



December 10, 2025

SUPPLEMENTAL/BID BULLETIN
ADDENDUM NO. 31, s. 2025

To: **Prospective Bidders**

This Addendum No. 31, s. 2025 is issued to modify or amend items in the Bidding Documents.
This shall form an integral part of the Bidding Documents.

**EARLY PROCUREMENT ACTIVITY (EPA) PROVISION OF SECURITY SERVICES OF
THE DEPED – SCHOOLS DIVISION OF AKLAN FOR 2026**

I. Section VI. Schedule of Requirements

FROM

| DAILY SCHEDULE OF SECURITY GUARDS - 1st Day of the Month until the Last Day of the Month (Old Division Office, Poblacion, Numancia, Aklan) | | | | | | | | |
|---|----------------------|----------------------|------------------|----------------------|------------------|----------------------|------------------|-------|
| In-Charge | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
| Agency (Security Guard 3) | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 56 |
| Agency (Security Guard 4) | 4PM-12MN 8hrs | 4PM-12MN 8hrs | 4PM-12MN 8hrs | 4PM- 12MN 8hrs | 4PM-12MN 8hrs | 4PM-12MN 8hrs | 4PM-12MN 8hrs | 56 |
| Agency Guard (SEF) | 12MN- 8AM 8hrs | 12MN- 8AM 8hrs | 12MN-8AM 8hrs | 12MN- 8AM 8hrs | 12MN-8AM 8hrs | 12MN- 8AM 8hrs | 12MN-8AM 8hrs | 56 |
| Total | 24 Hours | 24 Hours | 24 Hours | 24 Hours | 24 Hours | 24 Hours | 24 Hours | |

TO

| DAILY SCHEDULE OF SECURITY GUARDS - 1st Day of the Month until the Last Day of the Month (Old Division Office, Poblacion, Kalibo, Aklan) | | | | | | | | |
|---|----------------------|----------------------|------------------|----------------------|------------------|----------------------|------------------|-------|
| In-Charge | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
| Agency (Security Guard 3) | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 8AM-4PM 8hrs | 56 |
| Agency (Security Guard 4) | 4PM-12MN 8hrs | 4PM-12MN 8hrs | 4PM-12MN 8hrs | 4PM- 12MN 8hrs | 4PM-12MN 8hrs | 4PM-12MN 8hrs | 4PM-12MN 8hrs | 56 |
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| Total | 24 Hours | 24 Hours | 24 Hours | 24 Hours | 24 Hours | 24 Hours | 24 Hours | |

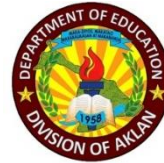
II. Technical Specifications

| FROM | TO |
|---|---|
| <p>A. Minimum Qualifications of Bidders: Bidder must:</p> <ol style="list-style-type: none"> 1. Have a regular license to operate issued by the Philippine National Police-Security Agencies and Group Supervision Division (PNP-SAGSD) and have been engaged in the business for the past ten (10) years, reckoned from the date of opening of bids, or have an existing contract for at least 3 years from the date of the opening of bids. 2. Have at least one (1) completed contract either with private or government agency/ office/ corporation for the past three years; 3. A list of the establishments, institutions, companies, or agencies for which it provides security services; and 4. Organizational chart. | <p>A. Minimum Qualifications of Bidders: Bidder must:</p> <ol style="list-style-type: none"> 1. Have a valid license to operate issued by the Philippine National Police-Security Agencies and Group Supervision Division (PNP-SAGSD) and have been engaged in the business for the past ten (10) years, reckoned from the date of opening of bids, or have an existing contract for at least 3 years from the date of the opening of bids. 2. Have at least one (1) completed contract either with private or government agency/ office/ corporation for the past three years; 3. A list of the establishments, institutions, companies, or agencies for which it provides security services; 4. Organizational chart; 5. Certificate of No Pending Case from Department of Labor and Employment; and 6. Must be a member of the Philippines Association of Detective and Protective Agency Operators. |

III. TO ALL INTERESTED BIDDERS:

Please be advised of the following clarifications on the requirements specified in the Bidding documents issued for the above-mentioned project.

| Questions/Concerns on the Requirements | Clarifications/Answers |
|--|---|
| <ol style="list-style-type: none"> 1. Is there a required template or standard form for the following documents: <ol style="list-style-type: none"> A. Statement of Single Largest Completed Contract (SLCC) of similar nature B. Statement of all ongoing government and private contracts, including contracts awarded but not yet started (whether similar or not in nature and complexity) C. Net Financial Contracting Capacity (NFCC) Computation | <p>There are no prescribed standard forms for these documents based on the RA 12009. However, the following minimum information and supporting documents must be provided:</p> <p>A. Statement of Single Largest Completed Contract (SLCC) of Similar Nature</p> <p>The SLCC must contain the following details and must be accompanied by supporting documents such as the Notice of Award, Contract, Notice to Proceed, and End-User's Acceptance or Official/Invoice Receipts:</p> <ul style="list-style-type: none"> • Name of Agency/Office • Name of Contract • Date of Contract • Kind of Goods • Amount of Contract • Date of Delivery |



| | |
|--|---|
| | <ul style="list-style-type: none">• End-User's Acceptance or Official/Invoice Receipt(s) issued for the contract <p>B. Statement of All Ongoing Government and Private Contracts, Including Contracts Awarded but Not Yet Started</p> <p>This document must include the following information and be supported by documents such as the Notice of Award, Contract, Notice to Proceed, and Delivery Receipts (<i>whichever is applicable</i>):</p> <ul style="list-style-type: none">• Name of Agency/Office• Name of Contract• Date of Contract• Kinds of Goods• Amount of Contract / Value of Outstanding Contract• Date of Delivery <p>C. Net Financial Contracting Capacity (NFCC) Computation</p> <p>For the NFCC computation, bidders must comply with Section 52.4.1.4 of the IRR of RA 12009, or refer to page 22, section 5.6 of the Philippine Bidding Documents.</p> |
| 2. Can the Administrative Fee of 21% be lowered? | Yes. The Administrative Fee of 21% may be reduced; however, all amounts in the computation that are in favor of the security guards must remain unchanged. |

For guidance and information of all concerned.


RAMON D. PARAS JR., EdD
BAC Chairperson

***A Supplemental/Bid Bulletin is a notice issued by the Procuring Entity to Eligible Bidders with respect to any clarifications or modifications in the Bidding Documents, including those affecting the technical specifications, procurement schedule, and other similar matters. It is prepared by the TWG, approved by the BAC, and publicized by the BAC Secretariat. It should be made available to all Prospective Bidders who have properly secured or purchased the Bidding Documents, not later than seven (7) calendar days before the deadline for the submission and receipt of bids.