



NATIONAL FOOD AUTHORITY

Western Visayas Regional Office

Quintin Salas, Jaro, Iloilo City

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January 8, 2025

SUPPLEMENTAL / BID BULLETIN NO. R06-2024-10

Procurement of Security Services for NFA Western Visayas for the period
 January 01, 2025 to December 31, 2025 through Competitive Bidding

Project Reference No. NFA-RBAC-2024-REGVI-023

This Bid Bulletin No. R06-2024-10 is hereby issued to clarify, modify, or amend items in the Bidding Documents for the **Procurement of Security Services for NFA Western Visayas for the Period January 01, 2025 to December 31, 2025 through Competitive Bidding**. This shall form an integral part of the Bid Documents.

SECTION / ITEM / PAGE	AS PUBLISHED	AS AMENDED
Section I. Invitation for Bidding, par. 1 , page 7	1. The <i>National Food Authority (NFA) Western Visayas, Iloilo City</i> , intends to apply the sum of THIRYT-EIGHT MILLION TWO HUNDRED SEVENTY-ONE THOUSAND FIVE HUNDRED EIGHTY-SIX PESOS AND 0/100 ONLY (Php 38,271,586.00) inclusive of VAT from its Corporate Operating Budget as the Approved Budget for the Contract (ABC) for the <i>PROCUREMENT OF SECURITY SERVICES FOR NFA WESTERN VISAYAS FOR THE PERIOD JANUARY 01, 2025 TOO DECEMBER 31, 2025 THROUGH COMPETITIVE BIDDING</i> with Project Reference No. NFA-2024-RBAC-REGVI-022. Bids received in excess of the ABC shall be automatically rejected at bid opening.	1. The <i>National Food Authority (NFA) Western Visayas, Iloilo City</i> , intends to apply the sum of THIRTY-EIGHT MILLION TWO HUNDRED SEVENTY-ONE THOUSAND FIVE HUNDRED EIGHTY-SIX PESOS AND 0/100 ONLY (Php 38,271,586.00) inclusive of VAT from its Corporate Operating Budget as the Approved Budget for the Contract (ABC) for the <i>PROCUREMENT OF SECURITY SERVICES FOR NFA WESTERN VISAYAS FOR THE PERIOD JANUARY 01, 2025 <u>TO</u> DECEMBER 31, 2025 THROUGH COMPETITIVE BIDDING</i> with Project Reference No. NFA-2024-RBAC-REGVI-022. Bids received in excess of the ABC shall be automatically rejected at bid opening.
Section III, Bid Data Sheet, ITB Clause 20.2, Item No. 1 , page 20	For the purpose of post-qualification, the following documents shall be required: 1. Valid and updated Clearances from SSS, DOLE, PHIC, and PAG-IBIG 2. xxx 3. xxx 4. xxx 5. xxx	For the purpose of post-qualification, the following documents shall be required: 1. <u>Valid and updated Clearances from the following:</u> a. <u>SSS, PHIC, and PAG-IBIG indicating the latest payments as of November 30, 2024</u> b. <u>DOLE Certificate of No</u>

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		<p><u>Pending Case/s issued not earlier than November 30, 2024</u></p> <p>2. xxx 3. xxx 4. xxx 5. xxx</p>																												
<p>Section V. Special Conditions of Contract, GCC Clause 1, Obligations of the Contractor Item No. 5, page 26</p>	<p>5. The tour of duty of the security guard shall be divided into shifts for maximum of eight (8) hours per shift as follows:</p> <table border="1" data-bbox="389 689 874 965"> <thead> <tr> <th>SHIFT SCHEDULE</th> <th>NO. OF HOURS</th> </tr> </thead> <tbody> <tr> <td>0700H-1500H</td> <td>8</td> </tr> <tr> <td>1500H-2300H</td> <td>8</td> </tr> <tr> <td>2300H-0700H</td> <td>8</td> </tr> <tr> <td>0800H-1700H</td> <td>8</td> </tr> <tr> <td>0730H-1630H</td> <td>8</td> </tr> <tr> <td>2000H-0400H</td> <td>8</td> </tr> </tbody> </table>	SHIFT SCHEDULE	NO. OF HOURS	0700H-1500H	8	1500H-2300H	8	2300H-0700H	8	0800H-1700H	8	0730H-1630H	8	2000H-0400H	8	<p>5. The tour of duty of the security guard shall be divided into shifts for maximum of eight (8) hours per shift as follows:</p> <table border="1" data-bbox="906 651 1401 927"> <thead> <tr> <th>SHIFT SCHEDULE</th> <th>NO. OF HOURS</th> </tr> </thead> <tbody> <tr> <td>0700H-1500H</td> <td>8</td> </tr> <tr> <td>1500H-2300H</td> <td>8</td> </tr> <tr> <td>2300H-0700H</td> <td>8</td> </tr> <tr> <td>0800H-1700H*</td> <td>8</td> </tr> <tr> <td>0730H-1630H*</td> <td>8</td> </tr> <tr> <td>2000H-0400H</td> <td>8</td> </tr> </tbody> </table> <p><i>*inclusive of 1-hour rest period</i></p>	SHIFT SCHEDULE	NO. OF HOURS	0700H-1500H	8	1500H-2300H	8	2300H-0700H	8	0800H-1700H*	8	0730H-1630H*	8	2000H-0400H	8
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<p>Section V. Special Conditions of Contract, GCC Clause 1, Special Provisions, page 30</p>	<p>v. The gate guards shall require the driver of a vehicle which is not owned by NFA to present the DELIVERY RECEIPT/INVOICE if the truck is delivering supplies and material to NFA. The gate guards shall not allow entry of the vehicle if its driver fails or refuses to present the DELIVERY RECEIPT / INVOICE.</p>	<p>v. The gate guards shall require the driver of a vehicle which is not owned by NFA to present the DELIVERY RECEIPT/INVOICE if the truck is delivering supplies and material to NFA. The gate guards shall not allow entry of the vehicle if its driver fails or refuses to present the DELIVERY RECEIPT / INVOICE.</p> <p><u>For vehicles delivering materials and equipment to branches with infrastructure projects, the guards shall log/record in a separate logbook.</u></p>																												
<p>Section V. Special Conditions of Contract, GCC Clause 1, Special Provisions, page 31</p>	<p>vii. The gate guards shall enforce the “NO WSI, NO EXIT” rule on all vehicles, including NFA-owned vehicles, which are loaded with NFA grain stocks or by-products.</p>	<p>vii. The gate guards shall enforce the “NO WSI, NO EXIT” rule on all vehicles, including NFA-owned vehicles, which are loaded with NFA grain stocks or by-products.</p> <p><u>For vehicles with rejected palay/rice deliveries, the gate guards shall require the palay rejection slip/gate pass upon exit.</u></p>																												
<p>Section V. Special Conditions of Contract, GCC Clause 2.2, Item No. 7, page 32</p>	<p>7. The Contractor shall report in writing (Spot/Incident Report) to the NFA Branch Manager which has jurisdiction over the installation, all incidents involving pilferage, theft, robbery, arson, sabotage or attempts thereof. Loss or</p>	<p>7. The Contractor shall report in writing (Spot/Incident Report) to the NFA Branch Manager which has jurisdiction over the installation, all incidents involving pilferage, theft, robbery, arson, sabotage or attempts thereof. Loss or damaged to</p>																												

