



**EMPLOYEES' COMPENSATION COMMISSION**

4<sup>th</sup> & 5<sup>th</sup> Floors, ECC Building, 355 Sen. Gil J. Puyat Avenue, City of Makati  
Tel. No. 8899-4251; 8899-4252 • Fax. No. 8897-7597 • E-mail: info@ecc.gov.ph • Website: http://www.ecc.gov.ph

**BID BULLETIN NO. 1**

**January 26, 2023**

**PB-ECC-2023-01**

**Public Bidding for One (1) Lot - Fourteen (14) Personnel on Security Services at the ECC Bldg. for One (1) Year (CY 2023-2024)**

In accordance with Section 22.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 and in response to queries and clarifications raised by prospective external providers during the pre-bid conference held last January 16, 2023, the ECC- Bids and Awards Committee issues this Bid Bulletin on the subject procurement:

| Query  | Clarification  |
|--|--|
| <p>A. Administrative Margin and Overhead</p> <p>Clarification if the 20% minimum overhead provided under DO 150-16 is applicable in this bid</p>                                 | <p>Sec. 31 of RA 9184 and its Revised Implementing Rules and Regulations states the following:</p> <p>“The ABC shall be the upper limit or ceiling for acceptable bid prices. If a bid price, as evaluated and calculated in accordance with this IRR, is higher than the ABC, the bidder submitting the same shall be automatically disqualified. <b><u>There shall be no lower limit or floor on the amount of the award</u></b>” <i>underscoring and emphasis supplies</i></p> <p>It is further emphasized that the proposed bid price should not exceed the ABC; the bidder should also ensure that the prescribed statutory rates on salaries and benefits due to its security personnel are complied with.</p> |
| <p>B. 2023 Premium Rates for Philhealth and SSS</p> <p>Clarification whether the computation for Philhealth premium shall be based on 2023 rates – 4.5% or will remain at 4%</p> | <p>In consonance with the directive of the Office of the President to suspend the increase in Philhealth premium for CY 2023, the computation for Philhealth premium shall remain at 4%</p> <p>However, upon issuance of a legal basis or order to increase the Philhealth premium rates, the</p>  |

| Query   | Clarification   |
|---|---|
| <p>Clarification whether the computation for SSS contribution rates shall be based on 2023 rates – 14% (9.5% employer share) or will remain at 13% (8.5% employer share)</p>  | <p>contract amount will be automatically adjusted to accommodate the change in the law;</p> <p>Pursuant to RA No. 11199, otherwise known as the Social Security Act of 2018, SSS Commission Resolution No. 751-s.2022 and SSS Circular No. 2022-033, the SSS contribution rates that will be used for the 2023 computation of cost of Security Services shall be 14% (9.5% employer share)</p>  |
| <p>C. Clarification if contracts are required to be attached to the Statement of Ongoing Contracts and Awarded But Not Yet Started Contracts and Statement of Single Largest Completed Contracts / Similar to the Contract to be Bid.</p> | <p>The BAC affirms the necessity to attach the contract to the SLCC and Statement of Ongoing Contracts to validate the capacity and competence of the bidder.</p> <p>For ongoing projects, contracts shall be attached. For contracts awarded but not yet started, the Notice of Award will suffice as attachment</p>   |
| <p>D. Query on the filling-up of the Details of Bid Form.</p> <p>Clarification if a “zero (0)” bid” on mandatory items such as SSS, Retirement will be considered as responsive or will it be a ground for disqualification</p>           | <p>Section 32.2.1.a of the 2016 RIRR of RA 9184 provides that</p> <p>xxx. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, <b>but specifying a zero (0) or a dash (-)</b> for the said item would mean that <b><u>it is being offered for free to the Government</u></b>, except those required by law or regulations to be provided for; (<i>underscoring and emphasis supplied</i>)</p> <p>Foregoing considered, specifying a “zero (0)” or a “dash (-)” for mandatory items in the Details of Bid form shall be considered as responsive and will NOT be a ground for the disqualification of the Bid.</p> <p>However, the bidder is required to submit an undertaking that it shall pay their security guards / personnel the prescribed benefits as mandated under Department Order No. 150 s. 2016 and shall shoulder the amount for the items that it offered for free. This is to ensure that the Agency complies with the payment of the statutory mandatory benefits of its personnel.</p> |

| Query  | Clarification   |
|--|---|
| Emergency Cost of Living Allowance (E-COLA) is no longer implemented. COLA is still being implemented in other Regions but not in NCR. | <p>For non-applicable items, the bidders are required to indicate N/A in the Details of Bid form.</p> <p>The Details of Bid Form is amended to read as follows:</p> <p>Current Item : Emergency Cost of Living Allowance</p> <p>Amended Item : Cost of Living Allowance</p> |
| E. Clarification on the number of workdays to be used in the computation of the Estimated Equivalent Monthly Rate (EEMR)               | Pursuant to the 2022 DOLE-BWC Handbook on Workers' Statutory Monetary Benefits, the number of workdays for daily-paid employees who are required to work everyday, including Sundays or rest days, special days and regular holidays is <b><u>394.4 days / per year</u></b> |
| F. Clarifications on the Technical Specifications – Firearms and Equipment   | The ECC BAC advises the prospective bidders to submit a list of additional equipment that they will provide to the ECC, on top of what is being required in the technical specifications.   |
| G. Suggestion from the BAC-TWG to qualify the desktop requirement to include a licensed Operating System (OS) and software             | <p>The technical specifications – desktop requirement is amended to read as follows:</p> <p>Desktop (with Licensed Operating System and Software)</p>   |

All other portions of the subject Philippine Bidding Documents (PBDs) affected by the abovementioned amendments shall be made to conform to the same. All other matters which are not included in this Supplemental Bid are hereby maintained by the ECC-BAC.

For guidance and information of all prospective external providers.

  
**ATTY. EVELYN R. RAMOS**  
 Chairperson, ECC-BAC

26 January 2023  
 City of Makati

# Technical Specifications

1. The project is for **the Procurement of One (1) Lot – Fourteen (14) Security Personnel on Security Services at the Employees’ Compensation Commission for One (1) Year (2023-2024)**
2. The scope of the project is not limited to the **provision of security services** since it involves other **incidental services specifically in the provision of security equipment and other paraphernalia to efficiently implement the security services at ECC.**
3. Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

| Item                            | Specification  | Statement of Compliance (“Comply” or “Not Comply”) | Reference/ Proof of Compliance                               |
|---------------------------------|--|--|--|
| <b>I. PERFORMANCE CRITERIA</b>  |  |  |  |
| <b>A.</b>                       | <p>The Supplier shall maintain a satisfactory level of performance based on a prescribed set of criteria, which shall include, among others the following:</p> <ul style="list-style-type: none"> <li>- Quality of service delivered</li> <li>- Time Management</li> <li>- Management and suitability of personnel</li> <li>- Contract administration and management</li> <li>- Provision of regular progress reports</li> </ul> <p>The ECC shall conduct a periodic assessment or evaluation of the performance of the service provider based on foregoing sets of criteria and the technical specifications enumerated herein.</p> |  |  |
| <b>II. TECHNICAL PARAMETERS</b> |  |  |  |
| <b>A.</b>                       | <b>STABILITY</b>   |  |  |
|                                 | <p><b>1. Years of Experience</b><br/>The bidder/ service agency should have at least ten-year experience in providing security services to government and private institutions.</p>  |  | <p>-SEC Certification;</p> <p>-Licenses from PNP-CSG; in</p> |

| Item      | Specification   | Statement of Compliance ("Comply" or "Not Comply") | Reference/ Proof of Compliance   |
|-----------|---|--|--|
|           |   |  | <p>particular, relevant licenses from Firearms and Explosives Office (FEO) and Supervisory Office for Security and Investigative Agency (SOSIA) such as License to Operate Private Security Agencies (PSAs) and Government Guard Units</p> <p>-other relevant documents from any recognized security agencies association may be requested</p> |
|           | <p><b>2. Liquidity of the Contractor</b><br/> The bidder / service agency should be in good financial standing with a minimum liquidity ratio of 2:1 as of <b>CY 2021</b><br/> *Current Assets/ Current Liabilities</p>   |  | Audited Financial Statement for <b>CY 2021</b>   |
|           | <p><b>3. Organizational Setup</b><br/> The bidder / security agency shall submit its Organizational Structure, List of Employees and List of Officials.</p>   |  | Curriculum Vitae/Profiles of Operations Manager (OM) and the OIC-Security Personnel who would be assigned at the ECC Bldg.   |
| <b>B.</b> | <b>RESOURCES</b>  |  |  |
|           | <p><b>1. Number of Security Personnel to be deployed at ECC.</b><br/> The Security Agency shall provide the ECC with fourteen (14) uniformed and duly licensed security guards* who shall render their services within the premises and compound of ECC at 355 Sen. Gil Puyat Avenue, Makati City. All security guards who will be assigned at the ECC shall be</p> |  | Profiles and Valid Licenses to Exercise Security Profession (LESP) of all Security Personnel who would be  |

