



Republic of the Philippines  
Department of Finance  
**Securities and Exchange Commission**  
SEC Building, EDSA, Greenhills, Mandaluyong City

**Bids and Awards Committee**

**SUPPLEMENTAL/BID BULLETIN NO. 1**  
**SEC PB No. 2016-01**

**Project Title** : **Supply of Goods for the Security Manpower Services for SEC Head Office and Extension Offices for a Period of One (1) Year**

In reference to the pre-bid Conference held last February 24, 2016, this Bid Bulletin No. 1 dated February 29, 2016 is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents:

<b>PARTICULARS</b>	<b>CLARIFICATION/AMENDMENT</b>
<b>Page 71</b> , Bid-Securing Declaration	Please see attached new Bid-Securing Declaration "Annex A"
<b>Page 75</b> , Cost Distribution Per Month for Head Office	Per latest Wage Order NCR-19  Minimum Wage Rate: <b>Php 466.00</b> basic wage+ Php 15.00 COLA  Please see attached amended Bid Price Schedule 1
<b>Page 77</b> , Cost Distribution Per Month for Tarlac	Per Wage Order RB III-19  Minimum Wage Rate: <b>Php 364.00</b>  Please see attached amended Bid Price Schedule 3
<b>Other Matters</b>  <b>Agency Fee</b>	Per Department of Labor Employment Department Order No. 18-A, SEC will follow the standard minimum administrative overhead and profit margin of contractors at ten (10%) of the total contract cost.

For guidance and information of all concerned.

  
**JUSTINA F. CALLANGAN**  
Chairperson

**BID-SECURING DECLARATION**

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.  
x-----x

**BID-SECURING DECLARATION**  
Invitation to Bid/Request for Expression of Interest No. <sup>1</sup>: [Insert reference number]

To: [Insert name and address of the Procuring Entity]

I/We<sup>2</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration<sup>3</sup>, **within fifteen (days) from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.**
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon the receipt of you notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

<sup>1</sup> Select one and delete the other.

<sup>2</sup> Select one and delete the other. Adopt same instruction for similar terms throughout the document.

<sup>3</sup> Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012

<sup>4</sup> Select one and delete the other.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of  
[month] [year] at [place of execution]

**[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant**

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant  
exhibiting to me his/her \_\_\_\_\_ (Government issued ID name, number and validity  
date) \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_  
Page No. \_\_  
Book No. \_\_

**COST DISTRIBUTION PER MONTH for Head Office  
(Based on 12 hours Work Per Day)**

**AMOUNT TO GUARD**

New Daily Wage (Php 466.00)		_____
Average Pay/Month (466 x no. of days per yr/12)	_____	
Night Differential Pay (Ave. Pay/mo. X 10% x 1/2)	_____	
13th Month Pay (466 x 365 /12/12)	_____	
5 Days Incentive Pay (466+15 x 5/12)	_____	
Uniform Allowance (R.A. 5487)	_____	
COLA (P 15.00 x 377/12)	_____	_____
Overtime	_____	

**AMOUNT TO GOVT. IN FAVOR OF GUARD**

Retirement Benefit (RA 7641) (DW X 22.5/ 12)	_____	
SSS Premium	_____	
Philhealth Contribution	_____	
State Insurance Fund	_____	
Pag-Ibig Fund	_____	_____

**A TOTAL AMOUNT TO GUARD & GOVERNMENT** \_\_\_\_\_

**B AGENCY FEE**  
Administrative Overhead and Margin (10% Minimum) \_\_\_\_\_

**C VALUE ADDED TAX (Agency fee x 12% VAT-RMC-39-2007)** \_\_\_\_\_

**MINIMUM CONTRACT RATE FOR 12 HOURS** \_\_\_\_\_

**COST DISTRIBUTION PER MONTH for Tarlac  
(Based on 10 hours Work Per Day)**

**AMOUNT TO GUARD**

New Daily Wage (Php364.00) \_\_\_\_\_

Average Pay/Month (DW x no. of days per yr/12) \_\_\_\_\_

13th Month Pay (DW x 365 /12/12) \_\_\_\_\_

5 Days Incentive Pay (DW x 5/12) \_\_\_\_\_

Uniform Allowance (R.A. 5487) \_\_\_\_\_

Overtime Pay (additional 2 hours work) \_\_\_\_\_

**AMOUNT TO GOVT. IN FAVOR OF GUARD**

Retirement Benefit (R. A. 7641) \_\_\_\_\_

SSS Premium \_\_\_\_\_

Philhealth Contribution \_\_\_\_\_

State Insurance Fund \_\_\_\_\_

Pag-Ibig Fund \_\_\_\_\_

**A TOTAL AMOUNT TO GUARD & GOVERNMENT** \_\_\_\_\_

**B AGENCY FEE**  
Administrative Overhead and Margin \_\_\_\_\_

**C VALUE ADDED TAX (Agency fee x 12% VAT-RMC-39-2007)** \_\_\_\_\_

**MINIMUM CONTRACT COST FOR 8 HOURS** \_\_\_\_\_