

**Bid Bulletin No. 01**  
**04 March 2024**

- I.** Attention is hereby invited to the bidders of the Project **PROVISION OF SECURITY SERVICES REQUIREMENTS FOR CAAP IX UNDER A THREE (3)-YEAR SERVICE AGREEMENT with BID NO. 24-009-02 BRAVO (Php 50,964,739.32).**
- II.** The new schedule for the deadline for the submission and opening of bids will be on **13 March 2024 at 9:00 AM** at the **CAAP Conference Room, 4th Floor Main Building, CAAP Compound, Pasay City.**
- III.** Please be informed of the following clarifications:

Issues/Inquiries	Clarifications
1. How many copies of the bid proposal or submission are required?	<i>The bidders must submit only one (1) copy of their bid proposal or submission.</i>
2. May we request for an extension for submission of the bids for us to have an ample time to conduct a survey and prepare the bids?	<i>The submission deadline for bids remains to be by 13 March 2024, at 9:00 AM.</i>
3. ITB 20.1 Other appropriate documents required to be submitted during post-qualification no. 5 - Certificates of Satisfactory Performance from all existing clients. An additional Certificate of Satisfactory Performance from CAAP and/or its relevant Service or end-user is required if the bidder was a previous or current service provider of CAAP. Obtaining an unsatisfactory rating from any Area center, end-user, or Service shall be a ground for disqualification;	<i>The requirement to submit Certificates of Satisfactory Performance, as specified in ITB 20.1 no. 5, is <b>no longer required</b>.</i>
4. Checklist of Technical and Financial Documents under letter (e) Statement of Compliance/Conformity with the Bidding Documents as enumerated and specified in <b>Section VII. Technical Specifications</b> and signed by the Authorized Representative	<i>Bidders must state either "<b>Comply</b>" or "<b>Not Comply</b>" against each of the individual parameters/items indicated in Section VII. Technical Specification. There is no need to submit evidence requirements for the Technical Specification.</i>

5. Are bidders allowed to bid below the minimum 20%?	<b><i>No, the minimum administrative fee shall not be less than twenty percent (20%) pursuant to RA 11917.</i></b>
6. Section VII. Technical Specification Item C letter c requires the Prospective Bidder must have at least two hundred (200) guards currently deployed nationwide;  Is the PSA required to have deployment of at least 200 guards in all the regions of the Philippines?	<i>The requirement shall be revised to:</i>  <b><i>(c) The Prospective Bidders must have at least two hundred (200) guards currently deployed.</i></b>
7. Bidding Documents  a. Are bidders who joined the previous bidding last November 2023 required to pay the new bidding documents?  b. Do bidders need to have a copy of the new bidding documents?	a. <i>The previous bidders' payment for the previous bidding shall be credited to purchasing the current bidding documents.</i>  b. <i>Yes, the new bidding documents reflect updated provisions and requirements compared to the previous version.</i>
8. Section III. Bid Data Sheet ITB Clause 20.1 no. 10: Certificate of Site Inspection (BF – Form 8)  a. Who are the authorized signatories of the Certificate of Site Inspection?  b. Are bidders required to conduct Site Inspection before the bid submission date?  c. Can bidders who joined the previous bidding use the Certificate of Site Inspections submitted last November 2023?	a. <i>The Certificate of Site Inspection must be signed by Area or Airport Manager or CSIS Area/Airport Supervisor or CSIS Supervisor/Shift in Charge or any Airport/Facility Officer In-Charge per airport and facility.</i>  b. <i>No, the Certificate of Site Inspection is mandated for submission during the post-qualification stage. It must be submitted within a non-extendible period of five (5) calendar days, commencing upon receipt of notice from BAC confirming the bidder's status as the lowest calculated bid. Please refer to Section III. Bid Data Sheet ITB Clause 20.1 no. 10;</i>  c. <i>Yes, the Certificate of Site Inspection submitted for the bidding last November 2023 may still be used in this bidding.</i>
9. Checklist of Technical and Financial Documents letter (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or	<i>See attached revised <b>BF – Form 3 (Annex A)</b></i>



<p>Commercial Bank in lieu of its NFCC computation; <b>(BF – Form 3)</b></p> <p>The form year indicated in the form is <b>Year 2023</b>;</p>	
<p>10. Checklist of Technical and Financial Documents letter (b) Statement of the prospective bidder of all its <b>ongoing government and private contracts</b>, within three (3) years (CY 2021 to present), including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b>(BF – Form 1)</b></p> <p>Are bidders required to submit the copies of contracts as attachments for BF-Form 1?</p>	<p><i>Supporting documents <b>need not be attached</b> during the bid submission of <b>BF-Form 1</b>. They should be provided during the post-qualification stage. Failure to comply will result in the disqualification of the bidder.</i></p>
<p>11. Checklist of Technical and Financial Documents letter (c) Statement of the bidder's <b>Single Largest Completed Contract (SLCC)</b> completed within three (3) years (CY 2021 to present) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; <b>(BF – Form 2)</b></p> <p>Are bidders required to submit attachments for <b>BF-Form 2</b>?</p>	<p><i>See attached revised <b>BF-Form 2 (Annex B)</b>;</i></p> <p><i>The bidders are required to submit as part of the attachments for BF-Form 2 the following documents:</i></p> <ul style="list-style-type: none"> <li><i>a. <b>Contract Agreement; and</b></i></li> <li><i>b. <b>Certificate of Performance</b></i></li> </ul>
<p>12. Checklist of Technical and Financial Documents letter (k) Bill of Quantities; <b>(BF-Form 11)</b></p> <p><b>Summary of Bid</b></p>	<p><i>See attached revised <b>BF-Form 11 (Annex C)</b>;</i></p>

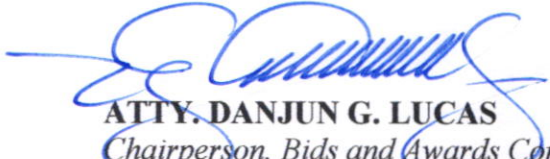
<p>13. Section IX. Terms of Reference no. 11.1.8. Ensure payment of salaries, without delay, to its security personnel and assume the payment for at least three (3) months of salaries of its security personnel. Failure to pay salaries on time within this time period and throughout the entire duration of the agreement and the contract will be considered as one of the bases for the pre-termination of the existing contract and the entire agreement;</p> <p>Can this be removed from the requirement?</p>	<p><i>No revision on the requirement as stated in the Terms of Reference no. 11.1.8.</i></p> <p><i>Please note that this stipulation is to be enforced during the implementation stage and throughout the entirety of the agreement's duration.</i></p>
<p>14. What is the basis of the amounts charged for penalties?</p>	<p><i>The end-user has already revised the table of penalties, reducing the penalties for several offenses that the winning service provider might commit. Further, the amount charged for penalties is based on several factors, including the severity of the violation, the terms outlined in the BDS, industry standards, legal regulations, and the specific circumstances surrounding the infraction. These penalties aim to deter non-compliance, compensate for damages or losses incurred, and incentivize adherence to rules and guidelines.</i></p> <p><i>The other considerations for determining the penalty amounts include the impact of the violation on affected damage or disruption of services, previous instances of similar violations, and whether the violation was due to accident, negligence, or willful disregard of CAAP rules under the TOR.</i></p> <p><i>Determining the amount of the penalties involves carefully evaluating various factors to ensure fairness, proportionality, and effectiveness in promoting compliance.</i></p>
<p>15. What is the relevance of the guards' and clients' personal and sensitive information to the bidding?</p>	<p><i>The Monthly Disposition Report (MDR) will aid the Procuring Entity in determining whether the security guards deployed in CAAP airports and facilities are duly licensed and included in the MDR submitted to the PNP-SOSIA.</i></p>



	<p><i>The issue of whether it is violative of the Data Privacy Act of 2012 (DPA) was answered in negative by the National Privacy Commission in a Privacy Policy Office Advisory Opinion No. 2021-031.</i></p> <p><i>To elucidate, the Data Privacy Act of 2012 applies to the processing of personal information, sensitive personal information, and privileged information (collectively, personal data) of natural persons by the government and private entities and individuals within and outside the Philippines. It is a settled rule of statutory construction that the express mention of one person, thing, or consequence excludes all others. Thus, DPA only applies to the processing of personal data of natural persons and not information of juridical entities recognized under the law.</i></p>
16. Is there a law that will violate the provision on terms of reference specifically equipment requirement requiring full combat load per firearm?	<p><i>Section 12 of Republic Act 10591 and its Implementing Rules and Regulations (IRR) provides that licensed juridical entities for the ownership and possession of registered firearms necessarily includes the license to possess ammunition appropriate to the registered firearm which shall not exceed fifty (50) rounds per firearm. The total amount provided under the TOR adheres to this provision.</i></p>
17. ITB Clause 20.1 number 10 Affidavit of Undertaking (BF-Form 6);	<p><i>See revised <b>BF-Form 6 (Annex D)</b></i></p>
Clarification on what particular details on the Permit/License Number and Business Identification Number.	

- IV.** 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.

For the information and guidance of all concerned.

