



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

DANGEROUS DRUGS BOARD

SUPPLEMENTAL BULLETIN/ ANNOUNCEMENT

RE: Bid Reference No. 09-143-2021

**SUBJECT : PROCUREMENT OF SECURITY SERVICES FOR THE
DANGEROUS DRUGS BOARD**

DATE : 12 October 2021

The Dangerous Drugs Board – Bids and Awards Committee (DDB-BAC) had caused the posting of an invitation to apply for eligibility, and to bid for the Procurement of Security Services, with an Approved Budget for the Contract (ABC) of Three Million Pesos (Php 3,000,000.00) at its website, its premises, and at the PhilGEPS website last 30 September 2021.

In order to guide the bidders of the Security Services with regard to the cost distribution per month, the DDB-BAC hereby issues this Supplemental Bulletin/Announcement to clarify certain matters, to wit:

Clarification/Question	Answer
Is there a sample cost breakdown that the bidders can refer to?	Yes, please see attached Annex "A" for the sample cost breakdown.
Clarification on the standard administrative fee of not less than 20% of the total contract cost imposed by DOLE Department Order 150-16 (DOLE DO 150-16)	The Government Procurement Policy Board's (GPPB) clarification through its Non-Policy Matter Opinion No. 120 dated 06 December 2016 (NPM No. 120-2016) regarding the validity of the 20% standard administrative fee provided under DOLE DO 150-16, states: "Similar to the 10% administrative fee imposed under Section 9(b)(ii) of DOLE DO No. 18-A, the 20% administrative fee provided for under Section 4 of DOLE DO No



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	<p>150-16 is also a percentage rate that has for its effect the fixing of a floor price on Service Agreements. In this regard and following the position of the Government Procurement Policy Board (GPPB) as stated and explained in the following GPPB issuances, namely: GPPB Resolution (Res.) No.14-2012 dated 1 June 2012; GPPB Res. No. 14-2015 and GPPB Circular No. 04-2015, both dated 30 April 2015; and Policy Matter Opinion Nos. 03-2012 dated 30 November 2012 and 02-2013 dated 11 April 2014, as well as the case of Philippine Sports Commission, et. al. vs. Dear John Services, Inc. (G.R. No. 183260 dated 4 July 2012), we are of the opinion that Section 4 of DOLE DO No. 150-16, insofar as it imposes a minimum administrative fee of 20% of the total contract cost for Service Agreement for security services, likewise runs counter to the provision of Section 31 of Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.”</p> <p>Thus, the DDB-BAC does not require for a minimum (percentage) for the administrative fee as a component of the total contract cost. Prospective bidders, however, are reminded to strictly comply with all relevant labor rules and regulations.</p> <p>As such, pursuant to Section 31 of the R.A. 9184 and in view of the pertinent issuances of the GPPB on the matter, the Approved Budget for the Contract (ABC) of the procurement activity shall be the upper limit or ceiling for bid price and that there shall be no lower limit to the amount of the award. Foregoing considered, the bids submitted must include in the computation of benefits all legal and regulatory requirements.</p>
<p>What documents should be submitted as Legal documents?</p>	<p>The bidder should submit the PhilGEPS Registration Certificate (Platinum Membership) including its annexes.</p> <p style="text-align: center;">-OR-</p>



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	<p>They may opt to submit their Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;</p> <p>-AND -</p> <p>Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;</p> <p>-AND-</p> <p>Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p>
How many working days per year shall be applied?	As discussed in DOLE's Handbook on Workers' Statutory Monetary Benefits, for those who are required to work everyday, including Sundays or rest days, special days and regular holidays, the total number of working days applied is 393.80 days/year since December 8 (Feast of Immaculate Conception of Mary) was declared as special non-working day per R.A. 10966.
What shall be the basis of computation for SSS and PhilHealth contribution? Will it be the old rate or the new rate?	The computation for both SSS and PhilHealth contributions shall be based on the new/latest rates.

The foregoing shall form an integral part of the Bidding Documents for the procurement of Security Services for the Dangerous Drugs Board. Any provision inconsistent herewith is hereby amended and superseded accordingly.

For the information and guidance of all concerned.


Ms. TERESITA C. PINEDA

Chief, Preventive Education, Training, and Information Division/
Chairperson, DDB-BAC



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ANNEX "A"

SECURITY SERVICES COSTING		
A. PARTICULARS		
Number of Guards	5 (3 for day shift and 2 for night shift)	
Basic Minimum (DW)		537
Work Days per year		393.80
B. AMOUNT DUE TO SG		
	Day Shift	Night Shift
Average pay per month (DW x No. of days per year/12)	17,622.55	17,622.55
Night Differential (DW x 10%)	0.00	1,762.26
13th Month Pay (DWx365/12/12)	1,361.15	1,361.15
Five (5) days Incentive Pay (DW + Cola x 5/12)	223.75	223.75
Uniform Allowance (R.A 5487)	100.00	100.00
Overtime Pay	11,146.49	11,146.49
Total	30,453.94	32,216.20
C. AMOUNT DUE TO THE GOVERNMENT		
Retirement Benefits (R.A 7641) (DW x 22.5/12)	1,006.88	1,006.88
SSS Premium Including Mandatory Provident Fund	2,125.00	2,125.00
PhilHealth Contribution	264.34	264.34
State Insurance Fund	30.00	30.00
Pag-Ibig Fund	100.00	100.00
Total	3,526.22	3,526.22
Total Amount due to the SG and Government	33,980.16	35,742.42
D. SCHEDULE OF AGENCY FEE		
** Estimated Overhead Cost Charge to the Contract	2,000.00	2,000.00
** Estimated Administrative Fees Charge to the Contract	5,500.00	6,340.00
** Estimated Profit Margin	5,500.00	6,340.00
Total	13,000.00	14,680.00
E. VAT of 12% (Total of D x 12%)	1,560.00	1,761.60
Minimum Contract Rate (B+C+D+E)	48,540.16	52,184.02
x No. of Guards	3	2
Total per month	145,620.48	104,368.04
Total per year (12 months)	1,747,445.76	1,252,416.48
TOTAL ESTIMATED COST FOR A PERIOD OF ONE YEAR	2,999,862.24 rounded to the nearest number (3,000,000.00)	
NOTE: ** the amounts indicated are mere estimates		