



"Beyond Providing Water"

Republic of the Philippines
SAN FRANCISCO WATER DISTRICT

RELEASED

Republic of the Philippines
SAN FRANCISCO WATER DISTRICT
Brgy. 2, San Francisco, Agusan del Sur
Tel.No. (085) 303-6120/839-0457
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Date: MAR 26 2025
By: JESSICA MARIT

Bids and Awards Committee

Bid Bulletin No.1

March 26, 2025

Solicitation No. 2025-02-0073

Procurement of Twenty-Three (23) Personnel for Security Services

The supplemental/Bid Bulletin is issued pursuant to Section 22.5 of the IRR of RA 9184 to respond to bidders' questions during the pre-bidding conference last March 14, 2025 and written queries received within the prescriptive period of filing. This shall form an integral part of the said Bid/Tender Documents.

The following were the issues and concerns discussed during the Pre-Bid Conference and BAC meeting:

ITEM NO.	CONCERN/ REQUEST	DETAILS FROM THE ORIGINAL BIDDING DOCUMENTS	CLARIFICATION/ RESOLUTION	AMENDMENTS
1	Schedule for Opening of Bids	The original schedule for the opening of the bid was set for March 28, 2025.	The BAC has resolved that the opening of the bid and deadline for submission of bid documents will be rescheduled to April 2, 2025, at 2:00 PM in the SFWD Conference Room. Since, the San Francisco Water District will be hosting a celebration for Women's Month on March 28, 2025.	The opening of bid and deadline for submission of bid documents will be on April 2, 2025, at 2:00 PM in the SFWD Conference Room.
2	Clarification: Bidders are required to comply with the provisions of RA 11917 pertaining to Admin Fee.	No details	The BAC resolve to require the bidders to comply the requirements of RA 11917 in terms of Admin Fee.	Shall be compliant with the RA 11917 in terms of Admin Fee. (This amendment shall form part in the technical specification using non-discretionary pass/fail criterion.)

The San Francisco Water District Bids and Awards Committee reserves the right to accept or reject any Bid, and to annul the bidding process and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.)

For the guidance and information of all concerned.


RUBEN M. JARABATA JR.

BAC Chairperson

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Technical Specifications

Agency Specification			Statement of Compliance	
			COMPLY	NOT COMPLY
1. Shall be compliant with the RA 11917 in terms of Admin fee				
LOGISTICAL REQUIREMENTS				
SUPPLIES	QTY	PURPOSE		
New Security Guard uniforms complete with insignias and other necessary accouterments	23 pcs.	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Short Firearm	7 units	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Long Firearm	2 units	SFWD Admin Building		
Firearms deposit box	7 units	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Smartphones	7 units	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Flashlight	7 pcs.	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Night Stick	7 pcs.	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Quality Raincoat	23 pcs.	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos		

		Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Heavy Duty Umbrella	7 pcs.	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Rubber Boots	23 pairs	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Record book (300 pages)	7 pcs.	Lapag New Reservoir Site, Sumugbong New Reservoir Site, Bayugan 2 New Reservoir Site, Karaos Reservoir Site, Alegria Reservoir Site, Ormaca Reservoir Site and SFWD Admin Building		
Metal Detector	1 unit	SFWD Admin Building		
Agency Specification			Statement of Compliance	
			COMPLY	NOT COMPLY
JOB QUALIFICATIONS				
1. Age shall be at least 25 years old				
2. At least High School Graduate able to read and write				
3. With Private Security License Card or the following:				
a. Latest Negative Result on pre-employment drug screen				
b. Latest Neurological Test Examination with passing remarks				
c. Medical Certificate that indicates fitness to work				
d. With NBI Clearance				
e. Certificate of Latest Trainings Attended				
Three (3) Security Guards per Reservoir shall have 8 hours Shifting Schedule applicable to Sumogbong, Alegria, Lapag, Karaos, Bayugan 2 and Ormaca Reservoir				

DUTIES AND RESPONSIBILITIES		
1. Each security officer shall possess at all times a serviceable uniform (complete insignias and other necessary accoutrements) and the necessary equipment in performing duty. All uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use.		
2. Secure the property and equipment within the area.		
3. Monitor its Chlorination and water filtration facility.		
4. Monitor and record Water Level at Reservoir and also its daily rainfall reading & daily production reading within the premises.		
5. Monitor and operate valves, if necessary, especially during heavy rains.		
6. Armed with only high-powered short firearms that is duly licensed.		
7. Maintain cleanliness in the site (guard house and the table at the main door).		
8. With complete rain and night gears like flashlights, raincoats, umbrellas and the likes.		
9. They shall be provided with official smartphones with load for easy communication in every site.		
10. They shall report and record data such as property damage, unusual occurrences, and/or disturbance for use by Administration and Police.		

11. Provide adequate protection against fire, theft, illegal entry, and other acts of crime tampering the safekeeping of facilities and the building.		
12. Logs all employees and visitors		
13. Report immediately untoward incident to the main office		
<p>A total of Five (5) Security Guards shall be assigned at SFWD Office with eight (8) hours shifting according to the following schedule:</p> <ul style="list-style-type: none"> • Two Security Guards during the 7 am – 3 pm shift • Two Security Guards during the 3 pm-11 pm shift • One Security Guard during the 11 pm-7 am shift 		
<p style="text-align: center;">DUTIES AND RESPONSIBILITIES</p> <p>1. Each security officer shall possess at all times a serviceable uniform (complete insignias and other necessary accoutrements) and the necessary equipment in performing duty. All uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use.</p>		
2. Secure the property and equipment within the area.		
3. Monitor & record Water Level at Reservoir water pressure at SFWD building, also its daily rainfall reading & daily production reading within the premises.		
4. Armed with only high-powered short and long firearms that is duly licensed.		
5. Maintain cleanliness in the site (guardhouse and the table at the main door).		
6. With complete rain and night gears like flashlights, raincoats, umbrellas and the likes.		
7. They shall be provided with official smartphones with load for easy communication in every site.		

8. They shall report and record data such as property damage, unusual occurrences, and/or disturbance for use by Administration and Police.				
9. Provide adequate protection against fire, theft, illegal entry, and other acts of crime tampering the safekeeping of facilities and the building.				
10. Logs all employees and visitors				
11. Must have knowledge in the operation of facilities in the office such as generator set, telephone, fire extinguisher, etc.				
12. Facilitate and assist customer in queuing for office transaction.				
13. Must conduct tool box meeting/orientation every month.				
Delivery Schedule				
Item No.	Description	Delivered Weeks/Months & Location		
1	Security Personnel shall render 12 months of security services	The delivery shall be made in Seven (7) calendar days upon receipt of Notice to Proceed and to be delivered at:		
		No. of Security Personnel to be assigned:	Area of Responsibility	
		3	Lapag Reservoir Site	
		3	Karaos Reservoir Site	
		3	Alegria Reservoir Site	
		3	Sumogbong Reservoir Site	
		3	Bayugan 2 Reservoir Site	
		3	Ormaca Reservoir Site	
		5	SFWD Admin Building	