



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Manila



**BIDS AND AWARDS COMMITTEE
SUPPLEMENTAL BID BULLETIN**

**Procurement of Security Services for the Insurance Commission (Manila Head Office, Cebu, and Davao District Offices and its premises)
(Project reference No. 2025-01-002)**

This Supplemental Bid Bulletin No.1 dated 02 January 2025 is being issued to clarify, modify, or amend items in the Bidding Documents.

The following Items in the Bidding Documents for the ***Security Services for the Insurance Commission (Manila Head Office, Cebu, and Davao District Offices and its premises) with Project Reference No. 2025-01-002***, dated 18 December 2024 is hereby amended as follows:

1. Amendment of Section I Invitation to Bid

FROM:

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **09 January 2025 at 11:00 AM**. Late bids shall not be accepted.
10. Bid opening shall be on **09 January 2025 at 2:00 p.m.** at the **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila** in accordance with Section 29 of the revised IRR of RA No. 9184. Bids will be opened in the presence of the bidders' representatives who choose to attend. Participating bidders shall only be allowed two (2) representatives to the Bid Opening. Late bids shall not be accepted.

Interested bidders may send their request to participate in the Bid Opening through e-mail. Kindly indicate the company name, full name, designation, and e-mail addresses of the company representatives and send the request to bacsec@insurance.gov.ph.

TO:

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **10 January 2025 at 11:00 AM**. Late bids shall not be accepted.
10. Bid opening shall be on **10 January 2025 at 2:00 p.m.** at the **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila** in accordance with Section 29 of the revised IRR of RA No. 9184. Bids will be opened in the presence of the bidders' representatives who choose to attend. Participating bidders shall only be allowed two (2) representatives to the Bid Opening. Late bids shall not be accepted.

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2. Amendment of Section VI Schedule of Requirements

FROM:

The services included in this project consists of, but not limited to, the procurement of security services for IC Offices as indicated in tables below.

GUARD	SECURITY STATION	TOUR OF DUTY	NO. OF WORK HOURS	NO. OF DAYS IN A WEEK	DAYS OF DUTIES
1	Detachment Commander (Roving)	1800H-0600H***	12	7	MON-SUN
2	Close-In Security - Commissioner	1800H-0600H***	12	7	MON-SUN
3	Detachment Commander (Roving)	0600H-1800H**	12	7	MON-SUN
4	Close-In Security - Commissioner	0600H-1800H**	12	7	MON-SUN
5	Main Entrance/Exit – Pedestrian	2200H-0600H*	8	7	MON-SUN
6	Gate 2 – Back Gate	2200H-0600H*	8	7	MON-SUN
7	Gate 3 – Exit Gate – Vehicles	2200H-0600H*	8	7	MON-SUN
8	Roving SG	2200H-0600H*	8	7	MON-SUN
9	Gate 2 - Back Gate	0600H-1400H	8	7	MON-SUN
10	Gate 2 - Back Gate	1400H-2200H	8	7	MON-SUN
11	Gate 3 - Exit Gate – Vehicles	0600H-1400H	8	7	MON-SUN
12	Gate 3 - Exit Gate – Vehicles	1400H-2200H	8	7	MON-SUN
13	Gate 3	0800H-1600H	8	7	MON-SUN
14	Main Lobby	0800H-1600H	8	6	MON-SAT
15	Gate 1 – Entrance Gate - Vehicles	0600H-1800H**	12	6	MON-SAT
16	Main Entrance/Exit - Pedestrian	0600H-1400H	12	6	MON-SAT
17	Ground Floor Lobby (Receptionist; Lady Guard)	0600H-1800H**	12	5	MON-FRI
18	IC Function Room	0600H-1800H**	12	5	MON-FRI
19	Second Floor Lobby	0600H-1800H**	12	5	MON-FRI
20	Main Entrance/Exit - Pedestrian	0700H-1500H	8	5	MON-FRI
21	Main Entrance/Exit - Pedestrian	1400H-2200H	8	5	MON-FRI
22	Emergency Exit near Life Division	0800H-1600H	8	5	MON-FRI
23	Davao District Office	1800H-0600H***	12	7	MON-SUN
24	Davao District Office	0600H-1800H**	12	7	MON-SUN
25	Cebu District Office	1800H-0600H***	12	7	MON-SUN

26	Cebu District Office	0600H-1800H**	12	7	MON-SUN
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*With night shift differential (NSD)

**With Overtime (OT) Premium Pay

***With NSD and OT Premium

TO:

The services included in this project consists of, but not limited to, the procurement of security services for IC Offices as indicated in tables below.

GUARD	SECURITY STATION	TOUR OF DUTY	NO. OF WORK HOURS	NO. OF DAYS IN A WEEK	DAYS OF DUTIES
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2	Close-In Security - Commissioner	1800H-0600H***	12	7	MON-SUN
3	Detachment Commander (Roving)	0600H-1800H**	12	7	MON-SUN
4	Close-In Security - Commissioner	0600H-1800H**	12	7	MON-SUN
5	Main Entrance/Exit – Pedestrian	2200H-0600H*	8	7	MON-SUN
6	Gate 2 – Back Gate	2200H-0600H*	8	7	MON-SUN
7	Gate 3 – Exit Gate – Vehicles	2200H-0600H*	8	7	MON-SUN
8	Roving SG	2200H-0600H*	8	7	MON-SUN
9	Gate 2 - Back Gate	0600H-1400H	8	7	MON-SUN
10	Gate 2 - Back Gate	1400H-2200H	8	7	MON-SUN
11	Gate 3 - Exit Gate – Vehicles	0600H-1400H	8	7	MON-SUN
12	Gate 3 - Exit Gate – Vehicles	1400H-2200H	8	7	MON-SUN
13	Gate 3	0800H-1600H	8	7	MON-SUN
14	Main Lobby	0800H-1600H	8	6	MON-SAT
15	Gate 1 – Entrance Gate - Vehicles	0600H-1800H**	12	6	MON-SAT
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25	Cebu District Office	1800H-0600H***	12	7	MON-SUN
26	Cebu District Office	0600H-1800H**	12	7	MON-SUN

*With night shift differential (NSD)

**With Overtime (OT) Premium Pay

***With NSD and OT Premium

This Supplemental Bid Bulletin No. 1 shall form part of the Bid Documents. Any provisions in the Bid Documents inconsistent herewith are hereby amended, modified, and superseded accordingly.

For the information and guidance of all concerned.

Issued this **02 January 2025** in the City of Manila.


ARTURO S. TRINIDAD II
 BAC Chairperson
 Bids and Awards Committee