



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

**I.** Attention is hereby invited to the bidders of the Project **PROVISION OF SECURITY SERVICES REQUIREMENTS FOR CAAP V UNDER A THREE (3)-YEAR SERVICE AGREEMENT** with **BID NO. 24-012-03 BRAVO (Php 79,396,158.72)**.

**II.** Please be informed of the following clarifications:

<b>Issues/Inquiries</b>	<b>Clarifications</b>
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. Are bidders allowed to bid below the minimum 20%?	<i>No, bidders are not allowed to bid below the standard administrative fee of 20.00% (at least in the amount of: Day Shift: 5,160.77 and Night Shift: 5,449.32) pursuant to RA 11917. Any bids below 20.00% shall be disqualified.</i>
3. 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>
4. What is the validity of clearance certificates from SSS and PhilHealth?	<i>The clearance certificates from SSS and PhilHealth must be valid during the submission and opening of bids. However, these clearances are still subject to verification during the Post-Qualification.</i>
5. Section III. Bid Data Sheet ITB Clause 20.1 no. 10: Certificate of Site Inspection (BF – Form 8)  a. For the site inspection, is it conducted simultaneously, or can we request a schedule for when it will be conducted?	a. <i>The prospective bidder can conduct the site inspection from Monday to Sunday, between 8:00 AM and 5:00 PM.</i>  b. <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>

<p>b. Who are the authorized signatories of the Certificate of Site Inspection?</p> <p>c. Are bidders required to conduct Site Inspection before the bid submission date?</p> <p>d. Can bidders who joined the previous bidding use the Certificate of Site Inspections submitted last November 2023?</p>	<p>c. <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></p> <p>d. <i>Yes, the Certificates of Site Inspection submitted for the bidding last November 2023 may still be used in this bidding.</i></p>
<p>6. 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 where the failure to present the original copies of these contracts will result in the disqualification of the bidder.</i></p>
<p>7. 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 A)</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> <p style="margin-left: 40px;"><i>a. <b>Contract Agreement; and</b></i></p> <p style="margin-left: 40px;"><i>b. <b>Certificate of Performance</b></i></p>
<p>8. Checklist of Technical and Financial Documents letter (k) Bill of Quantities; <b>(BF-Form 11)</b></p>	<p><i>See attached revised <b>BF-Form 11 (Annex B)</b>;</i></p>



Summary of Bid	
<p>9. ITB Clause 20.1 number 10 Affidavit of Undertaking (BF-Form 6);</p> <p>Clarification on what particular details on the Permit/License Number and Business Identification Number.</p>	<p><i>See revised BF-Form 6 (Annex C)</i></p>

- III.** The CAAP Security and Intelligence Service (CSIS) will conduct regular assessments and evaluations of the Private Security Agency's (PSA) performance to ensure strict adherence to personnel, equipment, and procedural requirements stipulated in the security service contract agreement and Terms of Reference (TOR). To facilitate this process, Memorandum Circular 006 – 2024, dated 06 March 2024, has been developed as a comprehensive reference guide outlining specific implementing guidelines and procedures. This memorandum is an essential component of the contractual agreement between CAAP and the Private Security Agency, emphasizing the importance of compliance and accountability. For further details, please refer to **Annex D** – Memorandum Circular 006 – 2024, dated 06 March 2024, attached herewith.
- IV.** This shall be an integral part of the Bidding Documents, and it shall be enclosed in the technical bid envelope/components and marked accordingly.

For the information and guidance of all concerned.



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