



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
 Area Office for the Visayas  
 Field Office No. VIII, 3/F LY Building  
 Marasbaras, Tacloban City 6500

**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL/BID BULLETIN No. 1**

October 11, 2024

Procurement Project : One (1) Lot Procurement for the Delivery of Security Services for One (1) Year Period

PhilGEPS Bid Reference No. : 11289992

This Supplemental/Bid Bulletin is being issued to modify/amend/clarify certain item/s in the Request for Quotations with **Quotation Number 2024-09-016**. This shall form part of the Request for Quotations/procurement documents.

<i>Annex A – Price Quotation Form</i>	
ORIGINAL	AMENDMENTS/CLARIFICATIONS
<p>X X X</p> <p><b>NOTE:</b></p> <p>1. <i>Price Quotation/Financial Proposal should be attached with a separate Cost Breakdown for Male and Female Security Guards (see attached Price Schedule – Annex B).</i></p>	<p>X X X</p> <p><b>NOTE:</b></p> <p>1. <i>Price Quotation/Financial Proposal should be attached with a separate Cost Breakdown for Male and Female Security Guards (see attached Revised Price Schedule – Annex B).</i></p>

<i>Annex B – Price Schedule</i>	
ORIGINAL	AMENDMENTS/CLARIFICATIONS
<p>X X X</p> <ul style="list-style-type: none"> <li>• The number of days per year for female security guard is 263 days</li> <li>• The number of days per year for each male security guard is 395 days</li> </ul>	<p>X X X</p> <ul style="list-style-type: none"> <li>• The <b>total</b> number of days per year for <b>female security guard</b> is 263 days consisting of 261 actual working days and estimated 2 days with holiday pay.</li> <li>• The <b>total</b> number of days per year for each <b>male security guard</b> is 395 days consisting of 365 actual working days and estimated 30 days with premium and holiday pay.</li> </ul> <p>Note:</p> <p><u>Attached are the following documents which should be used as part of the Procurement/Bidding Documents to be submitted by the bidders/suppliers:</u></p> <ol style="list-style-type: none"> <li>1. <b>Annex A – Price Quotation Form (Revised);</b> and</li> <li>2. <b>Annex B – Price Schedule (Revised).</b></li> </ol>

**Continuation: Annex B – Price Schedule**

**ORIGINAL**

REIMBURSEABLE COSTS: A. Payable Directly to SG:	MONTHLY RATE				Total for 4 SGs
	1 Male SG (6AM-2PM) @ 395 days	1 Male SG (2PM-10PM) @ 395 days	1 Male SG (10PM-6AM) @ 395 days	1 Female SG (8AM-12NN) (1PM - 5PM) (Duty from Mondays to Fridays only, excluding holidays) @ 263 days	
xxx	xxx	xxx	xxx	xxx	xxx
4. 13 <sup>th</sup> Month Pay	1,026.56	1,026.56	1,026.56	1,026.56	4,106.24
xxx	xxx	xxx	xxx	xxx	xxx
Subtotal (A)	<b>P 14,626.56</b>	<b>P 14,626.56</b>	<b>P 14,626.56</b>	<b>P 10,171.56</b>	<b>P 54,051.24</b>
xxx	xxx	xxx	xxx	xxx	xxx
<b>D. Total Reimbursable Costs (A+B+C)</b>	<b>P 17,211.72</b>	<b>P 17,211.72</b>	<b>P 18,544.85</b>	<b>P 12,245.94</b>	<b>P 65,214.23</b>
<b>E. Administrative Cost/Agency Fee</b> (minimum is 20% of Total Reimbursable Cost per DOLE Department Order No. 150-16, s. 2016)	Minimum of: 3,442.34	Minimum of: 3,442.34	Minimum of: 3,708.97	Minimum of: 2,449.19	Minimum of: 13,042.84
xxx	xxx	xxx	xxx	xxx	xxx

