



PORO POINT MANAGEMENT CORPORATION

A Member of the Bases Conversion and Development Authority Group



MULTI-YEAR CONTRACT FOR SECURITY SERVICES

To All Prospective Bidders:

SUPPLEMENTAL/BID BULLETIN NO. 1

In accordance with the provision stated in the Bidding Documents of the Multi-Year Contract for the Security Services, Supplemental/Bid Bulletin No. 1 is hereby issued to provide additional information, necessary corrections and amendments in the Bidding Documents:

1. Page 19, ITB Clause 19 of the Bid Data Sheet shall be amended to read as follows:

The ABC is Twenty-One Million Three Hundred Twenty-Five Thousand Two Hundred Seventy-Five Pesos (₱21,325,275.00) for the first year only.

The bid price to be submitted shall be rounded off to two decimal places. (Verification/evaluation of bids will be through manual computation).

Resolution of Cases Involving a Tie among Bidders

In the event of a tie among bidders after the Bid Opening, PPMC shall continue the process of Bid Evaluation and Post-Qualification and only upon declaration that two or more of the bidders are determined as LCRBs will a tie be considered among the bids

PPMC will bring the concerned bidders to agree on a nondiscretionary/non-discriminatory tie-breaking method or selection criteria based on sheer luck or chance.

2. On page 25, GCC Clause 2.0 of Special Conditions of the Contract shall be amended to read as follows:

Payment Terms

The Agency shall furnish PPMC proofs of payment made directly to the security officers/guards deployed inside the Poro Point Freeport Zone (PPFZ) and proofs of remittances to the appropriate government agencies on a monthly basis with the following schedule of submission.

Required Documents to be submitted to PPMC	Date of Submission of Documents to PPMC
1. Proofs of Payment of Salaries directly made to the contracted security officers and guards	Not later than five (5) days from release of salaries (On or before the 5 th day and 20 th day of the month)
2. Remittances of the following: <ul style="list-style-type: none"> • Social Security System and Employees Compensation contributions • Home Development Mutual (Pag-ibig) Fund contributions • PhilHealth Contributions 	Not later than five (5) days from remittance but not later than the 25 th day of the succeeding month



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3. 13 th Month Pay	Not later than five (5) days from release
4. Service Incentive Leave	Not later than five (5) days from release

3. On page 32, (IX.) Submission of Proof of Payment under the Schedule of Requirements shall be amended to read as follows:

The Agency shall furnish PPMC proofs of payment made directly to the security officers/guards deployed inside the Poro Point Freeport Zone (PPFZ) and proofs of remittances to the appropriate government agencies on a monthly basis with the following schedule of submission.

Required Documents to be submitted to PPMC	Date of Submission of Documents to PPMC
1. Proofs of Payment of Salaries directly made to the contracted security officers and guards	Not later than five (5) days from release of salaries (On or before the 5 th day and 20 th day of the month)
2. Remittances of the following: <ul style="list-style-type: none"> • Social Security System and Employees Compensation contributions • Home Development Mutual (Pag-ibig) Fund contributions • PhilHealth Contributions 	Not later than five (5) days from remittance but not later than the 25 th day of the succeeding month
3. 13 th Month Pay	Not later than five (5) days from release
4. Service Incentive Leave	Not later than five (5) days from release

4. On page 39, (IX.) Submission of Proof of Payment under the Technical Specifications shall be amended to read as follows:

The Agency shall furnish PPMC proofs of payment made directly to the security officers/guards deployed inside the Poro Point Freeport Zone (PPFZ) and proofs of remittances to the appropriate government agencies on a monthly basis with the following schedule of submission.

Required Documents to be submitted to PPMC	Date of Submission of Documents to PPMC
1. Proofs of Payment of Salaries directly made to the contracted security officers and guards	Not later than five (5) days from release of salaries (On or before the 5 th day and 20 th day of the month)
2. Remittances of the following: <ul style="list-style-type: none"> • Social Security System and Employees Compensation contributions • Home Development Mutual (Pag-ibig) Fund contributions • PhilHealth Contributions 	Not later than five (5) days from remittance but not later than the 25 th day of the succeeding month
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5. On pages 55 to 60, Form 5, Conformity with Technical specifications shall be amended. The amended form is hereto marked and attached as Annex "A."
6. The following responses of the Bids and Awards Committee to queries raised by the prospective bidders during the Pre-Bid Conference last April 2, 2024 are made an integral part of this Supplemental/Bid Bulletin.

Questions	Answer of the Bids and Awards Committee
In Form 3, Statement of Single Largest Completed Contract which is Similar in Nature to the Contract to be Bid, is it a requirement that the Certificate of Acceptance include that the contract has been satisfactorily completed?	Yes. The contract needs to be Satisfactorily Completed.
Are we required to provide trainings to the Security Guards as stated in the Schedule of Requirements?	<p>The Terms of Reference, specifically in the Scope of Services provides the following:</p> <p>“The agency shall undertake the following duties and responsibilities:</p> <p>xxx</p> <p>h. Conduct of training such as, but not limited to, Seaport and Airport Security, Basic First Aid, Basic Life Support, Lifeguard Training and Marksmanship Training to enhance knowledge, skills and performance of guards as needed”</p> <p>The provision of training shall only be conducted as needed. This will be coordinated with Poro Point Management Corporation during the duration of the contract.</p>
Since the percentage of Administrative Fee is not indicated in the Cost Distribution, and based on DOLE compliance, the Administrative Cost shall not be less than 20%. Can we offer an administrative fee lower than 20%?	<p>Poro Point Management Corporation adheres to Section 9 of Republic Act 11917, which states that:</p> <p>“Section 9. Administrative Fee of PSAs. — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment.”</p> <p>In this regard, the percentage of Administrative Cost which will be offered by the bidders shall not be less than 20%.</p>
Is the Security Plan needed to be submitted together with the bid?	Under the Terms of Reference, the final Security Plan must be submitted to the PPMC Office for



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	<p>Zone Security and Public Safety within seven (7) calendar days upon receipt of Notice to Proceed.</p> <p>Bidders must be guided by the list of documents to be submitted under the Checklist of Technical and Financial Documents; only those specified in the checklist will be submitted during the preliminary examination of bids.</p>
<p>In the computation of Net Financial Contracting Capacity, can we use the newly-submitted Audited Financial Statement to BIR?</p>	<p>If the bidder has already submitted its Audited Financial Statements for FY 2023, stamped received by BIR, then this will be the basis in the computation of NFCC. The most recent Financial Statement as uploaded in the PhilGEPS will be used as the basis in computing the NFCC. Otherwise, you may still use the Audited Financial Statements for FY 2022.</p>
<p>In relation to the query on the required attachment of Form 3 which is the Certificate of Satisfactory Completion, can we submit a Certification that was recently been issued?</p>	<p>If prior to this bidding, you only obtained from your principal a certificate indicating the completion of the contract, please secure a certificate stating that this has been satisfactorily completed. The certificate can be recently acquired from the principal, provided that the coverage of the contract is specified in the certification.</p>
<p>Do we need to submit the Letter of Intent?</p>	<p>Yes; bidders must be guided by the list of documents to be submitted under the Checklist of Technical and Financial Documents. All documents in the checklist must be submitted.</p>
<p>Are we required to submit other documentary requirements under RA 9184 indicated in the Checklist of Technical and Financial Documents?</p>	<p>Do not submit if not applicable.</p>
<p>Under Form 2, Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, do we need to submit this form along with the contracts from our clients?</p>	<p>Just submit the Form. Do not submit the contracts. Contracts will be verified during post-qualification. Bidders must make sure that the Form is properly filled-out and all required information are provided.</p> <p>Form 2 is required to be submitted for purposes of computing the Net Financial Contracting Capacity. Bidders are advised that the BAC and BAC-TWG will thoroughly verify all the information provided in the form. Therefore, bidders are encouraged to reconcile their records with their clients. Any discrepancies noted may be grounds for declaring that the bidder misrepresented the information provided in the form.</p>



