

Date: 12 October 2018

BID BULLETIN NO. 01-2018
Supply of Security Services

This Bid Bulletin is issued for the changes/revisions in the bid documents stated below:

I. **Audited Financial Statement** for FY 2016-2017 must be submitted.

II. **Security Plan** should include the following:

a) Regular Duty

1. College of Science and Mathematics (CSM) and Dormitory Annex Building;
2. Administration and College of Humanities and Social Sciences (CHSS) Building;
3. Elias B. Lopez Dormitory;
4. Gate I;
5. Human Kinetics Center (HKC) Building;
6. School of Management (SOM) Building;
7. Gate 2;
8. UP Mindanao Library, and
9. CCTV Control Room.

b) Other Areas to be Considered for Security

1. Kanluran Road;
2. Former 55th and Motorpool Area;
3. Kalimudan Student Center;
4. Infirmary;
5. CARIM 1, and
6. Cultural Complex.

III. **Criteria for Security Guards** to be assigned to UP Mindanao (*To be attached to the Technical Specifications*):

Particulars	Statement of Compliance
1. Height: At least 5'4" for males; At least 5'2" for females;	
2. Physically and mentally fit for the job as certified by an accredited hospital;	
3. Does not smoke;	
4. Does not drink (alcohol);	
5. Forty-five (45) years old or younger;	
6. At least two (2) years' experience as security guard;	
7. At least high school graduate;	
8. Passed psychological, neurological and drug tests;	
9. Trained to answer telephone calls;	
10. Trained to receive visitors/guests;	
11. Trained to handle delicate situations;	
12. Trained to make reports and letters/communications;	
13. No pending cases/never been involved in administrative or criminal cases;	
14. With valid license;	
15. Has no communication handicap;	
16. Can strictly implement University policies;	
17. Must wear proper uniform at all times, and	
18. Must be polite, respectful, helpful and facilitative at all times.	

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III. **Cost Distribution Form** below must be attached to the **Financial Proposal**. Please disregard the sample Cost Distribution form in the bid documents.

COST DISTRIBUTION PER MONTH

Daily Wage: _____

No. of hours duty _____ (Monday-Sunday)


Item No.	Description	Day Shift	Night Shift
I	Amount Paid to Guard Basic Pay: DWx393.5 days/12months) Total Equivalent Monthly Rate Night Differential Premium Pay: 10% of basic salary 13 th Month Pay Service Incentive Leave Pay Uniform Allowance Retirement TOTAL AMOUNT DIRECTLY TO THE GUARD		
II	Social Benefits Due to Various Government Agencies SSS Premium PhilHealth Premiums ECC Insurance Premiums Pag-IBIG Fund Contribution TOTAL AMOUNT FOR THE GUARDS & GOVERNMENT		
III	Administrative Overhead & Agency Fee Inclusive of taxes and licenses (DOLE Department Order 150-16)		
IV	Value Added Tax (12% VAT) SSS Premium PhilHealth Premiums ECC Insurance Premiums Pag-IBIG Fund Contribution TOTAL AMOUNT PER GUARD PER MONTH Total Number of Day Shift Guards: _____ Total Number of Night Shift Guards: _____ TOTAL AMOUNT FOR 28 GUARDS FOR 12 MONTHS		

Note: January-February 15, 2019 rate based on DOLE Wage Order No. RB X-20 (1st Tranche effective 16Aug2018) .

Submitted by:

Bidder's Authorized Signatory (Signature over Printed Name)

For guidance of all concerned.


ANTONIO R. OBSIOMA, P.h.D.
BAC Chair

Received by the Bidder:
