



**Republic of the Philippines
Clark International Airport Corporation
Bids and Awards Committee**

Corporate Office Building, Clark Freeport Philippines
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SUPPLEMENTAL/BID BULLETIN NO.1

This Supplemental/Bid Bulletin is issued to modify, amend or clarify items in the issued Bidding Documents for the Contracting of Forty Two (42) private Agency Security Guards.

This shall form an integral part of the said Bid/Tender Documents.

As clarification to all bidders, the following were the issues and concerns discussed during the Pre-bid Conference:

Item	Queries	Remarks
1	<p>(Query raised by PASSCOR)</p> <p>Was the computation of the ABC based on the latest Wage Order issued by PADPAO? (Wage Order No. RBIII-14).</p> <p>In reference to Wage Order No. RBIII-14, the minimum contract rate for 8 hrs/month/guard is Php 15,920.00.</p> <p>Breakdown is as follows:</p> <p>Php 12,647.17-total amt to guard & gov't</p> <p>+ Php 2, 922.17-Agency Fee (Admin overhead)</p> <p>Php 350.66- VAT</p> <p>Php 15,920.00</p> <p>Using Wage Order No. RBIII-14 for the required 42 guards, our computed agency fee was Php 509.00 only, which is not sufficient.</p>	<p>Yes, all bidders are required to comply with the latest issued PADPAO rates (Wage Order No. RBIII-14).</p> <p>Page 53, item 1, Other Conditions, Technical Specifications, shall read as follows:</p> <p>The winning bidder shall provide the total number of guards required in this project which shall be comprised of the following: 36 private security guards with an additional three (3) qualified Shift-In-Charge (SIC)/Security Officers and three (3) relievers. The Shift-In-Charge/Security Officers and their relievers will supervise the operation and deployment of their security personnel without additional cost to</p>

		<p>CIAC.</p> <p>Page 56, item 2 of subheading H. Obligations of the Winning Bidder, Technical Specifications shall read as follows:</p> <p>"2. Winning bidder shall provide ASD the list and the information sheets of the a) 36 security personnel to be deployed at DMIA; b) the 12 security personnel relievers; c) the 3 Shift-In-Charge/Security Officers; and d) the relievers for the 3 Shift-In-Charge/Security Officers for initial evaluation."</p> <p>Attached to this Bid/Supplemental Bulletin is a copy of the bill of quantities (Standard Cost Distribution for Security Services) to be accomplished and submitted by all bidders.</p>
2	<p>(Query raised by Mustang)</p> <p>Regarding manpower qualification indicated on item 7 of page 52 which states that "Contractor must be registered with the Aviation Security Providers Association of the Philippines (ASPAP), Inc.", is the requirement really needed?</p>	<p>Yes, all bidders should comply with the requirement.</p>
3	<p>(Query raised by PASSCOR)</p> <p>In reference to page 15, item b.2 "Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to price escalation on any account..." We just want to clarify what if there is a mandated wage increase; will the contract be adjusted accordingly?</p>	<p>In case there would be a wage increase, the amount of the contract price will be adjusted commensurately.</p>
4	<p>(Query raised by PASSCOR)</p> <p>In reference to page 29, item 14.1 (d) #3. "Guards must have undergone Aviation Security Training from Department of Transportation and Communication-Office of Transportation Security</p>	<p>Yes, CATC is an accredited training center.</p>

	(DOTC-OTS) accredited training center.” Does this mean that the accredited training center is the Civil Aviation Training Center (CATC)?	
5	<p>(Query raised by Mustang)</p> <p>How about trainings provided by the Philippine National Police (PNP), will they be accepted?</p> <p>We have been informed by PNP officials that our guards who were trained by the PNP are accredited by OTS.</p>	<p>No, the PNP is not an accredited institute to provide Aviation Security (AvSec) Training. AvSec Training is a specialized training and it is different from the trainings provided by the PNP.</p> <p>For as long as you can provide us a certificate issued by OTS certifying that the PNP, where your guards have been trained, is an accredited aviation security training center of DOTC-OTS.</p>
6	<p>(Follow-up question by PASSCOR)</p> <p>In relation to the requirement, do we have to submit photocopies of the Aviation Security Training Certificates?</p>	<p>The Aviation Security Training certificates will be verified during the post-qualification.</p>
7	<p>(Query raised by Mustang)</p> <p>What will be the required period for the Certificate of Good Standing in Payment from Social Security System (SSS), Home Development & Mutual Fund (HDMF/Pag-ibig) and Philippine Health Insurance Commission (Philhealth)?</p>	<p>All bidders are required to submit Certificates of Good Standing in Payment from Social Security System (SSS), Home Development & Mutual Fund (HDMF/Pag-ibig) and Philippine Health Insurance Commission (Philhealth) covering the second quarter of 2008.</p>
8	<p>(Query raised by Mustang)</p> <p>In reference to the required certificate of Good Standing for the last three years issued by the PNP-SAGSD & PADPAO, PNP-SAGSD issues the certificate with a thirty-day validity period only.</p>	<p>Since the two prospective bidders were previous bidders for the project, they were instructed to submit the certificate of good standing issued to them the previous year and the certificate to be issued to them this year.</p> <p>Page 29, 13.2 (b.3), item number 8 should read as follows: “Certificate of Good Standing for the current and previous years issued by the PNP-SAGSD & for</p>

