1	1		2	1	0	1	0	1	2	2	0
5	5. Extension Receiver Site	1	1		2	1	0	1	0	1	2	2	0
TOTAL		5	5		10	5	1	5	1	4	10	10	2

AOR X - MANILA ATMC

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
NO.	J. MANILA AIR TRAFFIC MANAGEMENT CENTER												
1	17 CNS/ATM/Main Gate	1	1	1	3	1	0	1	1	1	3	3	1
2	18 CNS/Lobby	1	1	1	3	0	0	1	0	0	3	3	0
3	19 CNS/ATM/Roving	1	1	1	3	1	0	1	0	1	3	3	0
TOTAL		3	3	3	9	2	0	3	1	2	9	9	1

Work Shift Schedule

Shift Schedule (12hr)	Time of Duty
1 st Shift	0600H – 1800H
2 nd Shift	1800H – 0600H



Note: The CSIS Area/Station Supervisor in coordination with the Area/Airport Manager has the option to adopt/change the Time of Duty that will work best to ensure attendance of the security personnel of PSA/Security as long as it follows the twelve-hour rotational schedule.

SUMMARY:

Area Center	Area of Responsibility (AOR)	No. of Post	No. of Guards
CAAP Main Office and Nearby Facilities	CAAP MAIN OFFICE	18	31
	MANILA CONTROL TOWER	2	4
	CAAP HANGAR	1	2
	RADAR 2	2	4
	RADAR STATION 1	2	2
	CATC	6	12
	MANILA TRANSMITTER STATION	4	8
	NDB ROSARIO CAVITE	1	2
	CAAP TAGAYTAY RADAR	5	10
	MANILA AIR TRAFFIC MANAGEMENT CENTER	3	9
TOTAL		44	84

B. SCHEDULE OF EQUIPMENT REQUIREMENTS

Description	CLAP MAIN OFFICE										TOTAL	Comments, Notes/Needs
	CHD	MCY	CH	BADWJ	RADWJ	CHS	MYS	WJR	TRGMYT	WYKRAJTHC		
1. FIREARMS												
a. Pistol, Cal. 38 w/ 10 rds. Impressed 7 Round FN	11	2	1	1	0	1	0	0	1	2	20	Issue 111 caliber 200 years w/ 10 rds Class A only
b. Shotgun, 12GA (10 Round FN)	2	1	0	1	1	1	1	0	1	0	10	do
2. TRANSPORT VEHICLES												
a. SUV Type Patrol Vehicle with Security Agency's Marking	1	0	0	0	0	0	0	0	0	0	1	do
b. Motorcycle	1	0	0	0	0	1	1	0	1	0	4	do
3. COMMUNICATION EQUIPMENT												
a. Radio, One with UHF	1	1	1	1	1	1	1	0	1	0	8	do
b. Handheld Radio with extra battery packs	17	2	1	1	2	6	4	0	5	3	42	do
c. Cellphone (Phone Port/Pack)	1	1	1	1	1	1	1	1	1	0	9	do
4. OTHER SECURITY EQUIPMENT												
a. Desktop Computer with Printer	1	0	0	0	0	1	1	0	1	0	4	do
b. Handheld Metal Detector	4	2	1	1	1	2	2	0	1	1	15	do
c. Night Vision	1	1	1	1	1	1	1	1	1	1	10	do
d. Search Light/Spot Light	7	2	1	1	1	5	2	1	4	2	28	do
e. Megaphone	1	1	1	1	1	1	1	0	1	1	10	do
f. Under vehicle close inspection mirror	4	2	0	1	1	2	2	0	2	1	15	do
g. Reflective Traffic Vest	25	4	2	4	5	12	8	2	20	8	84	do
h. Reflective Traffic Gloves	11	4	2	4	5	12	8	2	20	8	84	do
i. Reflective Pants	11	4	2	4	5	12	8	2	20	8	84	do
j. Flash Light	11	4	2	4	5	12	8	2	20	8	84	do
k. Baton	11	4	2	4	5	12	8	2	20	8	84	do
l. Handcuff	11	4	2	4	5	12	8	2	20	8	84	do
m. Kneepad	11	4	2	4	5	12	8	2	20	8	84	do
n. Heavy Duty Driver Boots	11	4	2	4	5	12	8	2	20	8	84	do
o. Punch Clock/Time Scan Time Attendance	1	1	1	1	1	1	1	0	1	0	6	do
p. Logbook 200 pages (6-1/2 x 9)	120	12	12	12	12	24	12	0	24	9	260	do
q. Camera (dig)											1	to central station
5. INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS												
- Class "A" Uniform (long sleeve with seal on left Pouch/shoulder)											2 sets	Must be available upon posting
- Class "B" Uniform (Casual Uniform)											1 set	Must be available upon posting
- Rain coat											1 pc.	Must be available upon posting
- Rain Boots											1 pair	Must be available upon posting
- Medication/First Aid Kit											1 pouch	Must be available upon posting
- Handcuff											1 pc.	Must be available upon posting
- Flashlight											1 pc.	Must be available upon posting
- Signpost/Marker											1 pc.	Must be available upon posting
- PPI											1 pc.	Must be available upon posting
- Whistle											1 pc.	Must be available upon posting

6. Additional Uniform Requirement:

For Guards to be deployed at the following Security Post, the required uniform is White Long Sleeve Polo Barong with Name Plate.

a. CAAP Main Office:

1. Detachment Commander
2. Shift-In-Charge
3. Main Lobby
4. Director General's Office
5. Annex Building Lobby
6. OFSAM Lobby
7. FSIS Bldg.

h. Manila ATMC:

1. CNS Lobby

c. CATC:

1. Shift-In-Charge
2. Lobby

C. OTHER PSA MANPOWER REQUIREMENTS

Item No.	Description	Total No. of Guards	Schedule of Delivery
1	Submission to CSIS of 201 Personnel Files and necessary documents of Private Security Guards	84	7 cd after the receipt of Notice of Award
2	Technical Inspection and Acceptance Committee (TIAC) Process	84	To be scheduled prior deployment
3	Actual Deployment/Posting of Selected/Qualified Security Personnel	84	7 cd after receipt of Notice to Proceed
4	Basic Aviation Security Training (Basic AVSEC STP123) of Security Guards	84	To be scheduled after deployment

	(j) Prospective Bidder must have a Certification of Pending or No Pending labor standards violation case/s issued by the DOLE and NLRC pertaining to the provision of the security services.							
D.	Resources of the Prospective PSA							
	<p>D1. Number of Licensed Firearms</p> <p>Prospective Bidder must have commensurate number of firearms with the guard post, readily available one (1) week prior to effectivity of contract. Bidders must submit List of All Licensed Firearms prior inspection of Technical Inspection and Acceptance Committee (TIAC) for Security Services.</p> <p>D2. Number and Kind of Motor-Powered Vehicles</p> <p>Prospective Bidder should have the minimum number of motor-powered vehicles:</p> <p>(a) 1 unit – 4-wheeled vehicle (b) 4 units – motorcycle (at least 150cc)</p> <p>D3. Number of Licensed Guards</p> <p>Prospective Bidder should have a minimum of two hundred (200) licensed security guards. Bidders must submit latest Monthly Disposition Report (MDR) stamp received by PNP-SOSIA (3 consecutive months prior to the submission and opening of bid).</p> <p>D4. Number of Licensed Communication Equipment</p> <p>Prospective Bidder must have commensurate number of radio equipment with the guard post, readily available one (1) week prior to effectivity of contract. Bidders must submit List of All Licensed Communication Equipment prior inspection of Technical Inspection and Acceptance Committee (TIAC) for Security Services.</p> <p>D4. Required number of firearms & ammunitions, motor powered vehicles, communications and inspection devices and resources for utilization and deployment in various airports of CAAP MAIN OFFICE AND NEARBY FACILITIES:</p> <table><tr><td>(a) 36 units</td><td>licensed 9MM, Pistol</td></tr><tr><td>(b) 504 rds.</td><td>ammunitions for 9MM Pistol (7 rounds/magazine)</td></tr><tr><td>(c) 10 units</td><td>licensed 12GA Shotgun</td></tr></table>	(a) 36 units	licensed 9MM, Pistol	(b) 504 rds.	ammunitions for 9MM Pistol (7 rounds/magazine)	(c) 10 units	licensed 12GA Shotgun	
(a) 36 units	licensed 9MM, Pistol							
(b) 504 rds.	ammunitions for 9MM Pistol (7 rounds/magazine)							
(c) 10 units	licensed 12GA Shotgun							

	(d) 180 rds.	ammunitions for 12GA Shotgun (18 rounds each shotgun)
	(e) 9 units	licensed Radio Transceiver, mobile, utilized as Base Radio with complete accessories and antenna (VHF, depending on the requirement of airport/facility)
	(f) 42 units	licensed Handheld Radio (HHR) Sets with Headset
	(g) 42 units	Battery Charger for HHR
	(h) 42 units	Extra Rechargeable Battery for HHR
	(i) 9 units	Cellular Phone w/ camera, MMS capable
	(j) 1 unit	4-wheeled vehicle w/ least 2018 model with gasoline allocation which shall be utilized outside airport complex to carry out official tasks or mission of the CSIS with Security Agency's markings on both sides and multi-siren, PA system and Beacon Light (Color, Amber).
	(k) 4 units	Motorcycle at least 150cc with gasoline allocation, with windshield marked with Security Agency's, with blinkers & crash guards
	(l) 15 units	Handheld Metal Detector
	(m) 4 units	Computer sets with Printer
	(n) 10 units	Digital Camera at least 14 megapixel
	(o) 10 units	Megaphone, battery operated
	(p) 15 units	Under Vehicle Inspection Mirror
	(q) 28 units	Handheld Search Light
	(r) 84 pcs.	Reflectorize Vest. All weather marked with "SECURITY"
	(s) 84 pairs	Reflectorized Glove
	(t) 260 bks.	Pre-numbered Logbook
	<p>The abovementioned requirements must be deployed in airports/facilities under CAAP MAIN OFFICE AND NEARBY FACILITIES one (1) week from the start of the Contract. Failure to deploy these requirements shall be subjected to cancellation or termination of the Contract.</p>	
E.	Other Security Requirements	

3.0 CAAP MAIN OFFICE AND NEARBY FACILITIES AREA OF RESPONSIBILITIES (AORs)

The PSA/Security Provider shall cover the **CAAP MAIN OFFICE AND NEARBY FACILITIES SECURITY SERVICES** requirements, namely:

1. CAAP Main Office
2. Manila Control Tower
3. CAAP Hangar
4. Radar 2
5. Radar Station 1
6. CATC
7. Manila Transmitter Station
8. Rosario NDB
9. Tagaytay Radar
10. Manila ATMC

4.0 APPROVED BUDGET FOR THE CONTRACT (ABC) *(For the First Year Only)*

The ABC for the **PROVISION OF SECURITY SERVICES FOR CAAP MAIN OFFICE AND NEARBY FACILITIES UNDER A THREE (3)-YEAR SERVICE AGREEMENT** is indicated below:

Area Center	Area of Responsibility (AOR)	No. of Guards	Annual Budget
CAAP MAIN OFFICE AND NEARBY FACILITIES	CAAP MAIN OFFICE	31	P 43,379,595.96
	MANILA CONTROL TOWER	4	
	CAAP HANGAR	2	
	RADAR 2	4	
	RADAR STATION 1	2	
	CATC	12	
	MANILA TRANSMITTER STATION	8	
	ROSARIO NDB	2	
	CAAP TAGAYTAY RADAR	10	
	MANILA ATMC	9	
TOTAL		84	
Forty-three Million Three Hundred Seventy-nine Thousand Five Hundred Ninety-five Pesos and 96/100 (Php 43,379,595.96)			
Computed based on the following: • NCR – Dole Order No. NCR-24 Class B effective date July 16, 2023. • REGION IV-A - Dole Order No. RB-IVA-DW-03 Class A effective July 16, 2023.			

5.0 MANPOWER REQUIREMENTS

- 5.1 The ten (10) AORs will be secured and protected by a well-trained, experienced, licensed, uniformed and armed security personnel.

- 5.2 The PSA/Security Provider must ensure that the security personnel assigned at airports/facilities under **CAAP MAIN OFFICE AND NEARBY FACILITIES** will undergo Basic Aviation Security (AVSEC) Training (*Phase I – Theoretical and Phase II – On-the-Job Checkout*) and AVSEC Re-Currency Training every two (2) years, to be conducted by CAAP-CSIS Mobile Training Team in coordination with the Civil Aviation Training Center (CATC).
- 5.3 The manpower requirement for the AORs are as follows:

Area Center	Area of Responsibility (AOR)	No. of Post	No. of Guards
CAAP MAIN OFFICE AND NEARBY FACILITIES	CAAP MAIN OFFICE	18	31
	MANILA CONTROL TOWER	2	4
	CAAP HANGAR	1	2
	RADAR 2	1	4
	RADAR STATION 1	2	2
	CATC	6	12
	MANILA TRANSMITTER STATION	4	8
	ROSARIO NDB	1	2
	CAAP TAGAYTAY RADAR	5	10
	MANILA ATMC	3	9
TOTAL		43	84

- 5.4 The PSA/Security Provider must be capable of increasing or decreasing the number of guards deployed or reallocate the guards deployed to other airports within Area III. In cases of extreme urgency, the contracted PSA/Security Provider may be required to immediately deploy or pull out or transfer a certain number of guards within twenty-four (24) hours. Prior to the issuance of the written notice, CSIS shall verbally notify the concerned agency of the need to prepare for the forthcoming changes in the deployment of guards.
- 5.5 The PSA/Security Provider must have a pool of reserved AVSEC Trained guards to ensure the presence of adequate reliever when the need arises.
- 5.6 It must be explicitly stated that based on the assessment of the security situation and security needs of CAAP, the number of deployed security personnel may either be reduced or increased by CAAP as the case may be.
- 5.7 CAAP, thru CSIS Technical Working Group (TWG) for Pre – Selection/Screening, have the right to screen, select, accept and/or reject PSA's/Security Provider's individual Officer/Guard in accordance with CAAP preset criteria.
- 5.8 CAAP has the right to demand from the PSA/Security Provider for the immediate relief from Post/Duty of Security Officers/Guards who are deemed undesirable or incompetent thru a written memorandum. The PSA/Security Provider shall

Annex "A"

MANPOWER REQUIREMENTS

A. SCHEDULE OF MANPOWER REQUIREMENTS (12-Hour Duty/Shift)

AOR I – CAAP MAIN OFFICE

Security Post				Guard Shift			Total No. of Guards	Required Equipment							
				1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
A. CAAP MAIN OFFICE															
1	Detachment Commander			1	0		1	1	0	1	0	0	1	1	0
2	Shift-In-Charge			1	1		2	1	0	1	0	1	2	2	0
3	Main Lobby			1	1		2	1	0	1	1	0	2	2	0
4	Main Lobby Assist			1	0		1	1	0	1	0	0	1	1	0
5	Gate 1 ID Issuance			1	1		2	0	0	1	0	1	2	2	0
6	Gate 1 Pedestrian Inspection			1	0		1	1	1	0	1	0	1	1	0
7	Vehicle Inspection			2	1		3	1	0	1	0	0	3	3	2
8	Gate 2 - Exit Recorder			1	1		2	1	1	1	0	1	2	2	1
9	Gate 3 - Entrance/Exit			1	1		2	1	0	1	1	1	2	2	1
10	Director General's Office			1	1		2	1	0	1	0	0	2	2	0
11	Annex Building Lobby			1	1		2	1	0	1	0	0	2	2	0
12	Annex Collection/Mod. Area			1	0		1	0	0	1	0	0	1	1	0
13	OESAM Lobby			1	0		1	1	0	1	0	0	1	1	0
14	FSIS Bldg			1	1		2	1	0	1	1	0	2	2	0
15	Multi-Level Parking			1	0		1	1	0	1	0	0	1	1	0
16	ANS Technical Center/Roving			1	1		2	1	0	1	0	1	2	2	0
17	MAFC Lobby			1	1		2	1	0	1	0	1	2	2	0
18	Patrol Driver/Roving			1	1		2	1	0	1	0	1	2	2	0
TOTAL				19	12		31	16	2	17	4	7	31	31	4

AOR II – MANILA CONTROL TOWER

Security Post	Guard Shift			Total No. of Guards	Required Equipment							
	1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UVIM
B. MANILA CONTROL TOWER												
1 Main Gate	1	1		2	1	1	1	1	1	2	2	2
2 MCT Lobby / Roving	1	1		2	1	0	1	1	1	2	2	0
TOTAL	2	2		4	2	1	2	2	2	4	4	2

AOR III – CAAP HANGAR

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHK	HHMD	HHSL	RV	RG	UNIM
C. HANGAR													
1	Hangar Lobby	1	1		2	1	0	1	1	1	2	2	0
TOTAL		1	1		2	1	0	1	1	1	2	2	0

AOR IV – RADAR 2

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UNIM
D. RADAR 2													
1	Main Gate	2	2		4	1	1	1	1	1	4	4	1
TOTAL		2	2		4	1	1	1	1	1	4	4	1

AOR V – RADAR STATION 1

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UNIM
NO.	E. RADAR STATION 1												
1	Main Gate	1	1		2	1	1	1	1	1	2	2	1
2	Roaming	0	0		0	0	0	0	0	0	0	0	0
TOTAL		1	1		2	1	1	1	1	1	2	2	1

AOR VI – CATC

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UNIM
F. CATC													
1	Shift-In-Charge	1	1		2	1	0	1	0	1	2	2	0
2	Lobby	1	1		2	1	0	1	1	0	2	2	0
3	Gate 1	1	1		2	1	0	1	1	1	2	2	1
4	Gate 2	1	1		2	1	1	1	0	1	2	2	1
5	CFR	1	1		2	1	0	1	0	1	2	2	0
6	Condo	1	1		2	0	1	1	0	1	2	2	0
TOTAL		6	6		12	5	2	6	2	5	12	12	2

AOR VII - MANILA TRANSMITTER STATION

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHR	HHMD	HHSL	RV	RG	UNIM
NO.	G. MANILA TRANSMITTER STATION												
1	Shift-In-Charge	1	1		2	1	0		0	0	2	2	0
2	Gate 1	1	1		2	1	1	1	1	1	2	2	1
3	Gate 2	1	1		2	1	0	1	0	1	2	2	0
4	Gate 3	1	1		2	1	0	1	1	1	2	2	1
TOTAL		4	4		8	4	1	4	2	3	8	8	2

AOR VIII – ROSARIO NDB

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHB	HHMD	HHSL	RV	RG	IVIM
NO.	II. NDB ROSARIO CAVITE												
1	NDB Rosario Cavity	1	1		2	0	1	1	0	1	1	2	0
TOTAL		1	1		2	0	1	1	0	1	1	2	0

AOR IX – CAAP TAGAYTAY RADAR

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHB	HHMD	HHSL	RV	RG	IVIM
NO.	I. CAAP TAGAYTAY RADAR												
1	1. Shift-In-Charge	1	1		2	1	0	1	0	0	2	2	0
2	2. Main Gate	1	1		2	1	1	1	1	1	2	2	2
3	3. Transmitter	1	1		2	1	0	1	0	1	2	2	0
4	4. Receiver	1	1		2	1	0	1	0	1	2	2	0
5	5. Extension Receiver Site	1	1		2	1	0	1	0	1	2	2	0
TOTAL		5	5		10	5	1	5	1	4	10	10	2

AOR X – MANILA ATMC

Security Post		Guard Shift			Total No. of Guards	Required Equipment							
		1st	2nd	3rd		9 MM	12 GA	HHB	HHMD	HHSL	RV	RG	IVIM
NO.	I. MANILA AIR TRAFFIC MANAGEMENT CENTER												
1	17. CNS/ATM Main Gate	1	1	1	3	1	0	1	1	1	3	3	1
2	18. CNS Lobby	1	1	1	3	0	0	1	0	0	3	3	0
3	19. CNS/ATM Roving	1	1	1	3	1	0	1	0	1	3	3	0
TOTAL		3	3	3	9	2	0	3	1	2	9	9	1

Annex "B"

SUPPLIES AND REQUIRED EQUIPMENT

To be delivered within Seven (7) Calendar days prior to the effectivity of the Contract at the CAAP MAIN OFFICE AND NEARBY FACILITIES or Project Sites:

Description	CAAP MAIN OFFICE											TOTAL	Delivered, Video Monitor
	CND	SEC	CD	EDMIS	BOMIS	ODI	IDS	NO	ENGLISH	MASLILAH			
1. FURNITURE													
a. Chair, Conference table (approx. 10 units)	15	2	1	1	0	0	4	0	1	2	0	0	20 - 20 items longer sitting table
b. Storage (24" x 36" x 18")	2	1	0	1	1	0	1	1	1	0	0	0	0
2. TRANSPORT VEHICLES													
a. VTY Type (small truck) Battery (approx. 10 units)	1	0	0	1	0	0	1	0	1	0	0	1	0
b. Motorcycles	1	0	0	1	0	0	1	0	1	0	0	0	0
3. COMMUNICATIONS EQUIPMENT													
a. Radio (approx. 10 units)	1	1	1	1	1	1	1	1	1	1	0	0	0
b. Handheld Radio (approx. Battery pack)	10	2	1	1	1	0	4	1	1	1	0	0	0
c. Mobile Phone (approx. 10 units)	1	1	1	1	1	1	1	1	1	1	0	0	0
4. OTHER COMMUNICATIONS EQUIPMENT													
a. Desktop Computer with Printer	1	0	0	0	0	0	1	0	1	0	0	0	0
b. Handheld Radio (approx.)	4	2	1	1	1	2	0	0	1	1	0	0	0
c. Digital Camera	1	1	1	1	1	1	1	1	1	1	0	0	0
d. Digital Video Recorder	1	2	1	1	2	2	2	1	4	2	0	0	0
e. Laptop	1	1	1	1	1	1	1	1	1	1	0	0	0
f. Underwater camera (approx. 1 unit)	4	2	0	1	1	2	2	0	2	1	0	0	0
g. Electronic Traffic Log	21	4	2	4	2	12	8	2	10	0	0	0	0
h. Electronic Traffic Log	21	0	2	4	2	12	8	2	10	0	0	0	0
i. Traffic Pad	21	4	2	4	2	12	8	2	10	0	0	0	0
j. Radio	21	4	2	4	2	12	8	2	10	0	0	0	0
k. Radio	21	4	2	4	2	12	8	2	10	0	0	0	0
l. Computer	21	4	2	4	2	12	8	2	10	0	0	0	0
m. Radio (approx. 10 units)	21	4	2	4	2	12	8	2	10	0	0	0	0
n. Radio (approx. 10 units)	1	1	1	1	1	1	1	1	1	0	0	0	0
o. Laptop (approx. 10 units)	20	12	12	12	12	24	12	8	20	0	0	0	0
p. Other												0	0 and more
5. INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS													
- Class "A" Uniform (approx. 10 units)												10	10 (for 10 units)
- Class "B" Uniform (approx. 10 units)												10	10 (for 10 units)
- Boots												10	10 (for 10 units)
- Headset												10	10 (for 10 units)
- Mobile Phone (approx. 10 units)												10	10 (for 10 units)
- Radio												10	10 (for 10 units)
- Nightstick												10	10 (for 10 units)
- Gun												10	10 (for 10 units)
- Knife												10	10 (for 10 units)