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	<p>damaged to government property, supplies and utilities, disorderly or drunken behavior or similar unlawful acts of any person inside the National Food Authority premises.</p> <p>Reports such as official guard duty details, Monthly Deployment Update, Security Personnel Status Report (SPSR), Security Services Report (SSR) and the Quarterly Assessment Report is prepared by concerned branch offices and submitted to Central Office and copy furnished to the Regional Office.</p> <p>Pre-numbered Logbooks/ Transaction Record Books, when filled up are submitted to the Branch Offices for safekeeping and future reference and will be considered NFA properties.</p>	<p>government property, supplies and utilities, disorderly or drunken behavior or similar unlawful acts of any person inside the National Food Authority premises.</p> <p><u>Reports on official guard duty details such as Monthly Deployment Update shall be submitted to the concerned branch offices.</u></p> <p>Pre-numbered Logbooks/ Transaction Record Books, when filled up are submitted to the Branch Offices for safekeeping and future reference and will be considered NFA properties.</p>
<p>Section V. Special Conditions of Contract, GCC Clause 4, Terminal for Default, page 35</p>	<p>Termination for Default</p> <p>The NFA shall conduct a yearly assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria as follows: a. quality of service delivered;</p> <ol style="list-style-type: none"> a. time management; b. management and suitability of personnel; c. contract administration and management; and d. Provision/submission of regular progress report. <p>On a monthly basis, the NFA personnel assigned shall conduct inspection/evaluation of PSA's compliance. A monthly Certificate of No Violation shall be prepared by the NFA personnel if found to have complied the provisions set in the SECTION VI. SCHEDULE OF REQUIREMENTS and SECTION VII. TECHNICAL SPECIFICATIONS of the bidding documents. The certificate will be part of the supporting documents for the claim.</p>	<p>Termination for Default</p> <p>The NFA shall conduct a yearly assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria as follows:</p> <ol style="list-style-type: none"> a. <u>quality of service delivered;</u> e. <u>time management;</u> f. <u>management and suitability of personnel;</u> g. <u>contract administration and management; and</u> h. <u>Provision/submission of regular progress report.</u> <p>On a <u>quarterly</u> basis, the NFA personnel assigned shall conduct inspection/evaluation of PSA's compliance. A <u>quarterly</u> Certificate of No Violation shall be prepared by the NFA personnel if found to have complied the provisions set in the SECTION VI. SCHEDULE OF REQUIREMENTS and SECTION VII. TECHNICAL SPECIFICATIONS of the bidding documents. The certificate will be part of the supporting documents for the claim.</p>
<p>Section VI. Schedule of Requirements, page 42</p>	<p>Please see attached "EXHIBIT 1 – AS PUBLISHED".</p>	<p>Please see attached "EXHIBIT 1.1 – AS AMENDED".</p>

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Section VI. Schedule of Requirements, Work Shift Schedule , page 44	<p align="center">WORK SHIFT SCHEDULE</p> <table border="1" data-bbox="389 297 868 562"> <thead> <tr> <th>SHIFT</th> <th>TIME</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>0700H-1500H</td> </tr> <tr> <td>2nd</td> <td>1500H-2300H</td> </tr> <tr> <td>3rd</td> <td>2300H-0700H</td> </tr> <tr> <td>Single Shift</td> <td>0800H-1700H</td> </tr> <tr> <td>Single Shift</td> <td>0730H-1630H</td> </tr> <tr> <td>Single Shift</td> <td>2000H-0400H</td> </tr> </tbody> </table>	SHIFT	TIME	1st	0700H-1500H	2nd	1500H-2300H	3rd	2300H-0700H	Single Shift	0800H-1700H	Single Shift	0730H-1630H	Single Shift	2000H-0400H	<p align="center">WORK SHIFT SCHEDULE</p> <table border="1" data-bbox="906 297 1390 562"> <thead> <tr> <th>SHIFT</th> <th>TIME</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>0700H-1500H</td> </tr> <tr> <td>2nd</td> <td>1500H-2300H</td> </tr> <tr> <td>3rd</td> <td>2300H-0700H</td> </tr> <tr> <td>Single Shift</td> <td>0800H-1700H*</td> </tr> <tr> <td>Single Shift</td> <td>0730H-1630H *</td> </tr> <tr> <td>Single Shift</td> <td>2000H-0400H</td> </tr> </tbody> </table> <p><i>*inclusive of 1-hour rest period</i></p>	SHIFT	TIME	1st	0700H-1500H	2nd	1500H-2300H	3rd	2300H-0700H	Single Shift	0800H-1700H*	Single Shift	0730H-1630H *	Single Shift	2000H-0400H
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Section VII. Technical Specifications, Specification for Four Wheel Light (Passenger Service or Utility) Vehicle , Item No. 5, page 54	<ol style="list-style-type: none"> Four (4) cylinder engine; With engine displacement of at least 1300cc; Can seat at least four (4) passengers excluding driver; Serviceable and in excellent running condition; Wholly owned or leased by and registered in the LTO in the name of PSA. 	<ol style="list-style-type: none"> Four (4) cylinder engine; With engine displacement of at least 1300cc; Can seat at least four (4) passengers excluding driver; Serviceable and in excellent running condition; <u>Owned or leased (supported by lease agreement) with current and valid Registration certificates including current official receipts thereof, in the name of the owner or any of the partners in case of partnership, or in the company if it is a corporation</u> 																												
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Section VIII. Checklist of Technical and Financial Documents, Item (s), page 60	(s) List of Motor-Powered Vehicles Owned or Leased by the Bidder including the current and valid Registration certificates of motor vehicles including current official receipts thereof, in the name of the owner, of any of the partners in case of partnership or in the company if it's a corporation	<u>(s) List of Motor-Powered Vehicles Owned or Leased (supported by lease agreement) with current and valid Registration certificates of motor vehicles including current official receipts thereof, in the name of the owner, or any of the partners in case of partnership, or in the company if it's a corporation</u>																												

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Conformity with Schedule of Requirements, pp. 78-79	Please see attached "EXHIBIT 2 - AS PUBLISHED".	Please see attached "EXHIBIT 2.1 - AS AMENDED".																																										
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Conformity with Schedule of Requirements, Item 2.2.b. NFA-Leased Warehouse, pp. 82-83	Please see attached "EXHIBIT 3 – AS PUBLISHED".	Please see attached "EXHIBIT 3.1 – AS AMENDED".
Sample Forms, Authority to Conduct Site Inspection, page 90	Please see attached "EXHIBIT 4 – AS PUBLISHED".	Please see attached "EXHIBIT 4.1 – AS AMENDED".
Sample Forms, List of Licensed Security Guards, page 93	Please see attached "EXHIBIT 5 – AS PUBLISHED".	Please see attached "EXHIBIT 5.1 – AS AMENDED".
Sample Forms, List of Licensed Firearms and Ammunitions Owned by the Bidder, page 94	Please see attached "EXHIBIT 6 – AS PUBLISHED".	Please see attached "EXHIBIT 6.1 – AS AMENDED".
Sample Forms, List of Motor-Powered Vehicles and Other Security Support Facilities/ Equipment, page 95	Please see attached "EXHIBIT 7 – AS PUBLISHED".	Please see attached "EXHIBIT 7.1 – AS AMENDED".
Sample Forms, List of Communication and Surveillance / Monitoring Equipment Owned by the Bidder, page 96	Please see attached "EXHIBIT 8 – AS PUBLISHED".	Please see attached "EXHIBIT 8.1 – AS AMENDED".
Sample Forms, List of Detectors, Security Devices, Other Paraphernalia and Support Facilities Owned by the Bidder, page 97	Please see attached "EXHIBIT 9 – AS PUBLISHED".	Please see attached "EXHIBIT 9.1 – AS AMENDED".

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Bid Form, p. 103	<table border="1"> <tr> <td colspan="2" data-bbox="395 230 786 277">AMOUNT OF BID FOR THE TOTAL QUANTITY (138 Guards For 8 Months)</td> </tr> <tr> <td data-bbox="395 293 786 322">Total Amount of Bid Before Tax</td> <td data-bbox="786 293 871 322">P _____</td> </tr> <tr> <td data-bbox="395 338 786 367">Total Amount of Tax</td> <td data-bbox="786 338 871 367">P _____</td> </tr> <tr> <td data-bbox="395 383 786 412">Total Amount of Bid Including Tax</td> <td data-bbox="786 383 871 412">P _____</td> </tr> <tr> <td colspan="2" data-bbox="395 427 786 501">Total Amount of Bid IN WORDS</td> </tr> </table>	AMOUNT OF BID FOR THE TOTAL QUANTITY (138 Guards For 8 Months)		Total Amount of Bid Before Tax	P _____	Total Amount of Tax	P _____	Total Amount of Bid Including Tax	P _____	Total Amount of Bid IN WORDS		<table border="1"> <tr> <td colspan="2" data-bbox="912 230 1286 277">AMOUNT OF BID FOR THE TOTAL QUANTITY (126 Guards For 12 Months)</td> </tr> <tr> <td data-bbox="912 293 1286 322">Total Amount of Bid Before Tax</td> <td data-bbox="1286 293 1407 322">P _____</td> </tr> <tr> <td data-bbox="912 338 1286 367">Total Amount of Tax</td> <td data-bbox="1286 338 1407 367">P _____</td> </tr> <tr> <td data-bbox="912 383 1286 412">Total Amount of Bid Including Tax</td> <td data-bbox="1286 383 1407 412">P _____</td> </tr> <tr> <td colspan="2" data-bbox="912 427 1286 501">Total Amount of Bid IN WORDS</td> </tr> </table>	AMOUNT OF BID FOR THE TOTAL QUANTITY (126 Guards For 12 Months)		Total Amount of Bid Before Tax	P _____	Total Amount of Tax	P _____	Total Amount of Bid Including Tax	P _____	Total Amount of Bid IN WORDS	
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Sample Forms, Detailed Computation/ Cost Distribution of Min. Monthly Contract Rate per SG, pp. 104-105	Please see attached "EXHIBIT 10 - AS PUBLISHED".	Please see attached "EXHIBIT 10.1 - AS AMENDED".																				

Issued this 8th day of January, 2025 at NFA Western Visayas Regional Office, Iloilo City, Philippines.



JOHN D. ALVAREZ

Acting Asst. Branch Manager

RBAC Chairperson, NFA Western Visayas

EXHIBIT 1 – AS PUBLISHED

San Dionisio Whse Front Gate	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
San Dionisio Whse Back Post	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Jordan, Guimaras Office	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Suclaran Whse, Guimaras Office	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Millan Whse	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Antique Satellite Office - Gate Post	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Camp Fullon 1 & 2 GID Whse back Post	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Culasi Whse - Gate Post	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Culasi Whse Office - Lobby	0800H - 1700H	1	1
Camp Fullon Office -Lobby	0800H - 1700H	1	1
Leased Warehouse	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
NFA NEGROS OCCIDENTAL			10
Neg. Occ. Office - Gate Post	0700H - 1500H	1	3
	1500H 2300H	1	
	2300H - 0700H	1	
Lobby/Lady Guard	0800H - 1700H	1	1
GID Whse	0700H - 1500H	1	3
	1500H 2300H	1	
	2300H - 0700H	1	
MALALUAN WAREHOUSE, DANCALAN (LEASED WAREHOUSE)	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
TOTAL REGULAR POSTING			102

EXHIBIT 1.1 - AS AMENDED

San Dionisio Whse Front Gate	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
San Dionisio Whse Back Post	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Jordan, Guimaras Office	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Suclaran Whse, Guimaras Office	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Millan Whse	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Antique Satellite Office - Gate Post	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
<u>Camp Fullon 1 & 3 GID Whse back Post</u>	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Culasi Whse - Gate Post	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
Culasi Whse Office - Lobby	0800H - 1700H	1	1
Camp Fullon Office -Lobby	0800H - 1700H	1	1
Leased Warehouse	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
NFA NEGROS OCCIDENTAL			10
Neg. Occ. Office - Gate Post	0700H - 1500H	1	3
	1500H 2300H	1	
	2300H - 0700H	1	
Lobby/Lady Guard	0800H - 1700H	1	1
GID Whse	0700H - 1500H	1	3
	1500H 2300H	1	
	2300H - 0700H	1	
MALALUAN WAREHOUSE, DANCALAN (LEASED WAREHOUSE)	0700H - 1500H	1	3
	1500H - 2300H	1	
	2300H - 0700H	1	
TOTAL REGULAR POSTING			102

EXHIBIT 2 – AS PUBLISHED

NAME OF INSTALLATION AND LOCATION	SHIFT SCHEDULE	NO. OF GUARDS PER SHIFT	TOTAL NO. OF GUARDS	STATEMENT OF COMPLIANCE
San Dionisio Whse Back Post	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Jordan, Guimaras Office	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Suclaran Whse, Guimaras Office	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Millan Whse	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Antique Satellite Office - Gate Post	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Camp Fullon 1 & 2 GID Whse back Post	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Camp Fullon 1 & 2 – Lobby Roving	0800H – 1700H	1	1	
Culasi Whse - Gate Post	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
CulasiWhse Office - Lobby	0800H - 1700H	1	1	
NFA NEGROS OCCIDENTAL			13	
Neg. Occ. Office - Gate Post	0700H - 1500H	1	3	
	1500H 2300H	1		
	2300H - 0700H	1		
Lobby/Lady Guard	0800H - 1700H	1	1	
GID Whse	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
MALALUAN WAREHOUSE, DANCALAN (LEASED WAREHOUSE)	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
MLGC VALLADOLID	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
TOTAL REGULAR POSTING			102	

EXHIBIT 2.1 – AS AMENDED

NAME OF INSTALLATION AND LOCATION	SHIFT SCHEDULE	NO. OF GUARDS PER SHIFT	TOTAL NO. OF GUARDS	STATEMENT OF COMPLIANCE
San Dionisio Whse Back Post	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Jordan, Guimaras Office	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Suclaran Whse, Guimaras Office	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Millan Whse	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Antique Satellite Office - Gate Post	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
<i>Camp Fullon 1 & 3 GID Whse back Post</i>	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
<i>Camp Fullon 1 & 3 - Lobby Roving</i>	0800H - 1700H	1	1	
Culasi Whse - Gate Post	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
Culasi Whse Office - Lobby	0800H - 1700H	1	1	
<i>NFA NEGROS OCCIDENTAL</i>			<i>10</i>	
Neg. Occ. Office - Gate Post	0700H - 1500H	1	3	
	1500H 2300H	1		
	2300H - 0700H	1		
Lobby/Lady Guard	0800H - 1700H	1	1	
GID Whse	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
MALALUAN WAREHOUSE, DANCALAN (LEASED WAREHOUSE)	0700H - 1500H	1	3	
	1500H - 2300H	1		
	2300H - 0700H	1		
TOTAL REGULAR POSTING			102	

2.2.b. NFA-LEASED WAREHOUSE

NAME OF INSTALLATION AND LOCATION	TOTAL NO. OF GUARDS	FIREARMS		AMMUNITIONS		STATEMENT OF COMPLIANCE
		PISTOL 9MM	SHOTGUN	PISTOL 9MM	SHOTGUN	
CAPIZ BRANCH OFFICE						
SUB-TOTAL	-	-	-	-		
ILOILO BRANCH OFFICE						
SUB-TOTAL	-	-	-	-		
NEGROS. OCC. BRANCH OFFICE						
Malaluan Whse, Dancalan	3	1		15		
MLGC Valladolid	3	1		15		
SUB-TOTAL	6	2		30		
TOTAL	6	2		30		

2.2.b. NFA-LEASED WAREHOUSE

NAME OF INSTALLATION AND LOCATION	TOTAL NO. OF GUARDS	FIREARMS		AMMUNITIONS		STATEMENT OF COMPLIANCE
		PISTOL 9MM	SHOTGUN	PISTOL 9MM	SHOTGUN	
CAPIZ BRANCH OFFICE						
SUB-TOTAL	-	-	-	-		
ILOILO BRANCH OFFICE						
SUB-TOTAL	-	-	-	-		
NEGROS. OCC. BRANCH OFFICE						
Malaluan Whse, Dancalan	3	1		15		
SUB-TOTAL	<u>3</u>	<u>1</u>		<u>15</u>		
TOTAL	<u>3</u>	<u>1</u>		<u>15</u>		

Republic of the Philippines
NATIONAL FOOD AUTHORITY
Western Visayas Regional Office
Iloilo City

AUTHORITY TO CONDUCT SITE INSPECTION
Bidding for Security Services of NFA Western Visayas
For the period January 1, 2025 to December 31, 2025

This is to authorize _____ to Conduct Security Survey at the following NFA Western Visayas Regional/Branch Offices and Warehouses, Leased Warehouses, and other installations:

BRANCH OFFICES	NO. OF INSTALLATIONS	LOCATION
CAPIZ BRANCH OFFICE	4	Bolo Capiz Grains Center including Branch Office
		Dumalag Grains Center
		Sigma Grains Center
		Aklan Grains Center including Satellite Office
ILOILO BRANCH OFFICE AND REGIONAL OFFICE	11	Iloilo Branch and Regional Office
		Pototan GC
		Dumangas GC
		San Dionisio GC
		Dueñas JICA
		Jordan Whse, Guimaras
		Suclaran JICA
		Millan JICA
		GID Camp Fullon 1 & 3
		Culasi GID and Satellite Office
		Antique Satellite Office
NEGROS OCCIDENTAL BRANCH OFFICE	4	Bacolod Branch Office
		DTY Whse, San Carlos City
		Gequillana Whse, Dancalan
		JJ Whse, BREDCO

Issued this ____ day of _____ 2024 at NFA Western Visayas Regional Office, Iloilo City, Philippines.

JOHN D. ALVAREZ
Officer-in-Charge, Branch Manager/RBAC Chairperson

Republic of the Philippines
NATIONAL FOOD AUTHORITY
Western Visayas Regional Office
Iloilo City

AUTHORITY TO CONDUCT SITE INSPECTION
Bidding for Security Services of NFA Western Visayas
For the period January 1, 2025 to December 31, 2025

This is to authorize _____ to Conduct Security Survey at the following NFA Western Visayas Regional/Branch Offices and Warehouses, Leased Warehouses, and other installations:

BRANCH OFFICES	NO. OF INSTALLATIONS	LOCATION
CAPIZ BRANCH OFFICE	4	Bolo Capiz Grains Center including Branch Office
		Dumalag Grains Center
		Sigma Grains Center
ILOILO BRANCH OFFICE AND REGIONAL OFFICE	11	Aklan Grains Center including Satellite Office
		Iloilo Branch and Regional Office
		Pototan GC
		Dumangas GC
		San Dionisio GC
		Dueñas JICA
		Jordan Whse, Guimaras
		Suclaran JICA
		Millan JICA
		GID Camp Fullon 1 & 3
		Culasi GID and Satellite Office
NEGROS OCCIDENTAL BRANCH OFFICE	4	Antique Satellite Office
		Bacolod Branch Office
		<u>Malaluan Whse, Dancalan, Ilog</u>

Issued this ____ day of _____ 2024 at NFA Western Visayas Regional Office, Iloilo City, Philippines.

JOHN D. ALVAREZ
Officer-in-Charge, Branch Manager/RBAC Chairperson

(Bidder’s Letterhead)
Name of Private Security Agency
Address
Telephone/Fax No.

LIST OF LICENSED SECURITY GUARDS

I, _____ of legal age, and a resident of _____, after having been duly sworn to in accordance with law, hereby depose and say:

That, I am presently the _____ of the _____,
 _____ (Title/Designation) _____ (Name of SSC/PSA)
 a sole proprietorship/partnership/corporation duly organized under the laws of the
 Philippines with _____ principal address _____ at
 _____;

That, the said *sole proprietorship/partnership/corporation* **presently** has the following number of licensed security guards employed:

NO.	NAME	BIRTHDAY	SECURITY GUARD’S LICENSE		EXPIRY DATE
			NO.	DATE	
1					
2					
3					
4					
5					

That, the above number of currently deployed licensed security guards is not less than half of the required number of regular guards under the contract to be bid;

That, I hereby commit to deploy the above Security Guards in accordance with the requirements of NFA Western Visayas, if awarded the contract for the provision of 2024 Security Services.

Note: Attach photocopies of the following supporting documents:

- a. Certificate of Employment
- b. Security Guard’s License

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

 Date

(Bidder’s Letterhead)
Name of Private Security Agency
Address
Telephone/Fax No.

LIST OF LICENSED SECURITY GUARDS

I, _____ of legal age, and a resident of _____, after having been duly sworn to in accordance with law, hereby depose and say:

That, I am presently the _____ of the _____,
(Title/Designation) *(Name of SSC/PSA)*
a sole proprietorship/partnership/corporation duly organized under the laws of the
Philippines with principal address at
_____;

That, the said *sole proprietorship/partnership/corporation* presently has the following number of licensed security guards employed:

NO.	NAME	BIRTHDAY	SECURITY GUARD’S LICENSE		EXPIRY DATE
			NO.	DATE	
1					
2					
3					
4					
5					

That, the above number of currently deployed licensed security guards is not less than half of the required number of regular guards under the contract to be bid;

That, I hereby commit to deploy the above Security Guards in accordance with the requirements of NFA Western Visayas, if awarded the contract for the provision of **2025 Security Services**.

- Note: Attach photocopies of the following supporting documents:*
- a. *Certificate of Employment*
 - b. *Security Guard’s License*

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Name of Private Security Agency

Address

Telephone/Fax Number/s

LIST OF LICENSED FIREARMS AND AMMUNITIONS OWNED BY THE BIDDER

I. FIREARMS

MAKE	TYPE	CALIBER	LICENSE NO.	EXPIRY DATE
<u>I. LONG FIREARMS</u>				
<u>II. SHORT FIREARMS</u>				

II. AMMUNITIONS

FOR	CALIBER	QUANTITY
<u>I. LONG FIREARMS</u>		
<u>II. SHORT FIREARMS</u>		

I hereby commit to provide the above-stated firearms in compliance with the bidding requirements of NFA Western Visayas for September 1, 2024 to December 31, 2024.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

 Date

Name of Private Security Agency

Address

Telephone/Fax Number/s

LIST OF LICENSED FIREARMS AND AMMUNITIONS OWNED BY THE BIDDER

I. FIREARMS

MAKE	TYPE	CALIBER	LICENSE NO.	EXPIRY DATE
<u>I. LONG FIREARMS</u>				
<u>II. SHORT FIREARMS</u>				

II. AMMUNITIONS

FOR	CALIBER	QUANTITY
<u>I. LONG FIREARMS</u>		
<u>II. SHORT FIREARMS</u>		

I hereby commit to provide the above-stated firearms in compliance with the bidding requirements of NFA Western Visayas for **January 1, 2025 to December 31, 2025.**

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Name of Private Security Agency

Address

Telephone/Fax Number/s

LIST OF MOTOR-POWERED VEHICLES AND OTHER SECURITY SUPPORT FACILITIES/EQUIPMENT

SERVICE VEHICLE

MAKE	KIND	PLATE NO.	OR NO.	DATE	CR NO.	REMARKS
	Four-Wheel					
	Motorcycle					

OTHER SECURITY SUPPORT FACILITIES

NO. OF UNITS	NAME OF FACILITY	DESCRIPTION

Note: Each unit must be supported by the following:

For owned Units:

- Copy of original LTO Official Receipt and Confirmation Receipts or Registration Certificate, to wit:
 - o Sole Proprietorship – in the name of the owner
 - o Partnership – in the name of any of the partners
 - o Corporation – in the name of the company
- If donated – copy of Deed of Donation
- If on installment basis – copy of Purchase or Lease Agreement

For Leased Units:

- MOA/ Undertaking or Contract of Lease with the owner/s
- Original Copy of LTO's Official Receipt and Confirmation Receipt or Registration Certificate

I hereby commit to provide the above-stated vehicles and other security support facilities and equipment in compliance with the bidding requirements of NFA Western Visayas for CY 2024.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date
(Bidder's Letterhead)

Name of Private Security Agency

Address

Telephone/Fax Number/s

LIST OF MOTOR-POWERED VEHICLES AND OTHER SECURITY SUPPORT FACILITIES/EQUIPMENT

SERVICE VEHICLE

MAKE	KIND	PLATE NO.	OR NO.	DATE	CR NO.	REMARKS
	<u>Four-Wheel</u>					
	<u>Motorcycle</u>					

OTHER SECURITY SUPPORT FACILITIES

NO. OF UNITS	NAME OF FACILITY	DESCRIPTION

Note: Each unit must be supported by the following:

For owned Units:

- Copy of original LTO Official Receipt and Confirmation Receipts or Registration Certificate, to wit:
 - o Sole Proprietorship – in the name of the owner o
 - Partnership – in the name of any of the partners o
 - Corporation – in the name of the company
- If donated – copy of Deed of Donation
- If on installment basis – copy of Purchase or Lease Agreement

For Leased Units:

- MOA/ Undertaking or Contract of Lease with the owner/s
- Original Copy of LTO’s Official Receipt and Confirmation Receipt or Registration Certificate

I hereby commit to provide the above-stated vehicles and other security support facilities and equipment in compliance with the bidding requirements of NFA Western Visayas for **CY 2025.**

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date
(Bidder’s Letterhead)

Name of Private Security agency
 Address
 Telephone/Fax No.

**LIST OF COMMUNICATION AND SURVEILLANCE/MONITORING
 EQUIPMENT OWNED BY THE BIDDER**

1. COMMUNICATION EQUIPMENT

TYPE	SERIAL NO.	DESCRIPTION	NTC LICENSE NO.	EXPIRY DATE
I. TWO-WAY RADIO				
II. CELLULAR PHONE				
III. OTHERS				

2. SURVEILLANCE/MONITORING EQUIPMENT

TYPE	SERIAL NO.	DESCRIPTION
I. CCTV-DVR W/ 6-8 CAM SLOTS		
II. CCTV CAMERA		
III. CCTV MONITOR		

I hereby commit to provide the above communication and surveillance/monitoring equipment vehicles in accordance with the requirements of NFA Western Visayas, if awarded the contract for the provision of Security Services for CY 2024.

(Bidders must attach its current and valid National Telecommunications Commission's License(s) or Permit(s) to operate radio communication facilities)

CERTIFIED CORRECT:

 Name & Signature of Authorized Representative

 Position

 Date

Name of Private Security agency
Address
Telephone/Fax No.

LIST OF COMMUNICATION AND SURVEILLANCE/MONITORING
EQUIPMENT OWNED BY THE BIDDER

1. COMMUNICATION EQUIPMENT

TYPE	SERIAL NO.	DESCRIPTION	NTC LICENSE NO.	EXPIRY DATE
I. TWO-WAY RADIO				
II. CELLULAR PHONE				
III. OTHERS				

2. SURVEILLANCE/MONITORING EQUIPMENT

TYPE	SERIAL NO.	DESCRIPTION
I. CCTV-DVR W/ 6-8 CAM SLOTS		
II. CCTV CAMERA		
III. CCTV MONITOR		

I hereby commit to provide the above communication and surveillance/monitoring equipment vehicles in accordance with the requirements of NFA Western Visayas, if awarded the contract for the provision of Security Services for **CY 2025.**

(Bidders must attach its current and valid National Telecommunications Commission’s License(s) or Permit(s) to operate radio communication facilities)

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

(Bidder's Letterhead)
 Name of Private Security agency
 Address
 Telephone/Fax No.

**LIST OF DETECTORS, SECURITY DEVICES, OTHER PARAPHERNALIA
 AND SUPPORT FACILITIES OWNED BY THE BIDDER**

	PARTICULARS/ OFFICE	NO. OF UNITS	CONDITION
1	Metal Detector		
2	Under Chassis Mirror		
3	Walk Through		
4	Traffic Vest		
5	Pair of Traffic Gloves		
6	Traffic Warning Light		
7	Raincoats		
8	Rainboots		
9	Umbrella		
10	Heavy Duty Flashlight		
11	Club/Night sticks		
12	Handcuffs		
13	Emergency Light		
14	Search light		
15	First Aid Kit		
16	Computer with Printer		
17	Whistle		
18	Logbooks (100 pages)		
19	Teargas Canister		

I hereby commit to provide the above items in accordance with the requirements of NFA Western Visayas, if awarded the contract for the provision of Security Services for CY 2024.

CERTIFIED CORRECT:

 Name & Signature of Authorized Representative

 Position

 Date

(Bidder's Letterhead)
 Name of Private Security agency
 Address
 Telephone/Fax No.

LIST OF DETECTORS, SECURITY DEVICES, OTHER PARAPHERNALIA
 AND SUPPORT FACILITIES OWNED BY THE BIDDER

PARTICULARS/ OFFICE		NO. OF UNITS	CONDITION
1	Metal Detector		
2	Under Chassis Mirror		
3	Walk Through		
4	Traffic Vest		
5	Pair of Traffic Gloves		
6	Traffic Warning Light		
7	Raincoats		
8	Rainboots		
9	Umbrella		
10	Heavy Duty Flashlight		
11	Club/Night sticks		
12	Handcuffs		
13	Emergency Light		
14	Search light		
15	First Aid Kit		
16	Computer with Printer		
17	Whistle		
18	Logbooks (100 pages)		
19	Teargas Canister		

I hereby commit to provide the above items in accordance with the requirements of NFA Western Visayas, if awarded the contract for the provision of Security Services for **CY 2025**.

CERTIFIED CORRECT:

 Name & Signature of Authorized Representative

 Position

 Date

**DETAILED COMPUTATION/COST DISTRIBUTION OF MINIMUM MONTHLY
CONTRACT RATE PER SECURITY GUARD NFA SECURITY SERVICES
FOR THE PERIOD JANUARY 1, 2025 TO DECEMBER 31, 2025**

No. of Days per year	
	8 hrs. work/day
A. AMOUNT DIRECTLY TO GUARD	
Daily Wage (Wage Order No. RB VI-27)	480.00
Ave. Pay/month (DW x No. of days per year)	
Night Differential Pay (Ave. Pay/Mo. X 10% x 1/3)	
13th Month Pay (DW x 365 / 12 / 12)	
5 Days Incentive Pay (DW x 5/12)	
Uniform Allowance (R.A. 11917)	
Sub-total (A)	
B. AMOUNT TO GOVERNMENT IN FAVOR OF GUARDS	
Retirement Benefit (R.A. 7641) (DW x 22.5 / 12)	
SSS Premium (Effective January 2021)	
PhilHealth Contribution	
State Insurance Fund	
Pag-Ibig Fund (Pag-ibig Fund Cir. No. 460)	
Sub-total (B)	
C. TOTAL AMOUNT TO GUARD AND GOVERNMENT (A+B)	
D. AGENCY FEE (not more than 24% of C)	
Administrative Overhead and Margin	
E. VALUE ADDED TAX (AGENCY FEE X 12% VAT-RMC-39-2007)	
F. AGENCY FEE INCLUSIVE OF VAT (D + E)	
G. BID OFFER/RATE PER GUARD/MONTH (C + F)	P
H. NO. OF GUARDS	
I. GRAND TOTAL Amount of bid in FIGURES	P
J. GRAND TOTAL Amount of bid in WORDS	

INSTRUCTIONS:

1. Any bid with a financial component exceeding the ABC shall not be accepted.
2. Total bid offers shall be inclusive of taxes such as, but not limited to VAT, income tax, local tax and other levies. The bid offer must also show the **administrative overhead and profit margin** as illustrated in the Detailed Computation/Cost Distribution of Minimum Monthly Contract Rate per Security Guard per Location.
3. The prospective bidder shall fill up the Detailed Computation/Cost Distribution of Minimum Monthly Contract Rate per Security Guard per Location in accordance with the mandated existing Wage Order/PADPAO rates per Wage Order RB VI-27 effective November 16, 2023 and applicable laws. Itemized offers below the mandated wage rate based on Region 6-Western Visayas monthly Distribution Cost per guard shall not be accepted.
4. The **AGENCY FEE (Administrative Overhead and Profit Margin)** per RA 11917 shall not be less than 20 % of the project cost but must not be more than 24% of the total amount due to guards and government pursuant to NFA IDM' 12 SSID-SSD-2K12-I-643 dated December 4, 2012.
5. Bid offers must be up to two (2) decimal places only.
6. Non-Conformity with these instructions shall be ground for disqualification.

Prepared by:

Name of the Company

Signature of Company Authorized Representative

Name and Designation

Date

DETAILED COMPUTATION/COST DISTRIBUTION OF MINIMUM MONTHLY
CONTRACT RATE PER SECURITY GUARD NFA SECURITY SERVICES
FOR THE PERIOD JANUARY 1, 2025 TO DECEMBER 31, 2025

No. of Days per year	
	8 hrs. work/day
A. AMOUNT DIRECTLY TO GUARD	
<u>Daily Wage (Wage Order No. RB VI-28)</u>	<u>513.00</u>
Ave. Pay/month (DW x No. of days per year)	
Night Differential Pay (Ave. Pay/Mo. X 10% x 1/3)	
13th Month Pay (DW x 365 / 12 / 12)	
5 Days Incentive Pay (DW x 5/12)	
Uniform Allowance (R.A. 11917)	
Sub-total (A)	
B. AMOUNT TO GOVERNMENT IN FAVOR OF GUARDS	
Retirement Benefit (R.A. 7641) (DW x 22.5 / 12)	
<u>SSS Premium (effective year 2025 per SSS Circular No. 2024-006)</u>	
PhilHealth Contribution	
State Insurance Fund	
Pag-Ibig Fund (Pag-ibig Fund Cir. No. 460)	
Sub-total (B)	
C. TOTAL AMOUNT TO GUARD AND GOVERNMENT (A+B)	
D. AGENCY FEE (not more than 24% of C)	
Administrative Overhead and Margin	
E. VALUE ADDED TAX (AGENCY FEE X 12% VAT-RMC-39-2007)	
F. AGENCY FEE INCLUSIVE OF VAT (D + E)	
G. BID OFFER/RATE PER GUARD/MONTH (C + F)	P
H. NO. OF GUARDS	
I. GRAND TOTAL Amount of bid in FIGURES	P
J. GRAND TOTAL Amount of bid in WORDS	

INSTRUCTIONS:

1. Any bid with a financial component exceeding the ABC shall not be accepted.
2. Total bid offers shall be inclusive of taxes such as, but not limited to VAT, income tax, local tax and other levies. The bid offer must also show the administrative overhead and profit margin as illustrated in the Detailed Computation/Cost Distribution of Minimum Monthly Contract Rate per Security Guard per Location.
3. The prospective bidder shall fill up the Detailed Computation/Cost Distribution of Minimum Monthly Contract Rate per Security Guard per Location in accordance with the mandated existing Wage Order/PADPAO rates per **Wage Order RB VI-28 effective November 17, 2024** and applicable laws. Itemized offers below the mandated wage rate based on Region 6-Western Visayas monthly Distribution Cost per guard shall not be accepted.
4. The AGENCY FEE (Administrative Overhead and Profit Margin) per RA 11917 shall not be less than 20 % of the project cost but must not be more than 24% of the total amount due to guards and government pursuant to NFA IDM' 12 SSID-SSD-2K12-I-643 dated December 4, 2012.
5. Bid offers must be up to two (2) decimal places only.
6. Non-Conformity with these instructions shall be ground for disqualification.

Prepared by:

Name of the Company

Signature of Company Authorized Representative

Name and Designation

Date