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

## ANNEX A

(BF-Form 3)

### FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

Item No.	Particular	Year 2022

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (Current Assets – Current Liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = Php \_\_\_\_\_

**K = 15 regardless of the period or duration of the project.**

Or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: \_\_\_\_\_

Amount: \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Name of Bidder's or Private Security Agency (PSA)

\_\_\_\_\_  
Bidder's/PSA Authorized Representative  
(Signature over Printed Name)

\_\_\_\_\_  
Date

## **ANNEX B**



(BF-Form 2)

**STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC) OR  
TWO (2) SIMILAR COMPLETED CONTRACTS**

NAME OF CONTRACT TO BE BID: **PROVISION OF SECURITY SERVICE REQUIREMENTS FOR CAAP  
AREA IX UNDER A THREE (3)-YEAR SERVICE AGREEMENT**

This is to certify that \_\_\_\_\_ has the following Single Largest Completed Contract (SLCC) similar to the contract to be bid equivalent to at least Fifty Percent (50%) of the Approved Budget to the Contract (ABC) or at least 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 (CY 2021 to present):

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name & Address	Kind of Goods	Amount of Completed Contract	Date of Delivery	End-User's Acceptance

**Note:** The supporting documents stated below shall be required as attachment.

- 1.) Contract Agreement; and
- 2.) Certificate of Performance

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## ANNEX C

### SUMMARY OF BID

CAAP AREA IX	Total No. of Guards	Contract Rate Per Guard (Day Shift)	Contract Rate Per Guard (Night Shift)	Contract Rate Per Guard (8hr Work Shift Sched)	Total Labor Cost Per Month	Total Labor Cost Per Year
1. Zamboanga Intl Airport						
2. Pagadian Airport						
3. Dipolog Airport						
4. Jolo Airport						
5. Sanga-Sanga Airport						
6. Ipil Airport						
7. Liloy Airport						
8. Siocon Airport						
9. Cagayan De Sulu Airport						
10. RCAG Basilan						
11. Zamboanga Transmitter Station (SSR)						
<b>TOTAL</b>						

### II. GRAND TOTAL BID *(in words and in figures)*

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SUBMITTED BY:

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position



## ANNEX D

(BF-Form 5)

Republic of the Philippines)  
City of Pasay )  
X-----X

### AFFIDAVIT OF UNDERTAKING

I, \_\_\_\_\_, of legal age, Filipino, married/single, with postal address at \_\_\_\_\_, after having been duly sworn to law, do hereby depose and say:

1. That I am the same person who caused the execution of this Affidavit;
2. That I am the (registered owner/manager/duly authorized representative) of (business name), a business engaged in security services with the following details:

Business address :  
PSA Regular License to Operate No. :  
Contact Number :  
Email Address :

3. I am aware of the terms and conditions laid down by the CAAP Bids and Awards Committee for this procurement activity;
4. Thus, in adherence to the foregoing, (Name of Business) hereby undertakes the following:

- a. That the Security officers/guards we will provide shall undergo Basic Aviation Security Training (*Phase I – Theoretical and Phase II – OJT Checkout*) within six months from the date of posting of guards and shall directly coordinate with CSIS for the schedule of said trainings.
- b. That the security personnel we will provide shall undergo Aviation Security (AVSEC) Re-Currency Course every two (2) years to be conducted by CAAP CATC & CSIS Mobile Training Team for previously deployed aviation security personnel;
- c. That we will provide the venue for the aforementioned Basic and Re-currency AVSEC trainings;
- d. That a Liaison Office located within five (5) kilometers from the CAAP AREA

CENTER IX, with office equipment (desktop computer, filing cabinets, and office tables), consumable office supplies, office/company signage and manned by office clerk/personnel at company expense one-week prior deployment. Makeshift office shall not be acceptable.

- e. The company will present before the BAC TWG its MDRs, for the last three (3) consecutive months, during Post Qualification Validation/Visit, to ascertain and ensure that the cap of 2,000 security guards is not exceeded, taking into account the prospective bidder's projected and/or additional number of guards it shall employ and deploy to CAAP, in compliance with the RA No. 11917 or The Private Security Services Industry Act.
5. In case of violation of any of the foregoing, (Name of Business) shall interpose no objection to the automatic disqualification in this procurement activity;
6. That I execute this affidavit in order to attest the truth of the above facts for all legal intents and purposes it may serve;

**IN WITNESS WHEREOF**, the Affiant hereby fixes his signature this \_\_\_\_\_ at \_\_\_\_\_.

**NAME OF AFFIANT**  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_, who has satisfactorily proven his identity to me through his \_\_\_\_\_, that he is the same person who personally signed the foregoing affidavit before me and acknowledged that he executed the same.

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;