



Republic of the Philippines
Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION

BID BULLETIN NO. 1
April 23, 2025

PB-ECC-2025-05
Public Bidding for the Procurement of Security Services for the ECC Property Lots
in Tanay Rizal and Talisay Batangas 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 April 21, 2025, as well as written clarifications received thereafter, the ECC- Bids and Awards Committee hereby issues this Bid Bulletin on the subject procurement:

A. Clarifications

Queries/ Request for Clarifications	BAC Response
Clarification about the template provided for the computation of bid details, which did not include a provision for the SSS Worker's Investment and Savings Program (WISP).	Mandatory Provident Fund (MPF) is the updated term for what was previously called WISP.
Inquiry regarding the indicated daily wage rate of ₱645.00 in the ECC template for the computation of bid details, which is the minimum wage rate for NCR. The prospective bidder noted that the Security Guards will be deployed in Tanay, Rizal and Batangas, areas covered by the wage order for Region IV-A.	The ECC adopts the daily minimum wage for the NCR, which is ₱645.00, as the daily salary rate for the security guards to be deployed in Tanay, Rizal and Talisay, Batangas.
Inquiry on the number of copies of bids to be submitted.	The bidder shall submit two (2) copies of the first (technical) and second (financial) components of its Bid.
Clarification on the number of working days per year to be used in the computation of the monthly salary.	395 days shall be used as the basis in the computation of bids.
Inquiry on the required proof for the Statement of Ongoing Contracts.	Notice of Award or Notice to Proceed will suffice as proof to the Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started.
Clarification on whether discounts are allowed in the financial proposal.	Discounts in the financial proposal are not allowed as it is considered a circumvention of the 20% floor requirement on the administrative fee.
Inquiry on whether site inspection is mandatory.	No, site inspection is not mandatory; however, it is recommended to help the bidder to prepare an effective security plan. A Google Maps link to the property locations will also be provided to the prospective bidders.
Should a site inspection be conducted, with whom shall the prospective bidder coordinate?	Bidders shall coordinate with the following ECC personnel on the schedule of their ocular visit: Mr. Keno S. Flores Building Administrator flores_ks@ecc.gov.ph 02-88994251 local 243

Queries/ Request for Clarifications	BAC Response
Request to be provided with the exact address of Tanay Rizal and Talisay Batangas lots.	<p>The address of the ECC property lots are as follows:</p> <p><u>Brgy. Cuyambay, Tanay Rizal</u></p> <p><u>360° Tanay, Rizal - Google Maps</u> See annex 1 for photo of lot location</p> <p>Landmarks:</p> <ol style="list-style-type: none"> 1. In front of J&M Resort 2. Coleen's Place Log Cabin (west boundary) 3. Casa La Reina (north boundary) 4. In front of Tanay Highlands (southwest boundary) 5. Sierra Madre Mountain Resort-Hotel (east boundary) 6. In front of International Peace Leadership College (IPLC) <p><u>Miranda, Talisay Batangas</u></p> <p><u>https://maps.app.goo.gl/htWbbcLvo39Ygw3r9</u> See annex 1 for photo of lot location</p> <p>Landmark:</p> <ol style="list-style-type: none"> 1. In front of Franciscan Sisters of the Immaculate
Inquiry on the need to provide a two-way radio to the security guard deployed in Batangas, considering this is a lone deployment.	The technical specifications require the provision of a communication device, which may be either a two-way radio or a cellular phone, as it is necessary for the guard to have a means of communication.
<p>Suggestion to remove the requirement for a firearm for the security personnel in Batangas, citing the following concerns:</p> <ul style="list-style-type: none"> • The Security Guard will be deployed alone and would have no one to turn-over the firearm to; • The firearm is juridically owned by the agency and cannot be brought home by the guard after duty; • An armed guard in a lone post may be susceptible to theft or “agaw-armas.” 	<p>The provision of a firearm for the security personnel in Talisay Batangas is no longer required. In lieu of a firearm, the following equipment shall be provided by the Agency to the guard deployed in Batangas:</p> <ol style="list-style-type: none"> 1. Baton stick; 2. Taser; and 3. Such other equipment that the Agency may deem necessary.
Clarification on whether the security guard for Talisay Batangas will be deployed on a day shift or night shift	The security guard deployment will be on the day shift.
Inquiry on the requirement to submit a Security Plan	Submission of a Security Plan is required, especially considering that the Tanay lot is a large property
Clarification on whether there is a required format for the Oath of Undertaking.	There is no specific template for the undertaking.

Queries/ Request for Clarifications	BAC Response
	However, the bidder must ensure that the content clearly and explicitly affirms their compliance with the stated requirements.
Inquiry whether a single Affidavit of Undertaking/ Under Oath will suffice as compliance with the Scope of Services, General Conditions, Contract Duration and Additional Set of Technical Parameters in the Technical Specifications.	Yes. A single Affidavit of Undertaking shall be sufficient to demonstrate compliance with the aforementioned sections of the technical specifications. However, it must be emphasized that certain items within the technical specifications require the submission of specific supporting documents. Bidders are therefore expected to comply with these additional requirements accordingly.
Inquiry on whether the Audited Financial Statement (AFS) for 2024 is required	Yes. The submission of Audited Financial Statement for CY 2024 is required.
Clarification on the need to submit the names of security guards as part of compliance with the technical specifications	The submission of names of the security guards is not required.

B. Reminders to Prospective Bidders

1. Bidders must adhere to the 20% administrative fee required under DOLE Department Order No. 150 and Republic Act No. 11917.
2. Bidders must ensure the completeness of their bids and proper computation of the SSS premiums and other mandatory contributions. Bidders should compute their financial proposals based on the SSS rates for 2025 and in consonance with SSS Circular No. 22-P ("Inclusion of All Remuneration for Employment in the Computation of SSS Contributions.")

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.

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