| Item | Specification   |                    |                     |                      | Statement of Compliance ("Comply" or "Not Comply") | Reference/ Proof of Compliance  |
|------|---|--------------------|---------------------|----------------------|--|---|
|      | <p>selected by the Administrative Division from the list, which includes the resume of the security guards, prepared by the Security Agency:</p> <p><b>*The ECC prohibits the deployment of any security personnel whose license has already expired</b></p>  |                    |                     |                      |  | deployed at the ECC Bldg.   |
|      | <b>Post/ Location</b>   | <b>Shift</b>       | <b>No. of Hours</b> | <b>No. of Guards</b> |  |   |
|      | <b>Basement</b>   | 6:00 am - 2:00 pm  | 8                   | 1                    |  |   |
|      |   | 2:00 pm - 10:00 pm | 8                   | 1                    |  |   |
|      | <b>Driveway</b>   | 6:00 am - 2:00 pm  | 8                   | 1                    |  |   |
|      |   | 2:00 pm - 10:00 pm | 8                   | 1                    |  |   |
|      |   | 10:00 pm - 6:00 am | 8                   | 1                    |  |   |
|      | <b>Parking</b>  | 6:00 am - 2:00 pm  | 8                   | 1                    |  |   |
|      |   | 2:00 pm - 10:00 pm | 8                   | 1                    |  |   |
|      |   | 10:00 pm - 6:00 am | 8                   | 1                    |  |   |
|      | <b>Lobby (fronting Sen. Gil Puyat)</b>  | 6:00 am - 2:00 pm  | 8                   | 1                    |  |   |
|      |   | 2:00 pm - 10:00 pm | 8                   | 1                    |  |   |
|      |   | 10:00 pm - 6:00 am | 8                   | 1                    |  |   |
|      | <b>2<sup>nd</sup>/ 5<sup>th</sup> Floors, OIC Roving</b>  | 6:00 am - 2:00 pm  | 8                   | 1                    |  |   |
|      |   | 2:00 pm - 10:00 pm | 8                   | 1                    |  |   |
|      |   | 10:00 pm - 6:00 am | 8                   | 1                    |  |   |
|      | <p>The ECC reserves the right to demand from the Security Agency to increase the number of guards depending upon the exigencies of the service or the security needs of any post subject to prior notification to the Security Agency. Each guard shall render eight (8) hours tour of duty per day at their respective post.</p>               |                    |                     |                      |  |   |
|      | <p>The Security Agency shall make available at all times, trained and qualified relievers and / or replacements to ensure continuous and uninterrupted service in case of absences of the assigned guard at his post, provided that no security guard shall serve for more than twelve (12) hours duty per day except in case of emergency.</p> |                    |                     |                      |  |   |
|      | <p><b>2. Firearms and Security Equipment</b></p> <p>The Security Agency must provide the following information:</p> <ul style="list-style-type: none"> <li>• Number of licensed firearms that would be provided to its licensed security personnel assigned at the ECC Bldg.</li> </ul>   |                    |                     |                      |  | Itemized list of supply and equipment that would be deployed at the ECC Bldg. |