**AMENDMENTS/CLARIFICATIONS**

REIMBURSEABLE COSTS: A. Payable Directly to SG:	MONTHLY RATE				Total for 4 SGs
	1 Male SG (6AM-2PM) @ 395 days	1 Male SG (2PM-10PM) @ 395 days	1 Male SG (10PM-6AM) @ 395 days	1 Female SG (8AM-12NN) (1PM - 5PM) (Duty from Mondays to Fridays only, excluding holidays) @ 263 days	
xxx	xxx	xxx	xxx	xxx	xxx
4. 13 <sup>th</sup> Month Pay	1,026.56	1,026.56	1,026.56	1,026.56	4,106.24
4.a. 13 <sup>th</sup> Month Pay (365 days)					3,079.68
4.b. 13 <sup>th</sup> Month Pay (261 days)				734.06	734.06
xxx	xxx	xxx	xxx	xxx	xxx
Subtotal (A)	<b>P 14,626.56</b>	<b>P 14,626.56</b>	<b>P 14,626.56</b>	<b>P 10,171.56</b> <b>P 9,879.06</b>	<b>P 54,051.24</b> <b>P 53,758.74</b>
xxx	xxx	xxx	xxx	xxx	xxx
<b>D. Total Reimbursable Costs (A+B+C)</b>	<b>P 17,211.72</b>	<b>P 17,211.72</b>	<b>P 18,544.85</b>	<b>P 12,245.94</b> <b>P 11,953.44</b>	<b>P 65,214.23</b> <b>P 64,921.73</b>
<b>E. Administrative Cost/Agency Fee</b> (minimum is 20% of Total Reimbursable Cost per DOLE Department Order No. 150-16, s. 2016)	Minimum of: 3,442.34 3,442.35	Minimum of: 3,442.34 3,442.35	Minimum of: 3,708.97	Minimum of: 2,449.19 2,390.69	Minimum of: 13,042.84 12,984.36
xxx	xxx	xxx	xxx	xxx	xxx

For the information and guidance of all concerned.

  
**ATTY. JANICE G. GABRITO**  
 BAC Chairperson

**ANNEX A**  
**PRICE QUOTATION FORM**  
**(REVISED)**

Quotation No.	2024-09-016
PR No. (s)	2024-06-009
APP/SPPMP Code:	2024APP082
Canvass No.	1 <sup>st</sup>
Date:	27-Sept.-2024
Authority:	Sec. 53.9 (SVP)
Authority/Reso. No.:	2024-08-013
Authority/Reso. Date:	1-Aug.-2024

**ATTY. JANICE G. GABRITO**  
Chairperson, Bids and Awards Committee  
Office of the Ombudsman  
Area Office for the Visayas  
Field Office No. VIII  
3/F LY Building  
Marasbaras, Tacloban City

Thru: BAC Secretariat - Tacloban Field Office

Dear **Madame:**

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the Instructions to Bidders specified in Annex C, hereunder is our quotation/s for the item/s as follows:

Item No.	Total ABC (in Php)	Qty.	Unit of Measure	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price (inclusive of taxes)	Total Price
1	998,500.00			<p><b>ONE (1) LOT PROCUREMENT FOR THE DELIVERY OF SECURITY SERVICES FOR ONE (1) YEAR PERIOD TO OMB FO8, TACLOBAN CITY</b></p> <p>A. Provide the Office of the Ombudsman – Visayas, Field Office No. VIII on a daily basis, Sundays, and holidays included, a twenty four-hour (24) Security Guard Contingency for one (1) year, consisting of the following:</p> <p>1. Description:</p> <p><b>a. MALE security guards for seven (7) days a week</b> <i>[Duty is on a daily basis, including Sundays &amp; holidays, eight (8)-hour duty]</i></p> <p><b>b. FEMALE security guard for five (5) days a week</b> <i>(Duty from Mondays to Fridays only, excluding holidays, 8:00 AM - 12:00NN &amp; 1:00 PM - 5:00 PM only)</i></p> <p>2. Provide various equipment and materials (See List of Equipment and Materials to be Provided by the Winning Bidder)</p> <p>B. Shall strictly pay the security guards' remuneration in accordance to the latest Wage Order of the RTWPB and legal benefits under the Labor Code and other applicable laws to include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. 13th Month Pay</li> <li>2. Holiday Pay</li> <li>3. Night Shift Differential</li> <li>4. SSS Contribution</li> <li>5. PhilHealth Contribution</li> <li>6. HDMF (Pag-IBIG) Contribution</li> </ol> <p><b>NOTE:</b></p> <p>1. Price Quotation/Financial Proposal <b>should be attached with a separate Cost Breakdown for Male and Female Security Guards</b> (see attached Revised Price Schedule – Annex B).</p>			

Item No.	Total ABC (in Php)	Qty.	Unit of Measure	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price (inclusive of taxes)	Total Price
				CONTINUATION: (Page 2 of QN No. 2024-09-016)			
<b>GRAND TOTAL</b>							

\_\_\_\_\_  
Signature Over Printed Name of Proprietor/  
Authorized Representative

\_\_\_\_\_  
Date

**Bidder/Supplier's Information:**

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPS Reg'n No./Cert. No.:	
PhilGEPS Reg'n valid until:	

**ANNEX B**

**PRICE SCHEDULE (REVISED)**

(Under Wage Order No. RB VIII – 23)

**Name of Project:** One (1) Lot Procurement for the Delivery of Security Services (Three [3] Male Security Guards and One [1] Female Security Guard) for One (1) Year Period)

**Name of Supplier:** \_\_\_\_\_

REIMBURSEABLE COSTS:	MONTHLY RATE				Total for 4 SGs
	1 Male SG (6AM–2PM) @ 395 days	1 Male SG (2PM–10PM) @ 395 days	1 Male SG (10PM–6AM) @ 395 days	1 Female SG (8AM–12NN) (1PM – 5PM) (Duty from Mondays to Fridays only, excluding holidays) @ 263 days	
<b>A. Payable Directly to SG:</b>					
1. Basic Salary @ ₱ 405.00/day	13,331.25	13,331.25	13,331.25	8,876.25	<b>48,870.00</b>
2. COLA	-	-	-	-	-
3. Uniform Allowance (RA 5487)	100.00	100.00	100.00	100.00	<b>400.00</b>
4.a. 13 <sup>th</sup> Month Pay (365 days)	1,026.56	1,026.56	1,026.56		<b>3,079.68</b>
4.b. 13 <sup>th</sup> Month Pay (261 days)				734.06	<b>734.06</b>
5. Service Incentive Leave Pay	168.75	168.75	168.75	168.75	<b>675.00</b>
<i>Subtotal (A)</i>	<b>₱ 14,626.56</b>	<b>₱ 14,626.56</b>	<b>₱ 14,626.56</b>	<b>₱ 9,879.06</b>	<b>₱ 53,758.74</b>
<b>B. Payable to the Government, Employee Share:</b>					
1. Social Security Premium ( <i>Latest Premium Table mandated by law or issuances</i> )	1,282.50	1,282.50	1,282.50	855.00	<b>4,702.50</b>
2. Philhealth Premium ( <i>Latest Premium Table mandated by law or issuances</i> )	333.28	333.28	333.28	250.00	<b>1,249.84</b>
3. Pag-IBIG Contribution	200.00	200.00	200.00	200.00	<b>800.00</b>
4. ECC Insurance Premiums	10.00	10.00	10.00	10.00	<b>40.00</b>
5. Retirement Benefits (RA 7641)	759.38	759.38	759.38	759.38	<b>3,037.52</b>
<i>Subtotal (B)</i>	<b>₱ 2,585.16</b>	<b>₱ 2,585.16</b>	<b>₱ 2,585.16</b>	<b>₱ 2,074.38</b>	<b>₱ 9,829.86</b>
<b>C. Night Shift Differential Pay</b>	-	-	1,333.13	-	<b>₱ 1,333.13</b>
<b>D. Total Reimbursable Costs (A+B+C)</b>	<b>₱ 17,211.72</b>	<b>₱ 17,211.72</b>	<b>₱ 18,544.85</b>	<b>₱ 11,953.44</b>	<b>₱ 64,921.73</b>
<b>E. Administrative Cost/Agency Fee</b> (minimum is 20% of Total Reimbursable Cost per DOLE Department Order No. 150-16, s. 2016)	Minimum of: 3,442.35	Minimum of: 3,442.35	Minimum of: 3,708.97	Minimum of: 2,390.69	Minimum of: 12,984.36
<b>F. Amount Before Tax</b>					
<b>G. Tax Obligations</b> (12% VAT of Agency Fee)					
<b>H. Total Monthly Contract Rate</b>					
<b>I. Total Contract Rate for One (1) Year</b>					

**Note:** The bid price/amount per item shall be rounded off to two decimal places or to the nearest hundredths.

The amount under Items A, B, and C in the Price Schedule should not be lower than the minimum requirement as provided under existing applicable laws, hence, price offer lesser than said amounts shall be declared non-responsive.

- The total number of days per year for **female security guard** is 263 days consisting of 261 actual working days and estimated 2 days with holiday pay.
- The total number of days per year for each **male security guard** is 395 days consisting of 365 actual working days and estimated 30 days with premium and holiday pay.

\_\_\_\_\_  
[Name & Signature of Supplier or Authorized Representative]