		the last three years issued by PADPAO.”
9	(Request made by PASSCOR) Regarding the checklist, PASSCOR requested a copy of the final checklist incorporating all the changes discussed.	All bidders will be provided with a copy of the final checklist. Please refer to the attached checklist.
10	(Request made by Mustang) A request to indicate in the technical specifications the limitation on gasoline consumption was made. Page 53, “Other conditions”, item no. 7 “The winning bidder shall ensure the availability of fuel for its patrol vehicle (AUV type or equivalent) and shall be required to conduct at least two (2) roving inspections/visibility patrolling of the assigned Area of Responsibility (AOR) per shift.”	Using the AUV, a minimum of two (2) roving inspections per shift is required which includes posting and relieving. Motorcycles shall be required at least one roving inspection per shift.
11	(Query submitted by Mustang received on September 9, 2008) Regarding the requirement indicated on page 29, item 14.1(d) #3. “Guards must have undergone Aviation Security Training from Department of Transportation and Communication-Office of Transportation Security (DOTC-OTS) accredited training center.” As per our verification with the DOTC-OTS, they have not granted any accreditation to any training center or institution regarding the matter.	Regarding the issue, guards to be deployed in DMIA must have undergone Aviation Security Training with certification to this effect issued by any of the following: • Civil Aviation Training Center (CATC) OR • DOTC-OTS (certification indicating that said individual is qualified as an Aviation Security guard)

Additional reminders and clarifications:

1. All documents to be submitted must be valid and updated. For documents on process for application, certifications in lieu of the required documents will not be honored.
2. Additional documents to be submitted:
 - a. Articles of Incorporation, whichever is applicable, including amendments thereto, if any (Please include it in the Class A Documents-Legal Documents-Eligibility Envelope)
 - b. Company Profile (Please include it in the Class B Documents-Eligibility Envelope)
 - c. Duly notarized certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true

and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct –Certificate of Authenticity (Please include it in the Class B Documents-Eligibility Envelope)

- d. Affidavit of Site Inspection (Please include it in the Technical Envelope)
3. Please refer on page 59, the heading for this page shall be Statement of Compliance, Technical Specification
4. Please refer on page 59, item 13 of Equipment and Materials, under Statement of Compliance, Technical Specification, shall read as follows:
"13. Individual Baton (Police Standard)-36 pieces"
5. Please refer on page 56, H. Obligations of the Winning Bidder, item 6 shall read as follows
"Winning bidder shall be responsible for the safety of their employees in the conduct of security services. Adherence to all safety and security measures and procedures adopted for implementation by the CIAC Management shall be observed. As such, the Contractor must also provide his employees with a group insurance prior to the start of the contract.
6. All prospective bidders are required to submit three sealed envelopes. Envelope 1 shall contain the **Eligibility Documents**; Envelope 2 shall contain the **Technical Proposal** and Envelope 3 shall contain the **Financial Proposal**. Each envelope must contain one original copy and two duplicates of the required documents.
7. All prospective bidders are instructed to follow the sequence of the required documents as provided in the checklist. It was likewise advised to use tabs and provide table of contents. **The final checklist is attached to this Supplemental/Bid Bulletin.**
8. The following documents are required to be **notarized**:
 - a. Certification of Non-inclusion in the Blacklist
 - b. Credit Line Certificate
 - c. Letter of Authority to Validate Submitted Documents
 - d. Certificate of Authenticity
 - e. Authority of Signatory
 - f. Certification as to Compliance of Existing Labor Laws and Standards
 - g. Affidavit of Disclosure of No relationship
 - h. Certification on Bidder's Responsibilities
 - i. Affidavit of Site Inspection
9. The validity period for the bid price and bid security shall be 120 calendar days from the date of the opening of bids.
10. For the required list of similar completed government and private contracts, the value of the prospective bidder's single largest contract must be at least 50% of the ABC or Php 3,315,790.00.
11. For the Net Financial Contracting Capacity (NFCC), the NFCC should be at least equal to the ABC or Php 6,631,580.00.
12. For the cash deposit certificate, it should certify a **hold out** of cash deposit in the amount equal to at least 10% of the ABC or Php 663,158.00. The said amount will be **put on hold** until the duration of the project.
13. The winning bidder is required to submit the billing statement within two weeks of the succeeding month.
14. It is a mandatory requirement that the original and the number of copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or

persons duly authorized to bind the Bidder to the Contract. All pages of the Bid shall be initialed by the person or persons signing the Bid as indicated in the Secretary's Certificate or Special Power of Attorney.

15. All photocopied documents to be submitted to the BAC must be signed by the Bidder or his duly authorized representative (as indicated in the Secretary's Certificate or Special Power of Attorney) certifying that such documents are true copy of the original. The original copy of the documents will be verified during the post-qualification.
16. Supplemental/Bid Bulletins shall be issued to all prospective bidders via e-mail, fax, or registered mail. All prospective bidders are required to submit an acknowledgment receipt for the said supplemental/bid bulletins to the Office of the BAC Secretariat also via e-mail, fax, or registered mail.
17. The last day for the submission of queries or request for clarification is September 9, 2008 (Tuesday), 5:00PM.
18. The schedule for the Submission and Opening of Bids is on September 19, 2008 (Friday), 2:00 PM at the Clark International Airport Corporation, Board Room, Corporate Office Building, Clark Freeport Philippines. **Late bids will not be accepted.** The reference for the time shall be the biometric system situated within the Corporate Office Building.

**Private Security Agency Guards
CLARK INTERNATIONAL AIRPORT CORPORATION
Clark Freeport Zone, Philippines**

STANDARD COST DISTRIBUTION FOR SECURITY SERVICES

ITEM NO.	DESCRIPTION				TOTAL PRICE
	No. of Days Work per Week	No. of Days per Year	No. of Hours Work per Day	Daily Wage	
	7 Days	392.50 Days	8 Hours	Php 292.00	
	DIRECT LABOR COST				
	Average Pay per Month (DW x No. of Days per Year ÷12)				P 9,550.83
	13 th Mo. Pay (DW x 365) ÷12 ÷ 12				P 740.14
	Night Differential Pay (Ave. Pay per Mo. x 10% x 1 ÷3)				P 318.36
	5 Days Incentive Pay (DW x 5 ÷12)				P 121.67
	Uniform Allowance (RA 5487)				P 100.00
	COLA – RB III - 14 (P 10.00 x 365) ÷12				P 304.17
A.	TOTAL AMOUNT DIRECTLY TO GUARD				P 11,135.17
	AMOUNT TO GOVERNMENT IN FAVOR TO GUARD				
	Retirement Benefit (RA 7461)				P 547.50
	SSS Premium				P 742.00
	Philhealth Contribution				P 112.50
	State Insurance Fund				P 10.00
	PAG – IBIG Fund				P 100.00
B.	TOTAL AMOUNT TO GOVT. IN FAVOR OF GUARD				P 1,512.00
C.	TOTAL AMOUNT TO GUARD AND GOVT. (A + B)				P 12,647.17
D.	ADMIN OVERHEAD AND MARGIN EXCLUSIVE OF VAT				
E.	TOTAL MINIMUM RATE PER GUARD PER MONTH (C + D)				

FINAL COPY

Checklist of Eligibility Requirements for Bidders

The Eligibility Envelope shall contain the following:

CLASS "A" DOCUMENTS

LEGAL DOCUMENTS

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms (**Sample Form No. SF Good-08**)
- Valid and current Mayor's permit/municipal license (**Sample Form No. SF Good-09**)
- BIR Registration Certification, which contains the Taxpayer's Identification Number (**Sample Form No. SF-Good -010**)
- Notarized Statement of the prospective bidder that it is not "blacklisted" or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP (**Sample Form No. SF Good-011**)
- Valid Certificate of Registration issued by PADPAO
- Valid Certificate of License to Operate issued by PNP-SAGSD
- Certificate of Good Standing issued by SEC in case of corporation
- Certificate of Registration with Aviation Security Providers Association of the Philippines, Inc. (ASPAP)
- Current Certificate of Accreditation of Security issued by DMIA
- Articles of Incorporation, whichever is applicable, including amendments thereto, if any

TECHNICAL DOCUMENTS

- Statement of ongoing and similar completed government and private contracts **within the last three years**, including contracts awarded but not yet started with attached certified true copy of Notice of Award and/or Contract, Notice to Proceed issued by the Owner and certificate of accomplishment signed by the owner or authorized representatives for all On-Going Contracts and Certified copy of Contract and Certificate of Completion for all completed which are similar in nature contracts (**Sample Form No. SF Good-13 a & b**)

FINANCIAL DOCUMENTS

- Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities.
- Any of the following:
 1. Computation of Net Financial Contracting Capacity (NFCC) (**Sample Form No. SF Good-014**), **OR**
 2. Notarized Certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to the bidder a credit line if awarded the contract, (**Sample Form No. SF Good- 15**) **OR**
 3. A cash deposit certificate certifying a **hold out** on cash deposits issued by a licensed bank, which shall also be specific to the contract to be bid, in an amount not lower than that set by the procuring entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the approved budget for the contract (**Sample Form No. SF Good-016**)

CLASS "B" DOCUMENTS

- Company Profile (**Sample Form No. SF Good-021**)
- Valid joint venture agreement, in case of a joint venture (**Sample Form No. SF Good -017**)

- Duly **notarized** and **signed** Letter authorizing the BAC or its duly authorized representative/s to validate submitted documents **(Sample Form No. SF Good-18)**
- Duly **notarized** Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct **(Sample Form No. SF Good- 019)**
- Certified copy of Certificate of Registration issued by the Philippine Government Electronic Procurement System (PhilGEPS)
- Latest Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR) with validity period covering the date of bid opening
- Annual Income Tax Return for preceding calendar year stamped "received" by the Bureau of Internal Revenue (BIR) or its duly authorized institutions
- Certified Copy of Certificate of Membership with Social Security System (SSS), Home Development & Mutual Fund (HDMF/Pag-ibig) and Philippine Health Insurance Commission (Philhealth) with appropriate company ID number
- Certificate of Good Standing in Payment from SSS, Home Development & Mutual Fund (HDMF/Pag-ibig) and Philippine Health Insurance **covering the second quarter of 2008.**
- DOLE Clearance where applicant hold its principal office
- NLRC Clearance
- Certificate of Good Standing for the last two years issued by the PNP-SAGSD & and for the last three years by PADPAO
- Physical Fitness Training Program

Checklist of Technical & Financial Envelope Requirements for Bidders

The Technical Component shall contain the following:

- Bid Security **(Sample Form No. SF Good-32 for Bank Guarantee)**
- Duly **notarized** Authority of the signing official **(Sample Form No. SF Good-035 and 036)**
- Production/Delivery Schedule/Schedule of Requirements
- Manpower Requirements: (to be verified during post-qualification)
 - Current/valid private security license issued by the PNP-SAGSD
 - Completed at least 72 units of College education, should not be less than 5 feet 6 inches in height, and at least 21 but not more than 35 years old
 - Guards to be deployed in DMIA must have undergone Aviation Security Training with certification to this effect issued by any of the following:**
 - **Civil Aviation Training Center (CATC) OR**
 - **DOTC-OTS (certification indicating that said individual is qualified as an Aviation Security guard)**
 - Contracted security personnel to be deployed at DMIA must have at least one (1) year experience as aviation security guard
 - Good Moral Character
 - Valid NBI, PNP and Barangay Clearances
 - Physically and psychologically fit with copies of necessary tests such as but not limited to medical examination, neuro-psychiatric and drug tests to be submitted to the Aviation Security Department
 - Certificate of Completion of Re-currency from DOTC-OTS accredited Aviation Security Training Schools to be attested by the Aviation Security Providers Association of the Philippines (ASPAP), Inc.
- Technical Specifications/ Statement of compliance to the Technical Specifications
- Duly **notarized** Commitment from the supplier's/distributor's/manufacturer's bank to extend to him a credit line if awarded the contract to be bid, or a cash deposit equivalent to 10% of the ABC)
- Certificate from the bidder under oath of its compliance with existing labor laws and standard, in case of procurement of services;
- Duly **notarized** Sworn Affidavit of compliance with the Disclosure Provision under Section 47 of the Act in relation to other provisions of RA 3019 **(Sample Form No. SF Good-012)**
- Duly **signed** Bid Bulletin/Supplemental Notices, if any

- Duly signed list of equipment (owned, leased or under purchase agreement). The list should comply with the minimum required equipment as stated in the Technical Specifications and Scope of Work
- Duly **notarized** and **signed** Statement attesting to have complied with responsibilities listed in GPRA IRR-A Section 17.7.1 (**Sample Form No. SF Good-038**)
- Sworn Affidavit of Compliance with Disclosure Provision under Section 47 of the Act in relation to other provisions of RA3019
- Affidavit of Site Inspection

The Financial Component shall contain the following:

- Bid Letter (in the prescribed sample form)
- Duly Signed Bid Prices in the Bill of Quantities (Standard Cost Distribution for Security Services)

CIAC reserves the right to accept or reject any Bid, and to annul the bidding process and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

For the guidance and information of all concerned.

HILARION RITCHE D. NACPIL
Vice-Chairman, BAC
Issued on: September 12, 2008

Received by:

Name and Signature of the Representative

Name of Company