| Item | Specification   | Statement of Compliance ("Comply" or "Not Comply") | Reference/ Proof of Compliance |
|------|---|--|--------------------------------|
|      | <p>(the number of such licensed firearms must not be less than three);</p> <ul style="list-style-type: none"> <li>• Number and kind of communication devices that would be provided to security personnel who would be assigned at the ECC Bldg. (the number of such handheld communication devices must not be less than eight);</li> <li>• Number of umbrellas, raincoats, rubber boots, flashlights including batteries and reflectorized safety vests (the number of each item must not be less than five).</li> </ul>  |  |                                |
|      | <p>The Security Agency shall provide, on its own account, all materials, tools and equipment necessary, appropriate and incidental to the performance of its assigned Security Personnel at ECC, such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• Licensed Firearms;</li> <li>• Ammunition;</li> <li>• Communication Equipment;</li> <li>• Flashlight;</li> <li>• Reflectorized Safety Vests;</li> <li>• Rubber Boots,</li> <li>• Rain Coats;</li> <li>• Desktop (with licensed Operating System (OS) and Software;</li> <li>• Printer with Ink/ Cartridges;</li> <li>• Bond Papers</li> <li>• Metal Detectors</li> <li>• Umbrellas</li> </ul> |  |                                |
|      | <p>The ECC reserves the right to increase the quantity of the abovementioned equipment, supplies and materials.</p>   |  |                                |
| C.   | <p><b>Security Plan</b><br/> The Security Agency shall submit a Security Plan to ECC based on the following criteria:</p> <ul style="list-style-type: none"> <li>- General Security Guidelines</li> <li>- Key Control Guidelines</li> </ul>   |  |                                |

| Item      | Specification   | Statement of Compliance ("Comply" or "Not Comply") | Reference/ Proof of Compliance |
|-----------|---|--|--------------------------------|
|           | <ul style="list-style-type: none"> <li>- Exclusive and Restricted Areas</li> <li>- Vital Installations</li> <li>- Disaster Control and Preparedness Plan</li> <li>- COVID19 response plan</li> </ul>  |  |                                |
| <b>D.</b> | <b>Other Factors</b>  |  |                                |
|           | <p><b>A. Recruitment and Selection Criteria</b><br/>The Bidder shall abide with the minimum qualification requirement of the ECC in its deployment of Security personnel.</p> <p><b>B. Uniforms and Other Paraphernalia</b><br/>The Bidder shall ensure completeness of Uniforms and other paraphernalia of its assigned Security personnel at ECC.</p> <p><b>C. COVID19 RT-PCR TEST</b></p> <p>In accordance with pertinent DOLE issuances, in the event that COVID19 mass testing for employees in the ECC would be conducted, the expenses on the said testing for security personnel shall be initially shouldered by the ECC but the entire amount allocated for security personnel shall be deducted by the ECC from the immediate succeeding billing of the SECURITY AGENCY.</p> |  |                                |
| <b>E.</b> | <b>Service Requirements</b>   |  |                                |
|           | The Security Agency shall safeguard the ECC against theft, pilferage, robbery, arson and other unlawful acts within the premises of the ECC Building.   |  |                                |

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Tel. No./Cellphone No./Email Address: \_\_\_\_\_

Date: \_\_\_\_\_



**DETAILS OF BID: SECURITY SERVICES AT ECC FOR CY 2023, 14 PERSONNEL**

| <b>PARTICULARS</b>  | <b>Monday to Sunday<br/>Without Night Shift<br/>Differential<br/>6:00 a.m. - 2:00 p.m.<br/>2:00 p.m. - 10:00 p.m.<br/>8:00 a.m. - 4:00 p.m.</b> | <b>Monday to Sunday<br/>With Night Shift<br/>Differential<br/>10:00 p.m. - 6:00 a.m.</b> |
|---|---|--|
| <b>No. of Workdays</b>  | <b>394.4</b>  | <b>394.4</b>   |
| <b>Daily Wage Rate</b>  | <b>₱570.00</b>  | <b>₱570.00</b>   |
| <b>A. AMOUNT DUE TO PERSONNEL</b>   |   |  |
| Monthly Basic Salary [MBS] (DWR x 394.4 / 12 months)                          |   |  |
| Night Differential (MBS x 0.10)   |   |  |
| Cost of Living Allowance  |   |  |
| 5 Days Incentive Leave pay (DWR x 5/12)                                       |   |  |
| 13 <sup>th</sup> Month (MBS/12)   |   |  |
| Retirement Pay (DWR x 22.5 / 12) RA 7641                                      |   |  |
| <b>TOTAL LABOR COST INCLUSIVE OF RETIREMENT PAY</b>                           |   |  |
| <b>B. AMOUNT DUE TO GOVERNMENT</b>  |   |  |
| SSS Premium (14% =9.5% Employer Share) based on MBS + 5 Days Incentive Leave) |   |  |
| ECC Share   |   |  |
| PhilHealth (4% x MBS/2)   |   |  |
| Pag-Ibig Premium  |   |  |
| <b>TOTAL AMOUNT DUE TO GOVERNMENT</b>   |   |  |
| <b>TOTAL AMOUNT DUE TO GOVERNMENT AND PERSONNEL</b>                           |   |  |
| Admin. Margin & Overhead ( _____ %)   |   |  |
| 12% VAT of Agency Fee   |   |  |
| <b>RATE PER SECURITY GUARD</b>  |   |  |
| Total Number of Guards  | <b>11</b>   | <b>3</b>   |
| Number of Months  | <b>12</b>   | <b>12</b>  |
| <b>TOTAL COST</b>   |   |  |
| <b>GRAND TOTAL</b>  |   |  |

