



**BID BULLETIN NO. 2**  
**March 18, 2025**

**PB-ECC-2025-02**  
**Public Bidding for the Procurement of Security Services**  
**in the ECC Building for One (1) Year (2025-2026)**

In accordance with Section 51.5 of the Implementing Rules and Regulations of Republic Act No. 12009 and in response to the queries raised by prospective bidders during the Pre-Bid Conference held on March 12, 2025, the ECC- Bids and Awards Committee issues this Bid Bulletin on the subject procurement:

<b>Queries/ Request for Clarifications</b>	<b>BAC Response</b>
Regarding the Technical Specifications, what documents are required to be submitted to serve as cross-references or evidence to support the bidder's statement of compliance for items that do not have a specific document indicated?	<p>For items that require proof of compliance, as listed in the technical specifications, the bidder is required to submit the specified documents.</p> <p>For other items that do not require submission of documents as proof of compliance, the bidder may attach a certification under oath or an undertaking to deliver the requirement or fulfill the obligation, which will suffice as proof of compliance with the mentioned technical specifications.</p>
For the requirement in the technical specifications on the submission of Security Management Plan, is it a requirement to attach the said document in the technical specifications or would this be required only during post-qualification?	<p>The Security Management Plan must be attached as evidence or proof to the bidder's statement of compliance to the technical specifications.</p> <p>It is emphasized that, during the bid opening, the BAC will only check compliance of the submitted documents based on the non-discretionary pass/fail criteria. The attached documents will undergo further scrutiny during the post-qualification evaluation process.</p>
<p>Clarification on ocular site inspection:</p> <p>An inquiry was made whether the BAC would require the submission of a Certificate confirming that the Bidder has conducted an ocular/ site inspection of the ECC Building in support of the Security Management Plan</p> <p>When is the start of the site inspection? Are bidders allowed to do walk-in inspection or required to set an appointment with the ECC for the schedule of onsite visit?</p>	<p>The ECC-BAC does not require the presentation of a Certificate of Inspection as a supporting document to the Security Management Plan.</p> <p>However, bidders are highly encouraged to conduct an ocular visit of the ECC building in order to develop a responsive Security Management Plan for the ECC.</p> <p>Bidders must coordinate with Mr. Keno Flores, the designated Building Administrator of ECC, to schedule their ocular inspection. Mr. Flores' contact details are as follows:</p> <p>Contact No. : 8899-4251 local 243 Email Address: <a href="mailto:flores_ks@ecc.gov.ph">flores_ks@ecc.gov.ph</a></p>
Query if a bidder needs to submit as proof of compliance, the profiles and valid License to	Yes, bidders are required to submit the profiles and valid LESP of all Security

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Exercise Security Profession (LESP) of all Security Personnel who would be deployed at the ECC Building as stated in Technical Specifications Item 1 Paragraph 3 of the PBD.	Personnel that would be deployed at the ECC as proof of compliance to said technical specifications.
Is there a need to submit the biodata of Security Personnel along with the LESP	There is no need to submit the individual biodata of the Security Personnel. However, it is required that bidders provide a summary of the profiles of the Security Personnel, along with their valid LESP.
<p>Queries on eligibility document and required attachments:</p> <p>For the Statement of All Ongoing Government and Private Contracts, what supporting documents need to be attached?</p> <p>For sole proprietorships, is a DTI certificate sufficient to meet the documentary requirements for bidding?</p>	Please refer to Section VIII. Checklist of Technical Requirements and Guidance on the Preparation of Bid Folders of the PBD (pages 40 to 44) for the list of required eligibility documents and attachments.
Inquiry on the provision of firearm whether the ECC prefers .38 revolvers or 9mm calibers	The Security Agency shall provide at least three (3) licensed firearms, specifically .38 caliber revolvers.
<p>Clarification on the detailed cost breakdown of Security Services: The template provided in the ECC bidding documents outlines the computation of the night differential (ND), itemizing ND on the monthly basic salary and separate ND for overtime pay in excess of the regular 8-hour shift. However, PADPAO has prescribed a different computation, using the average monthly compensation multiplied by 10% and divided by 2 for a 12-hour work shift. Which computation should bidders use in the tender: the one prescribed in the PBD or the template provided by PADPAO?</p>	<p>The computation of the Night Differential (ND) for Security Personnel is based on DOLE-prescribed rules specifically the 2024 Handbook on Workers Statutory Monetary Benefits issued by the DOLE Bureau of Working Conditions (BWC) and Department Order No. 150-16 series of 2016.</p> <p>Pages 2 to 3 of aforementioned BWC Handbook provides the guidelines for the computation of Holiday Pay, Premium Pay, Overtime Pay and <b><u>Night Shift Differential</u></b>.</p> <p>Additionally, GPPB Non-Policy Matter No. 071-2015 dated October 12, 2015, provides the following on the applicability of PADPAO formats in government procurement:</p> <p><i>“PADPAO rates are issued and prescribed by the PADPAO, an organization of private security agencies, in order to ensure that its member security agencies pay uniform rates for the service of its security guards, while the rates indicated in Wage Orders are issued by the Regional Tripartite Wages and Productivity Board (RTWPB) and forms part of labor rules and standards.</i></p> <p><i>A PE has the discretion to prescribe the use of PADPAO rate, or just the PADPAO format, but the rates to be indicated by the</i></p>

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	<p><i>bidders cannot go below the minimum labor standards. Considering that Wage Orders issued by the RTWPB form part of labor laws and standards, security agencies participating in government procurement are mandated to submit bid prices in accordance with the rates prescribed in these wage orders. Otherwise, it shall cause the disqualification of the concerned bidder.</i></p> <p><i>Thus, PEs can use PADPAO rates/format as reference in identifying the required items in security services but it shall ensure that items on standard salaries and benefits for the guards and the mandated taxes are included in the minimum cost distribution formula in compliance with existing labor laws and standards.”</i></p> <p>Foregoing considered, it is the opinion of the ECC-BAC that the DOLE issuances, specifically the subject Handbook issued by the BWC on the computation of night shift differential, form part of labor rules and standards. Bidders should submit their bid prices in accordance with the aforesaid computation; otherwise, this may result in the disqualification of the bidder.</p>
<p>Would the SSS rates for 2025 be used in the computation of the bid?</p>	<p>Yes. Bidders should compute their financial proposals based on the SSS rates for 2025.</p> <p>Further, all government mandated benefits i.e. HDMF (Pag-IBIG) contributions, PhilHealth, ECC and SSS MPF shall follow the latest rates prescribed by the concerned authorized agencies.</p>
<p>Clarification on the correct Approved Budget for the Contract (ABC).</p> <p>The amount of ABC listed in the Title Page of the Philippine Bidding Documents is PhP6,646,760.31, while the ABC indicated in the Invitation to Bid (Item 1), Instruction to Bidders (Item 2.1), and Bid Data Sheet (Item 14.1) is PhP6,446,760.31</p>	<p>The correct ABC is Six Million Four Hundred Forty-six Thousand Seven Hundred Sixty and 31/100 Pesos (PhP6,446,760.31).</p>
<p>Clarification if bidders are required to adhere to the standard rate of 20% Agency Fee. Would bidders be disqualified if they tender bids with agency fee below 20%.</p>	<p>Yes. Pursuant to Section 9 of RA 11917, the minimum administrative fee that may be charged by PSAs to their clients shall not be less than twenty percent (20%) of the total contract cost.</p> <p>Any bid with an administrative fee of less than 20% shall be disqualified.</p>
<p>If there is a tie in the bid offers among the bidders, what method do you use to break the tie?</p>	<p>After the bid evaluation and should there be a tie between two or more bidders for the</p>

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	<p data-bbox="810 230 1385 331">Lowest Calculated Bid, the ECC will conduct a draw to decide which bidder will be awarded the contract.</p> <p data-bbox="810 367 1385 468">The draw lot will be conducted in the presence of the concerned bidders and/or their representatives.</p>
<p data-bbox="202 468 785 564">Inquiry on the computation of Net Financial Contracting Capacity whether the networking capital coefficient should be set at 10 or 15</p>	<p data-bbox="810 468 1385 564">The Networking Capital Coefficient is 15. Please refer to the NFCC Computation template at page 48 of the PBD</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.

*SGD*

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

18 March 2025  
City of Makati