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<p>Under the Resources section indicated in the Terms of Reference, specifically concerning the provision of K-9 Services, provision of trainings, and capability and experience in installing CCTVs, are we required to submit proofs that we have the capability to provide the aforementioned requirements?</p>	<p>Submission of proofs is not required during the preliminary examination of bids, just make sure that in Form 5, Conformity with Technical Specifications, you have stated your compliance. However, compliance to the aforesaid requirements will be checked during the conduct of post-qualification.</p>
<p>Is online or electronic submission of bid allowed?</p>	<p>Online or electronic submission of bid is not allowed. Bidders must submit their bids manually. Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</p>
<p>Considering that the deadline for submission of Annual Financial Statement to Bureau of Internal Revenue is on April 15, 2024, are we allowed to use the FY 2022 Annual Financial Statement in the computation of NFCC?</p>	<p>Yes; you may use the FY 2022 Audited Annual Financial Statements in the computation of NFCC.</p>
<p>One of the requirements under the Terms of Reference is the provision of K-9 services, are we allowed to sub-contract the provision of K-9 services?</p>	<p>The requirement is as follows: The Agency must provide K-9 services as needed and registered with PNP Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) in accordance with the provision of RA No, 5487. Further, Section 7 of the Instruction to Bidders states that 7.1. The Procuring Entity has prescribed that subcontracting is not allowed.</p>
<p>RA 11917 states that the minimum administrative fee shall not be less than twenty percent (20%) of the total contract cost, however, upon checking of the Approved Budget for the Contract, the Administrative Overhead Cost is less than 20%</p>	<p>The computation of the Approved Budget of the Contract has 20% Administrative Cost and is compliant with RA 11917.</p>
<p>In the Omnibus Sworn Statement, we will be affirming that we will comply with the labor law. Are we required to comply with DO 150-16 and Republic Act No. 11917, which stipulates that the Administrative Overhead Cost we offer is not less than 20%?</p>	<p>Poro Point Management Corporation adheres to Section 9 of Republic Act 11917 which states that:</p> <p>“Section 9. Administrative Fee of PSAs. — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment.”</p> <p>In this regard, the percentage of Administrative Cost which will be offered by the bidders shall not be less than 20%.</p>
<p>What is the required color of ink to be used in signing the bidding documents?</p>	<p>There is no color requirement.</p>



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What formula did you use in computing the overtime?	The computation of the overtime is as follows:	
	Formula in Computing the Overtime Pay	Amount of Overtime Pay
	Regular Days (Rate per hour x 125% x 293 days x 4 hours Overtime)	Php 79,659.38
	Regular Holidays (Rate per hour x 260% x 12 days x 4 hours Overtime)	Php 6,786.00
	Rest Days (Rate per hour x 169% x 52 days x 4 hours Overtime)	Php 19,113.90
	Special Non-Working Days falling on a Rest Day (Rate per hour x 195% x 8 days x 4 hours Overtime)	Php 3,393.00
	Total Overtime Pay in a Year	Php 108,952.28
	Total Overtime Pay in a Month (Total Overtime Pay in a Year divided by 12 months)	Php 9,079.36
Do we need to prepare a Security Audit?	No. A Security Audit is not required.	

This Supplemental/ Bid Bulletin No. 1 shall form part and made integral to the Bidding Documents.

For the guidance and information of all concerned.

Issued this 8th day of April 2024.

BIDS AND AWARDS COMMITTEE FOR THE PROCUREMENT OF GOODS



MS. ELIZA M. MACONOCIDO
 Vice Chairperson


ENGR. CERILA A. CORPUZ
 Member, BAC


MS. JOSEFA CATHERINE T. BADA
 Member, BAC


ATTY. MARLOU P. PACLEB
 Member, BAC

ON LEAVE
MR. BENNY FLOR N. ORDOÑO
 Member, BAC


MR. FRANKLIN C. VILLAREAL
 Member, BAC


MS. MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO
 Chairperson

Conformity With Technical Specifications

Item	Specification	Statement of Compliance <i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification. A statement either in the Bidder's statement of compliance 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 applicable laws and issuances.]</i>																																																																																																						
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	<table border="1"> <thead> <tr> <th data-bbox="244 577 662 705" rowspan="2">POST</th> <th colspan="2" data-bbox="662 577 885 611">NO. of Guards</th> <th data-bbox="885 577 997 705" rowspan="2"># of Hours per Day</th> </tr> <tr> <th data-bbox="662 611 758 705">Day shift</th> <th data-bbox="758 611 885 705">Night Shift</th> </tr> </thead> <tbody> <tr><td>Detachment Commander</td><td>1</td><td>0</td><td>12</td></tr> <tr><td>Asst. Detachment Commander</td><td>0</td><td>1</td><td>12</td></tr> <tr><td>New Admin Building</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>PPFZ Gate</td><td>4</td><td>4</td><td>96</td></tr> <tr><td>CCA</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Holcim Gate</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Custom Gate</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Pier 1</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Pier 2</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Airport Main Gate</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Airport Terminal</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Airport Tower</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>North Runway 1</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>South Runway 1</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>South Runway 2</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Global Area</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Baywalk North</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Baywalk Event Center Area</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Baywalk South 1</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Baywalk South 2</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>VOA 1</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>VOA 2</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>Ferry Terminal/Soiltech Pier</td><td>1</td><td>1</td><td>24</td></tr> <tr><td>TOTAL</td><td>25</td><td>25</td><td>600</td></tr> </tbody> </table>	POST	NO. of Guards		# of Hours per Day	Day shift	Night Shift	Detachment Commander	1	0	12	Asst. Detachment Commander	0	1	12	New Admin Building	1	1	24	PPFZ Gate	4	4	96	CCA	1	1	24	Holcim Gate	1	1	24	Custom Gate	1	1	24	Pier 1	1	1	24	Pier 2	1	1	24	Airport Main Gate	1	1	24	Airport Terminal	1	1	24	Airport Tower	1	1	24	North Runway 1	1	1	24	South Runway 1	1	1	24	South Runway 2	1	1	24	Global Area	1	1	24	Baywalk North	1	1	24	Baywalk Event Center Area	1	1	24	Baywalk South 1	1	1	24	Baywalk South 2	1	1	24	VOA 1	1	1	24	VOA 2	1	1	24	Ferry Terminal/Soiltech Pier	1	1	24	TOTAL	25	25	600	COMPLY
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	<p><i>Note: Include at least 10 guards as relievers</i></p> <ol style="list-style-type: none"> The above initial number of guards to be deployed at PPFZ shall render twelve (12) hours depending on the post location or the nature of his work. The guard number may be decreased or increased upon written instructions from the PPMC Management. The Security Agency must deploy 3 Lady Guards in connection with the Gender Development Program to be posted one (1) at the Custom Clearance Area, Administration Building and San Fernando Airport terminal Building during day shift only. 	COMPLY																																																																																																						
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	<p>c. Class B (Blue) 3 sets d. Low cut shoes (black) 2 pairs e. Caps (Pershing/beret, blue) 1 pc f. Raincoats 1 set g. Rain boots 1 pair h. Whistle 1 pc i. Nightstick, with holder 1 set j. Flashlight, water proof, with holder 1 set k. Socks, black 4 pairs l. Handkerchief, white 6 pcs m. T shirt, round neck, white 4 pcs</p> <p>Note: <i>Prior to deployment the Security Guards shall have the Individual Uniforms as indicated above and the agency shall provide uniform allowance as indicated in the DOLE RBI-22.</i></p>	
	<p><u>Equipage:</u></p> <p>a. <u>Firearms and ammunitions</u></p> <p>Shotguns, 12 gauge 2 units Pistols, cal.9mm 25 units Ammunitions, 12 gauge shotgun 30 rounds Ammunitions, cal.9mm 450 rounds</p> <p>b. <u>Transportation</u> (in good running condition)</p> <p>Asian Utility Vehicle 1 unit Motorcycle Patrol 1 unit</p> <p>c. <u>Communication</u></p> <p>Radio, base with appropriate power supply, Coax cable and external antenna with a gain of at least 5dbi 1 unit Radio, handheld, with battery 25 units Radio, battery pack (reserve) 25 units Radio, battery pack charger 25 units</p> <p><u>Equipment</u></p> <p>Computer or Laptop with printer 1 set Metal detector 4 units Binocular 2 units</p>	COMPLY
C	<u>OTHER FACTORS</u>	
	<p>I. Stability of the Company</p> <p>1. The Agency must be in continuous operation for at least 5 years in the business. This shall be supported by License to Operate or a Certification from the PNP SOSIA that will prove the continuous operation, to be presented for verification during the Post-Qualification Inspection.</p> <p>2. Organizational capability of any agency shall be based on its compliance with Appendix “A” (Organizational Structure of Private Agencies) of RA 5487 (The Private Security Agency Law). Submission of Organizational Chart by the winning bidder.</p> <p>3. All key personnel and security officers and security guards must possess valid and current license duly issued by the SOSIA. List</p>	COMPLY

	of security guards deployed per contract shall be submitted during the Post Qualification Inspection.	
	<p>II. <u>RESOURCES</u></p> <ol style="list-style-type: none"> 1. The Agency must provide K-9 services as needed and registered with PNP Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) in accordance with the provision of RA No. 5487. 2. The Agency must provide the Basic Airport Security Training for Security Officers/Security Guards to be conducted by PNP AVSEGROUP or any accredited Agency or Institution as needed. 3. The Agency must provide the International Ship and Port Facility Security (ISPS) training to be conducted by Office of the Transportation Security (OTS) for Maritime Safety or PNP-Maritime Group for Safety and Security to all contracted Security Officers/ Security Guards as needed. 4. The Agency must have the capability and experience in installing cabled and wireless closed circuit television camera (CCTV). The Agency must install ten (10) CCTV-four (4) at the SEZ Main Gate, two (2) at the Security Operation Center and four (4) at the Poro Point Cottage without any cost to PPMC. 	COMPLY
	<p>III. <u>SAFETY AND HEALTH REQUIREMENTS</u></p> <p>The Agency shall also submit a Safety and Health Program which must contain the following:</p> <ul style="list-style-type: none"> - Safety and Health Policy - Safety and Health specific duties and responsibilities; - Safety and Health protocols and; - Required skills and training. 	COMPLY
	<p>IV. <u>SCOPE OF SERVICES</u></p> <p>The agency shall undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> a. Secure, protect and preserve the properties of BCDA/PPMC from theft, robbery, arson, other crimes and/or other forms of destruction or damage; b. Provide frontline services during typhoon, fires, earthquakes and other natural or man-made disasters; c. Prevent the intrusion of squatters and building of structures inside the property; d. Secure and protect all BCDA/PPMC officers, staff, VIP and other visitors from assault, harassment, threat or intimidation; e. Maintain peace and order within the Property; f. Implement all BCDA/PPMC rules, regulations, and policies. g. The agency through its detachment commander, shall submit daily security activity and/or operational reports, journal of activities and other forms as maybe necessary; h. Conduct training such as, but not limited to, Seaport and Airport Security, Basic First Aid, Basic Life Support and Lifeguard training, to enhance knowledge, skills and performance of guards as needed; i. Conduct intelligence work, as maybe directed; and j. Perform other official functions as PPMC may direct. 	COMPLY
	<p>V. <u>QUALIFICATION OF GUARDS</u></p> <p>The guards to be deployed by the agency must possess the following qualifications:</p>	COMPLY

	<p>a. Of good moral character and reputation, courteous, alert and without criminal or police record;</p> <p>b. Mentally and physically fit, at least a high school graduate and priority will be La Union residents;</p> <p>c. Must have passed the neuro-psychiatric examination and standard drug test to be administered by the Security Agency or any authorized testing agency;</p> <p>d. Duly licensed, with proper clearance from the Philippine National Police (PNP), National Bureau of Investigation (NBI) and other government agencies issuing clearances for employment.</p>																					
	<p><u>VI. CONCEPT PLAN AND COMPREHENSIVE SECURITY PLAN</u></p> <p>Site visits and ocular inspection will be accorded to interested proponents for use as basis for security plan. Security plan should contain the security concepts and strategies to be used. In addition, the winning security agency shall submit a security plan to PPMC management for approval upon effectivity of the contract. The security plan should be comprehensive and updated.</p> <p>The final Security Plan must be submitted to the PPMC Office for Zone Security and Public Safety within seven (7) calendar days upon receipt of the Notice to Proceed.</p>	COMPLY																				
	<p><u>VII. PERFORMANCE EVALUATION</u></p> <p>The Agency shall be subject to a Performance Evaluation to determine its compliance to the provisions of the Contract, Terms of Reference, applicable laws, rules and regulations. Unsatisfactory performance of the Agency shall be the basis for the recommendation of the Agency to be subject to blacklisting pursuant to Republic Act N0. 9184 and its 2016 revised Implementing Rules and Regulations.</p> <p>The Agency shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include, among others, the following:</p> <table border="1" data-bbox="320 1361 1003 1724"> <thead> <tr> <th>Performance Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>a. Conformity to Technical Requirements</td> <td>50%</td> </tr> <tr> <td>b. Timeliness in the Delivery of Services</td> <td>10%</td> </tr> <tr> <td>c. Behavior of Personnel (Courteous, Professional and Knowledgeable)</td> <td>15%</td> </tr> <tr> <td>d. Response to Complaints</td> <td>15%</td> </tr> <tr> <td>e. Compliance with set office policies for such services</td> <td>10%</td> </tr> <tr> <td>Total Weight Value</td> <td>100%</td> </tr> </tbody> </table> <p>The rating scale provided will be the basis of PPMC in determining the overall performance of the service provider.</p> <table border="1" data-bbox="320 1910 1003 2042"> <thead> <tr> <th>TOTAL WEIGHT VALUE (%)</th> <th>EQUIVALENT RATING</th> </tr> </thead> <tbody> <tr> <td>91% - 100%</td> <td>Excellent</td> </tr> <tr> <td>86% - 90%</td> <td>Very Satisfactory</td> </tr> </tbody> </table>	Performance Criteria	Weight	a. Conformity to Technical Requirements	50%	b. Timeliness in the Delivery of Services	10%	c. Behavior of Personnel (Courteous, Professional and Knowledgeable)	15%	d. Response to Complaints	15%	e. Compliance with set office policies for such services	10%	Total Weight Value	100%	TOTAL WEIGHT VALUE (%)	EQUIVALENT RATING	91% - 100%	Excellent	86% - 90%	Very Satisfactory	COMPLY
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80% - 85%	Satisfactory
76% - 79%	Unsatisfactory
75% below	Poor

Before the end of each year, PPMC shall conduct an assessment or evaluation of the performance of the Agency based on the set performance criteria prescribed under Technical Specifications.

Based on its assessment, the PPMC may pre-terminate the contract for failure by the Agency to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated 22 December 2004.

VIII. DURATION OF CONTRACT

The agency shall be contracted to provide security services to PPMC for a period of two (2) years unless the contract is sooner terminated by either party upon serving a written notice to the other party fifteen (15) days before the intended date of termination. PPMC may opt to pre-terminate the contract for reasons that may be advantageous to the government.

COMPLY

IX. SUBMISSION OF PROOFS OF PAYMENT

The Agency shall furnish PPMC proofs of payment made directly to the security officers/guards deployed inside the Poro Point Freeport Zone (PPFZ) and proofs of remittances to the appropriate government agencies on a monthly basis with the following schedule of submission.

Required Documents to be submitted to PPMC	Date of Submission of Documents to PPMC
1. Proofs of Payment of Salaries directly made to the contracted security officers and guards	Not later than five (5) days from release of salaries (On or before the 5 th day and 20 th day of the month)
2. Remittances of the following: <ul style="list-style-type: none"> • Social Security System and Employees Compensation contributions • Home Development Mutual (Pag-ibig) Fund contributions • PhilHealth Contribution 	Not later than five (5) days from remittance but not later than the 25 th day of the succeeding month
3. 13 th Month Pay	Not later than five (5) days from release
4. Service Incentive Leave	Not later than five (5) days from release

COMPLY

X. COST DISTRIBUTION

COMPLY

Cost Distribution per guard, per month twelve (12) hours duty shifts must be properly indicated.

SECURITY MANNING SCHEDULE

POST	No. of Guards		# of Hours per Duty
	Day Shift	Night Shift	
Detachment Commander	1	0	12
Asst. Detachment Commander	0	1	12
New Admin Building	1	1	24
PPFZ Gate	4	4	96
CCA	1	1	24
Holcim Gate	1	1	24
Custom Gate	1	1	24
Pier 1	1	1	24
Pier 2	1	1	24
Airport Main Gate	1	1	24
Airport Terminal	1	1	24
Airport Tower	1	1	24
North Runway	1	1	24
South Runway 1	1	1	24
South Runway 2	1	1	24
Global Area	1	1	24
Baywalk North	1	1	24
Baywalk Event Center Area	1	1	24
Baywalk South 1	1	1	24
Baywalk South 2	1	1	24
VOA 1	1	1	24
VOA 2	1	1	24
Ferry Terminal/ Soiltech Pier	1	1	24
TOTAL	25	25	600

I hereby undertake to comply with all the above requirements.

Bidder's Representative : _____

Printed Name and Signature of Bidder's
Representative/Authorized Signatory

Designation : _____

Date : _____