## GUIDANCE ON THE PREPARATION OF BID FOLDERS

### I. TABBING OF ELIGIBILITY DOCUMENTS:

A. The **ELIGIBILITY/ TECHNICAL COMPONENT** shall be arranged and tabbed as follows:

| TAB | Eligibility/ Technical/ Financial Document   |
|-----|--|
| A   | PhilGEPS Certificate of Registration (Platinum)<br><br>Under TAB A, the bidder <i>may</i> also include the following: <ul style="list-style-type: none"> <li>• SEC/ DTI/ CDA Registration</li> <li>• Mayor's Permit 2021</li> <li>• BIR Tax Clearance</li> </ul> |
| B   | Statement of all Ongoing Government and Private Contracts<br><br>Under TAB B, the bidder <i>may</i> include the following: <ul style="list-style-type: none"> <li>• Contracts, Purchase Orders, Invoices etc.</li> </ul>   |
| C   | Statement of the bidder's Single Largest Completed Contract (SLCC)<br><br>Under TAB C, the bidder <i>may</i> include the Certificate of Acceptance/ Satisfactory Completion of the contract listed   |
| D   | Bid Security   |
| E   | Conformity with the Technical Specifications (page 33 of this PBD)<br>Conformity with the Schedule of Requirements (page 31 of this PBD)   |
| F   | Omnibus Sworn Statement<br><br>Under TAB F, include any of the following, if applicable: <ul style="list-style-type: none"> <li>• Secretary's Certificate – for corporations, partnership, cooperative</li> <li>• Special Power of Attorney</li> </ul>           |
| G   | Computation of Net Financial Contracting Capacity<br><br><b><u>OR</u></b><br>A committed Line of Credit from a Universal or Commercial   |
| H   | Audited Financial Statement (AFS) stamped received by the BIR, <i>if available</i>   |
| I   | Other documents (JVA, DTI Certification – Domestic Bidder Preference etc.), <i>if applicable</i>   |

B. The **FINANCIAL COMPONENT** shall be arranged and tabbed as follows:

| TAB | Eligibility/ Technical/ Financial Document              |
|-----|---|
| A   | Bid Form (refer to Appendix 1, pages 40-41 of this PBD) |
| B   | Price Schedule (refer to pages 42-43 of this PBD)       |

## II. SEALING AND MARKING OF BIDS

A. The sets of technical / eligibility and financial components shall be submitted in **three (3) sets/copies** (1 ORIGINAL and 2 COPIES) sealed and marked as follows:

- **ORIGINAL BID ENVELOPE** (Sealed and Marked as ORIGINAL) which contains the following:
  - Sealed Envelope marked as ORIGINAL- TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
  - Sealed Envelope marked as ORIGINAL – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels
  
- **COPY 1 BID ENVELOPE** (Sealed and Marked as Copy 1) which contains the following:
  - Sealed Envelope marked as COPY 1 – TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
  - Sealed Envelope marked as COPY 1 – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels.
  
- **COPY 2 BID ENVELOPE** (Sealed and Marked as Copy 2) which contains the following:
  - Sealed Envelope marked as COPY 2 – TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
  - Sealed Envelope marked as COPY 2 – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels.

These envelopes containing the original and the copies shall then be enclosed in one single envelope. Please see below illustration:

