



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE-REGIONAL TRAINING CENTER VIII
 Visayas State University (VSU), Visca, Baybay City, Leyte
 Telephone No. (053) 563-7635
 E-mail: atrtc8@ati.da.gov.ph
 URL: <https://ati2.da.gov.ph/ati-8/content/>; <http://www.e-extension.gov.ph>

SUPPLEMENTAL/BID BULLETIN NO. 1

PROCUREMENT OF SECURITY SERVICES FOR PERIOD OF MARCH 01, 2025-JANUARY 31, 2026

PUBLIC BIDDING NO. ATI-RTC8-2025-01-001

After considering the clarifications and recommendations made during the Pre-Bid Conference on 21 January 2025 held at ATI-RTC8 Training Hall B, VSU Campus, Visca, Baybay City, Leyte for this PROJECT, the Agricultural Training Institute-Regional Training Center 8 Bids and Awards Committee (ATI-RTC 8-BAC) hereby issues this Supplemental/Bid Bulletin clarifying provisions in the Bidding Documents, to wit:

Section II. INSTRUCTION TO BIDDERS

ORIGINAL	AMENDMENT/CLARIFICATION
<p>2. Funding Information</p> <p>2.1. The GOP through the source of funding as indicated below for General Appropriation Act FY 2024 in the amount of One Million Two Hundred Thirty Three Thousand Seventy Three Pesos and 16/100 Only (Php 1,233,073.16) The source of funding is NGA, the General Appropriations Act or Special Appropriations.</p>	<p>2.1. The GOP through the source of funding as indicated below for General Appropriation Act FY 2025 in the amount of One Million Two Hundred Thirty Three Thousand Seventy Three Pesos and 16/100 Only (Php 1,233,073.16) The source of funding is NGA, the General Appropriations Act or Special Appropriations.</p>

Section VIII. BID FORMS
ORIGINAL

Detailed Computation / Cost Distribution of the Minimum Monthly Contract (Based on 8-Hours Work per Day/ 7 Days a Week)

A. Amount Directly to Guard Per Month	References	5 SECURITY GUARDS
1. Daily Wage	Wage Order No. RB VIII-24	
2. Average Pay/ Month (DW x No. of days per year/12) (420*395/12)		
3. Night Shift Differential Pay (MRx10%)/3	Labor Code of the Phils. PD No. 442 Art. 86	
4. 13th Month Pay (DW X 365/12/12)	DOLE Labor Advisory No. 28s. 2022	
5. 5 Days Incentive Leave Pay (DW X 5/12)	DOLE Labor Advisory No. 28-20	
6. Uniform Allowance per RA 5487	RA 5487	
Total Amount Directly to the Guard (2+3+4+5+6)		
<i>Note: Daily Wage Rate is subject to authorized increase as mandated by DOLE issuances</i>		
B. Amount Due to Government in Favor of the Guard		
7. Retirement Benefits (DW X 22.5/12)	RA No. 7641	
8. Social Security Premium (Employer's Share)	SSS Circular No. 2022-033	
9. PHILHEALTH Contribution (Employer's Share)	Philhealth Circular No. 2019-0009	
11. State Insurance		
12. Pag-ibig Fund	Pagibig Law of 2009	
Total Amount Due to Government in Favor of Guard (7+8+9+10+11+12)		
C. Total Amount Due to Guard and Government (A+B)		
D. Administrative Fee of not less than 20% (C*20%)		
E. VAT (Administrative Fee x 12% VAT)		
F. Total Rate per Guard/Month (C+D+E)		
G. Total Cost per Month (F*9 SG)		
H. Total Bid Price (G* 12Months)		

Submitted by:

(Print Name and Signature)

Designation: _____

Date: _____

**Section VIII. BID FORMS
AMENDMENT/CLARIFICATION**

Detailed Computation / Cost Distribution of the Minimum Monthly Contract (Based on 8-Hours Work per Day/ 7 Days a Week)

A. Amount Directly to Guard Per Month	References	5 SECURITY GUARDS
1. Daily Wage	Wage Order No. RB VIII-24	
2. Average Pay/ Month (DW x No. of days per year/12) (420*395/12)		
3. Night Shift Differential Pay (MRx10%)/3 (for ATI-RTC 8 Guard)	Labor Code of the Phils. PD No. 442 Art. 86	
3.1 Night Shift Differential Pay (MRx10%)/2 (for ATI 4II Learning Hub)	Labor Code of the Phils. PD No. 442 Art. 86	
4. 13th Month Pay (DW X 365/12/12)	DOLE Labor Advisory No. 28s. 2022	
5. 5 Days Incentive Leave Pay (DW X 5/12)	DOLE Labor Advisory No. 28-20	
6. Uniform Allowance per RA 11917	RA 11917	
Total Amount Directly to the Guard (2+3+4+5+6)		
<i>Note: Daily Wage Rate is subject to authorized increase as mandated by DOLE issuances</i>		
B. Amount Due to Government in Favor of the Guard		
7. Retirement Benefits (DW X 22.5/12)	RA No. 7641	
8. Social Security Premium (Employer's Share)	SSS Circular No. 2024-006	
9. PHILHEALTH Contribution (Employer's Share)	Philhealth Circular No. 2019-0009	
10. State Insurance		
11. Pag-ibig Fund	Circular No. 460	
Total Amount Due to Government in Favor of Guard (7+8+9+10+11)		
C. Total Amount Due to Guard and Government (A+B)		
D. Administrative Fee of not less than 20% (C*20%)		
E. VAT (Administrative Fee x 12% VAT)		
F. Total Rate per Guard/Month (C+D+E)		
G. Total Cost per Month (F*5 SG)		
H. Total Bid Price (G* 11Months)		

Submitted by:

(Print Name and Signature)

Designation: _____

Date: _____

Section VIII. BID FORMS
ORIGINAL

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

1. *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this _ day of __, 20_ at _____, Philippines.

Bidder's Representative/Authorized Signatory

**Section VIII. BID FORMS
AMENDMENT/CLARIFICATION**

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

- 1, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this _ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

[[urat]

[Format shall be based on the latest Rules on Notarial Practice]

In compliance with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations, the amendments and clarifications provided therein shall form an integral part of the pertinent Bidding Document for Procurement of Security Services for Period of March 01, 2025-January 31, 2026.

For the information and guidance of all concerned.

Issued this 23rd day of January 2025.



CONCEPCION B. MIRO

Chairman, Bids and Award Committee