



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN

ADDENDUM NO. 1

PROVISION OF SECURITY SERVICES FOR BUREAU OF CUSTOMS

This Addendum No. 1 dated 03 December 2024 is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUES		CLARIFICATION/AMENDMENTS	
Section I. Invitation to Bid		Section I. Invitation to Bid	
9. The bid opening shall be conducted on December 10, 2024, 10:00 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.		9. The bid opening shall be conducted on December 10, 2024, 9:30 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.	
Section III. Bid Data Sheet		Section III. Bid Data Sheet	
ITB Clause		ITB Clause	
5.3	<p>The bidder must have completed five (5) years prior to December 10, 2024, single contract that is similar to the project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid.</p> <p>Bidders must include in their Bid a photocopy of Single Largest Completed Contract, Notice of Award (NOA), Notice to Proceed (NTP), Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report or equivalent in the Private Sector.</p> <p>Failure to submit a copy of Single Largest Completed Contract with proof of Completion or a failure against the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contract shall refer to "Procurement of Janitorial Services"</p>	5.3	<p>The bidder must have completed five (5) years prior to December 10, 2024, single contract that is similar to the project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid.</p> <p>Bidders must include in their Bid a photocopy of the following documents:</p> <ol style="list-style-type: none"> 1. Single Largest Completed Contract 2. For government projects; <ol style="list-style-type: none"> a. Notice of Award (NOA) b. Notice to Proceed (NTP); and c. Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report. 3. For projects with the private sector, proof of completed contract such as but not limited to Purchase Order, Sales Invoice, Delivery Receipts or



20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> 1. Company profile and Organizational Chart. Company printed brochures may be included; 2. The bidder shall submit a certificate with at least a satisfactory performance rating from its existing and previous client; 3. Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office of the security agency is based; 4. Certified true copy of the following: <ol style="list-style-type: none"> a. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG; b. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PHILHEALTH; c. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through BIR Electronic Filing and Payment System (eFS); 5. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with 	<p>any other equivalent/relevant document.</p> <p>Failure to submit a copy of Single Largest Completed Contract with proof of Completion or a failure against the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contract shall refer to “Provision of Security Services”</p>
20.1	20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> 1. Company profile and Organizational Chart. Company printed brochures may be included; 2. The bidder shall submit a certificate with at least a satisfactory performance rating from latest completed project within the last two (2) years prior to the submission of bids. 3. Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office of the security agency is based; 4. Certified true copy of the following: <ol style="list-style-type: none"> a. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG; b. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PHILHEALTH; 5. Latest Income Tax Return and business Tax Return with proof of




	proof of payment covering the last 2 quarters; 6. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC); and 7. Updated Mayor'/Business Permit, Tax Clearance and Department of Trade and Industry or SEC Registration.		payment (filed and paid through Bureau of Internal Revenue (BIR) Electronic Filing and Payment System (eFS)); 6. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 2 quarters; 7. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC) and BIR; and 8. Updated Mayor'/Business Permit, Tax Clearance and Department of Trade and Industry or SEC Registration.
<u>Section VII. Technical Specification</u>		<u>Section VII. Technical Specification</u> Please see attached Revised Technical Specifications	
Sample Schedule of Prices		Sample Schedule of Prices Please see attached Revised Technical Specifications	

Reminders:

- Submission of bids will be on or before 10 December 2024, 8:45 AM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.


ATTY. ERWIN T. MENDOZA
 Chairperson, BOC-BAC



Section VII. Technical Specifications

STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS

A. INSTRUCTION:

The bidder must state in the last column opposite each parameter and required specifications either “Comply” or “Not Comply”. All pages shall be properly signed. Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the 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 provisions of ITB Clause above goods manufactured by us.

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE	EVIDENCE OF COMPLIANCE
I	CERTIFICATE OF SITE INSPECTION		
II	TECHNICAL EVALUATION PARAMETERS (supported by Company Profile)		
	1.Stability		
	a) Years of Experience: Statement that the Service Provider has at least five (5) years in front line security service		
	b) Liquidity of the Contractor: Statement that the Service Provider has at least Php2,500,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet)		
	c) Organizational Set-up: Statement that the Service Provider has good office set-up, personnel, and office tools and equipment		
	2.Resources		
	a) Number and Kind of Equipment and Supplies: Statement that the Service Provider has the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements		
	b) Number of Licensed Guards: Statement that the Service Provider has at least 60 security guards- qualified, licensed, bonded, uniformed, highly trained and armed security guards.		
	3.Security Plan		
	a) Tailored fit for Port of Manila, Port of MICP, Port of NAIA perimeter areas especially areas with frontline services in accordance with the minimum requirements below. State/enumerate the specific methodology to execute the Plan.		
	4.Other Factors		
	a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:		
	1) At least high school graduate		



	<ol style="list-style-type: none"> 2) Physically and mentally fit 3) Has undergone basic security course or in-service training from accredited schools for security guards and supervisory training for security officer. 4) Must have passed the neuropsychiatric and drug tests conducted by the Philippine Government accredited hospital/center 5) Must be duly licensed and properly screened and cleared by the PNP, NBI, and other government offices issuing clearances for employment; <ol style="list-style-type: none"> b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR. c) Copies of valid security license (PNP-SOSIA Security License) d) NBI Clearance e) Results of neuropsychiatric examination taken within the last six months f) Training certificates but not limited to the following: <ul style="list-style-type: none"> • Anti-Terrorism; • Basic of Safety/Fire Prevention; • First Aid Course; • Self Defense; and • Firearms handling; 		
II	SECURITY PLAN (Minimum Requirements)		
	Strictly implement the “No BOC Car Pass, No Entry policy”		
	<ol style="list-style-type: none"> 1) Employees; and 2) Guest/s and Visitors 		
A	SECURITY OF HUMAN RESOURCES		
A.1	OFFICIALS and VIP GUEST		
	<ol style="list-style-type: none"> 1) Provide close-in security as may be required 2) Exercise courtesy and tact at all times 3) Provide security assistance as may be required/instructed 		
A.2	EMPLOYEES		
	<ol style="list-style-type: none"> 1) Monitor/render weekly report in the strict implementation of “No ID/ No Uniform entry rule” 2) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable ground for suspicion, cause arrest of employees 3) Check bags/plastic bags/boxes going in and out of the office for security purposes 4) Prevent/detect any form of breach of BOC rules and regulations and if possible report or cause the arrest of the perpetrator/s 5) Implement strictly the “No Entry” to security/restricted areas without proper authorization/clearance 6) Exercise tact and courtesy at all times 7) Assist employees as requested 8) Maintain logbook for personnel and property/equipment movements 9) No entry and stay in office after office hours including Saturdays, Sundays and Legal Holidays unless authorized 10) Full concentration on security work. Avoid chatting to employees, texting while on duty 		
A.3	GUEST/VISITORS		
	<ol style="list-style-type: none"> 1) Implement strictly the “No ID No Entry” rule 2) Check bags/ plastic bags/boxes for security purposes 3) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful 		



	materials upon reasonable ground for suspicion, cause arrest and visitors		
	4) Prevent/detect any form of breach of BOC rules and regulations and if possible, report or cause the arrest of the perpetrator/s		
	5) Prevent entry to security/ restricted areas without proper authorization/ clearance		
	6) Exercise tact and courtesy at all times		
	7) Assist as may be required		
	8) Maintain logbook		
	9) Prevent entry after office hours including Saturdays, Sundays and Legal Holidays unless authorized		
	10) Prohibit loitering in the premises after visitor's business is done		
	11) Issue visitor's slip and ID to all non-BOC personnel and if possible, properly coordinate with the officials/employees concerned the entry of visitor/s		
A.4	CUSTOMER/ CLIENTS		
	1) Exercise tact and courtesy at all times		
	2) Check baggage for security purposes		
	3) Provide direction within the premises		
	4) Answering queries related to Office procedures are not allowed		
	5) Assist in the smooth operations of the Office frontline services as required by Enforcement and Security Service (ESS)		
	6) Immediate response in case of emergency/untoward incident, and prepare necessary report to the District Commander, Enforcement and Security Service (ESS) – Port of Manila, Port of MICP and Port of NAIA copy furnished the Director, Enforcement and Security Service (ESS)		
	7) Prevent entry to security/restricted areas without proper authorization/clearance		
	8) Regular reports of untoward incidents/complaints from the public shall be forwarded to the District Commander, Enforcement and Security Service (ESS) – Port of Manila, Port of MICP and Port of NAIA copy furnished the Director, Enforcement and Security Service (ESS)		
B	SECURITY FOR PHYSICAL RESOURCES		
B.1	FACILITIES AND BUILDINGS		
	1) Post notice prohibiting entry or carrying deadly weapons at entrance building		
	2) Provide partial lock and key control (except in restricted areas)		
	3) Deny access to restricted areas		
	4) Identify and record in logbook unauthorized persons entering restricted area/s		
	5) Check that all doors and windows are closed and locked after office hours		
	6) Deny entry to peddlers and unauthorized vendors		
	7) Identify need for lighting and recommend measures		
	8) Identify fire hazard and recommend measures		
	9) Regularly check location and condition of fire extinguishers and recommend measures		
	10) Regularly check conditions of fire hydrants, hoses and alarm systems		
	11) Observe that all lights are switched off and all electricity operated office equipment are unplugged when occupants of the office are all out		



	12) Regular inspection of storage areas and recommend measures, if necessary		
B.3	SUPPLIES AND EQUIPMENT		
	1) All outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating serial/ property number, person moving the equipment, time, date, etc.		
	2) Personal properties shall be covered by personal property slip issued by the Enforcement and Security Service (ESS) to be supported with proof of ownership		
	3) Access to supply rooms and areas will be allowed to authorized personnel only		
	4) Ensure security of supplies, equipment and documents at all times		
C	FIRE		
	1) Inform Fire Department		
	2) Know status and location of firefighting equipment		
	3) Know how to operate firefighting equipment		
	4) Be familiar with fire exit and electrical control switches		
	5) Initiate fire alarm		
	6) Report fire and any fire hazard		
	7) Report inadequate water supply, firefighting equipment, and fire exit		
	8) Post appropriate fire sign		
	9) Assist in the evacuation of employees, records, and equipment		
	10) In case of fire, clear driveways and empty spaces, records and equipment		
C.2	THEFT, PILFERAGE AND BURGLARY		
	1) Secure all entry and exit points		
	2) Conduct investigation and submit written report within 24 hours to the Enforcement and Security Service (ESS)		
	3) Identify witnesses, if possible		
	4) Apprehend culprit within the premises, secure incident area to protect evidence		
	5) Coordinate with appropriate PNP unit (Theft and Robbery Section)		
	6) Assist in controlling violence		
	7) Limit number of entry to premises to as few as possible		
C.3	TRESPASSING		
	1) Challenge and detain trespassers		
	2) Turn-over trespassers to PNP thru Enforcement and Security Service (ESS)		
	3) Report to the management		
C.4	HOSTAGE SITUATION		
	1) Notify PNP, BOC management and all guards		
	2) Act as temporary negotiator until the arrival of the expert negotiator		
	3) Hostage-taker not to harm hostage		
C.5	EARTHQUAKE		
	1) Prevent panic and maintain calm		
	2) If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects		
	3) Assist in evacuation of personnel, supplies, materials, and equipment		
C.6	FLOOD AND TYPHOON		
	1) Assist in evacuation of personnel, supplies, materials, and equipment		
C.7	SABOTAGE		
	1) Cordon the effective area to secure evidence		



	2) In case of explosion, help evacuate all personnel from affected area																																																																																						
C.8	BOMB THREAT																																																																																						
	1) Immediately report to PNP																																																																																						
	2) Immediately inform the Enforcement and Security Service (ESS)																																																																																						
	3) Assist evacuation of personnel																																																																																						
	4) Secure BOC property and clear from unauthorized persons																																																																																						
C.10	PROPOSED DEPLOYMENT OF GUARDS																																																																																						
	1) <u>Each shall render services for twelve (12) hours from Monday to Friday on regular working days for POM/OCOM/MICP/NAIA</u>																																																																																						
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	<p>Note: Distribution List may be subject to change during contract implementation</p> <p>2) On Saturdays, Sundays and holidays, only twenty (20) guards (10 guards for a.m. shift and 10 guards for p.m. shift) shall render services for twelve (12) hours at the gate and POM/OCOM grounds, Port of MICP and Port of NAIA premises.</p> <p>The deployment of guards may, from time to time, be changed as need arises, by the District Commander, ESS-Port of Manila/Port of MICP/Port of NAIA.</p> <p>3) No guard shall be allowed or be required to render double or straight duty. However, duty guards can render overtime subject to availability of funds.</p>		
D.	OTHER REQUIREMENTS		
	1. The Service Provider shall provide the said security guard with proper Uniform and I.D cards that they shall wear while performing their duties and responsibilities.		
	2. The Service Provider shall provide Biometrics/Bundy Clock, which shall be in possession/custody of GSD, for the security, as basis of the Daily Time Record of the latter.		
	3. Salary/Wages of Security shall be paid thru Automated Teller Machine (ATM). The Service Provider shall be given a maximum period of one (1) month from the start of contract period to secure ATM accounts for all janitors. A monthly individual official pay slip shall be issued by the Service Provider to its personnel.		
E.	The contract shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with the Technical specifications mentioned above.		

I hereby commit to comply and deliver the above requirements.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

Sample Schedule of Prices
Cost Distribution Per Month



Gate 3, South Harbor, Port Area, Manila 1018
+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph

Wage Order No. NCR-____
Effective _____

Days Worked Per Week:
No. of Days/Year:

7 Days
____ Days

Amount to Guard

New Daily Wage (DW) P _____

Average Pay/Month (DW x no. of days per year/12) P _____

Night Differential Pay (Ave. Pay/Month x 10%) _____

13th Month Pay (DW x 365/12/12) _____

5 Days Incentive Pay (DW+COLA x 5/12) _____

Uniform Allowance (R.A. 5487) _____

Amount to Gov't in Favor of Guard

Retirement Senate (R.A. 7641) P _____

SSS Premium _____

SSS Mandatory Provident Fund _____

Philhealth Contribution _____

State Insurance Fund _____

Pag-Ibig Fund _____

A. TOTAL AMOUNT TO GUARD & GOVT. P _____

B. AGENCY FEE

Administration Overhead and Margin (minimum of 20%) P _____

C. VALUE ADDED TAX (Agency fee x 12% VAT-RMC-39-2007) P _____

Contract Rate/Guard/Monthly P _____

Number of Guards _____

Total Cost/Monthly P _____

Total Bid P _____

Note: Subject to compliance with the prevailing laws, rules and regulations

