



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu City

SUPPLEMENTAL BID BULLETIN
ADDENDUM NO./CORRIGENDUM NO. 03
October 06, 2026

This Addendum/Corrigendum No. 3 is issued to modify or amend item/s in the Bidding Documents for
Early Procurement Activity (EPA)
Procurement of Annual Security Services for Division Office of DepEd Cebu City
Project no.: DepEdCCD – 2026-06

This shall form an integral part of the part of the Bidding Documents

AS POSTED

8. ADDITIONAL SET OF TECHNICAL PARAMETERS

9.1 Stability

- a) Years of Experience at least five (5) years in front line security service
- b) Liquidity of the Contractor: At least PhP500,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet as of December 31, 2024)

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- c) Organizational Set-up: with good office set-up, personnel, and office tools and equipment

9.2 Resources

- a) Number and Kind of Equipment and Supplies: with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements
- b) Number of Licensed Guards: At least 20 security guards – qualified, licensed, uniformed, highly trained and armed security guards
- c) Supervisors: with at least two(2) supervisors

9.3 Security Plan

- a) Tailored fit for DepEd Cebu City Division especially areas with frontline services in accordance with the minimum requirements below. Statement/enumerate the specific methodology to execute the Plan.

9.4 Other Factors

- a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:



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9.4 Other Factors

- a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:
 - i. Not less than **25** but not more than 55 years of age
 - ii. Physically and mentally fit
 - iii. With clearance from NBI, PNP, **PDEA**, neuropsychiatric test
- b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR
- c) Copies of the licenses, results of neuropsychiatric examination, training certificates and other requirements of the guards shall be furnished to Department of Education Cebu City Division.
- d) Submission of Duty Detailed Order (DDO) per month or as required.

9. DURATION OF CONTRACT

10.1 The Contract shall be for a period of one (1) year commencing upon the receipt of Notice to Proceed, subject to performance evaluation of the Security Agency by the HOPE before the end of the contract.

10.2 Performance Criteria

- (a) Quality of service delivered;
- (b) Time management;
- (c) Management and suitability of personnel;
- (d) Contract administration and management;
- (e) Provision of Progress Reports.



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10.3 Guidelines on the Performance Evaluation of Security Agency

I. ON THE OVERALL PERFORMANCE OF GUARDS:	PERCENTAGE: (MAXIMUM Point for each criteria is 10%)
1. Appearance (Wearing of Clean Uniform complete w/ paraphernalia's)	10%
2. Guards Services (Customer Services, Escort, Inspection, Summary Demolition of Illegal Shanties/dwellers, response to emergency such as strikes and protest actions & others.	10%
3. Adherence to SG Regulations (SG License, firearms license and DDO, attendance, conduct and others)	10%
II. ON THE AGENCY SUPPORTS TO ITS GUARDS:	
1. Does the agency remit contributions to SSS, PhilHealth & Pag-ibig for the security guards?	10%
2. Does the Agency conduct Troop Inspection and Education (T.I. &E.)	10%
3. In times of accident, sickness & Legal Assistance, does the Agency extend help to its guards?	10%
4. Are the guards properly insured?	10%
III. ON THE AGENCY COMPLIANCE WITH THE CONTRACT:	
1. Are the guards on duty always provided with firearm each?	10%
2. Are the firearms issued to the guards always serviceable?	10%
3. Are the firearms licenses valid (Not Expired)?	10%
TOTAL:	100%



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10. APPROVED ANNUAL BUDGET FOR THE CONTRACT

12.1 The Approved Annual Budget for the Contract is Three Million Four Hundred Ninety Nine Thousand Six Hundred Fifty Six Pesos and Forty Eight Centavos. (Php 3,499,656.48).

12.2 All bid prices for a duration of one (1) year shall be fixed and shall not be adjusted during contract implementation, except for the following:

12.2.1 Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;

12.2.2 Increase in taxes;

12.2.3 If during the term of the contract the Procuring Entity sees the need for a decrease in the number of guards.

The allowable price adjustments are specified under clause 8.1 of the Special Condition of Contract (SCC) of the Bidding Document for Security Services.



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AS CORRECTED

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8.4 Other Factors

- a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:
 - i. Not less than **21** but not more than 55 years of age
 - ii. Physically and mentally fit
 - iii. With clearance from NBI, PNP and neuropsychiatric test
- b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR
- c) Copies of the licenses, results of neuropsychiatric examination, training certificates and other requirements of the guards shall be furnished to Department of Education Cebu City Division.
- d) Submission of Duty Detailed Order (DDO) per month or as required.
- e) **There shall be a Security Inspector to monitor once/twice a week in ensuring the proper execution of all security operations.**

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LYRA L. ILLAGA, DevEd,EdD
BAC Chairman