



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO ST., SAN MIGUEL, MANILA

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1**

This SBB No. 1 dated March 28, 2017 for the Project, "Security Manpower Services," is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

| PARTICULARS                        |  | AMENDMENT/CLARIFICATION            |  |
|------------------------------------|--|------------------------------------|--|
| <b>Section III. Bid Data Sheet</b> |  | <b>Section III. Bid Data Sheet</b> |  |
| <b>ITB Clause</b>                  | xxx    xxx    xxx  | <b>ITB Clause</b>                  | xxx    xxx    xxx  |
| 29.2                               | <p>The following shall be submitted in addition to those specified under Section 29.2 of the GCC:</p> <p>a. PNP License to Operate;</p> <p>b. Licenses issued by the appropriate government agencies for service firearms and ammunitions;</p> <p>c. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> <ul style="list-style-type: none"> <li>- 2015 Income Tax Return with proof of payment; and</li> <li>- VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from September 2016 to February 2017.</li> </ul> | 29.2                               | <p>The following shall be submitted in addition to those specified under Section 29.2 of the GCC:</p> <p>a. PNP License to Operate;</p> <p>b. Licenses issued by the appropriate government agencies for service firearms and ammunitions;</p> <p><b>c. ORGANIZATIONAL SET-UP – WITH GOOD OFFICE SET-UP, PERSONNEL, AND OFFICE TOOLS AND EQUIPMENT. THE AGENCY MUST SUBMIT A COMPANY PROFILE CONFIRMING THE FOREGOING REQUIREMENTS, INCLUDING AN ORGANIZATIONAL CHART.</b></p> <p>d. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>- 2015 Income Tax Return with proof of payment; and</li> <li>- VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from September 2016 to February 2017.</li> </ul> |
|--|--|---|

**Section VI. Schedule of Requirements**

| Item Number | Description  | Delivered, Weeks/Months   |
|-------------|--|---|
| 1           | Deployment of forty-seven (47) Security Guards, including one (1) Detachment Commander, in accordance with Annex A | Within seven (7) calendar days from receipt of notice to proceed. |
| 2           | Tools and equipment as required in Section VII. Technical Specifications   |   |

**Section VI. Schedule of Requirements**

| Item Number | Description  | Delivered, Weeks/Months  |
|-------------|--|--|
| 1           | Deployment of forty-seven (47) Security Guards, including one (1) Detachment Commander, in accordance with Annex A | <b>JUNE 1, 2017 OR UPON ISSUANCE OF THE NOTICE TO PROCEED, WHICHEVER IS EARLIER.</b> |
| 2           | Tools and equipment as required in Section VII. Technical Specifications   |  |

Attached is the Revised Section VI. Schedule of Requirements.

**Section VII. Technical Specifications**

|      |                               |
|------|-------------------------------|
| III. | SECURITY PLAN                 |
|      | xxx    xxx    xxx             |
|      | D. OTHER TERMS AND CONDITIONS |
|      | xxx    xxx    xxx             |

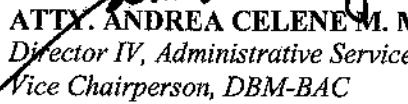
**Section VII. Technical Specifications**

|      |   |
|------|---|
| III. | SECURITY PLAN   |
|      | xxx    xxx    xxx   |
|      | D. OTHER TERMS AND CONDITIONS   |
|      | xxx    xxx    xxx   |
|      | <b>5) THE CONTRACTOR SHALL MAKE AVAILABLE THE FOLLOWING TYPES OF UNIFORMS FOR ITS</b> |

|  |  |                            |  |  |  |    |                            |  |  |
|--|--|----------------------------|--|--|--|----|----------------------------|--|--|
|  | <p><b>SECURITY PERSONNEL:</b></p> <p><b>A. REGULAR SECURITY GUARD UNIFORM</b></p> <p><b>B. BARONG UNIFORM FOR FRONTLINE SECURITY PERSONNEL</b></p> <p><b>C. BARONG UNIFORM FOR THE SECURITY PERSONNEL DURING SPECIAL EVENTS</b></p> <p><b>D. DRESS DOWN ATTIRE DURING WEEKEND AND HOLIDAY SHIFTS</b></p> <p><b>E. ATHLETIC ATTIRE FOR SECURITY PERSONNEL ASSIGNED IN THE GYM</b></p> |                            |  |  |  |    |                            |  |  |
| <table border="1"> <tr> <td data-bbox="178 1092 314 1167">V.</td> <td data-bbox="314 1092 760 1167">OTHER TERMS AND CONDITIONS</td> </tr> <tr> <td data-bbox="178 1167 314 1329"></td> <td data-bbox="314 1167 760 1329">           The contractor shall:<br/><br/>           xxx    xxx    xxx         </td> </tr> </table> | V.   | OTHER TERMS AND CONDITIONS |  | The contractor shall:<br><br>xxx    xxx    xxx | <p style="text-align: center;">xxx    xxx    xxx</p> <table border="1"> <tr> <td data-bbox="783 1092 919 1167">V.</td> <td data-bbox="919 1092 1372 1167">OTHER TERMS AND CONDITIONS</td> </tr> <tr> <td data-bbox="783 1167 919 1506"></td> <td data-bbox="919 1167 1372 1506">           The contractor shall:<br/><br/>           xxx    xxx    xxx<br/><br/> <b>9. MAKE SURE THAT ALL APPLICABLE LICENSES FOR THE PROJECT WILL BE VALID DURING CONTRACT IMPLEMENTATION.</b> </td> </tr> </table> <p>Attached is the Revised Section VII. Technical Specifications.</p> | V. | OTHER TERMS AND CONDITIONS |  | The contractor shall:<br><br>xxx    xxx    xxx<br><br><b>9. MAKE SURE THAT ALL APPLICABLE LICENSES FOR THE PROJECT WILL BE VALID DURING CONTRACT IMPLEMENTATION.</b> |
| V.   | OTHER TERMS AND CONDITIONS   |                            |  |  |  |    |                            |  |  |
|  | The contractor shall:<br><br>xxx    xxx    xxx   |                            |  |  |  |    |                            |  |  |
| V.   | OTHER TERMS AND CONDITIONS   |                            |  |  |  |    |                            |  |  |
|  | The contractor shall:<br><br>xxx    xxx    xxx<br><br><b>9. MAKE SURE THAT ALL APPLICABLE LICENSES FOR THE PROJECT WILL BE VALID DURING CONTRACT IMPLEMENTATION.</b>   |                            |  |  |  |    |                            |  |  |
| <p><b>Section VIII. Bidding Forms</b></p> <p><b>Schedule of Prices</b></p>   | <p><b>Section VIII. Bidding Forms</b></p> <p>Attached is the Revised Schedule of Prices.</p>   |                            |  |  |  |    |                            |  |  |

**Other matters:**

- For authentication purposes, all pages of the bid should be initialed by the authorized signatory.
- The "**No Contact Rule**" shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective April 4, 2017 right after the opening of bids.
- For guidance and information of all concerned.



**ATTY. ANDREA CELENE M. MAGTALAS**  
*Director IV, Administrative Service*  
*Vice Chairperson, DBM-BAC*

## ***Section VI. Schedule of Requirements (Revised)***

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

| Item Number | Description  | Delivered, Weeks/Months   |
|-------------|--|---|
| 1           | Deployment of forty-seven (47) Security Guards, including one (1) Detachment Commander, in accordance with Annex A | June 1, 2017 or upon issuance of the Notice to Proceed, whichever is earlier. |
| 2           | Tools and equipment as required in Section VII. Technical Specifications   |   |

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

## ***Section VII. Technical Specifications (Revised)***

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

| <b>Item</b> | <b>Specification</b>  | <b>Statement of Compliance</b> |
|-------------|---|--------------------------------|
| <b>I</b>    | <b>RECRUITMENT AND SELECTION CRITERIA</b>   |                                |
|             | <p>A. Deployment of forty seven (47) qualified, bonded, uniformed, highly trained and armed Security Guards, including one (1) Detachment Commander, in accordance with the attached Annex A, with the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>1) with at least three (3) years of experience in Security Services;</li> <li>2) have undergone and passed the required psycho-neuro examination and drug test conducted by the Philippine National Police (PNP)/National Bureau of Investigation (NBI);</li> <li>3) have current/valid National Certification II (NCII) for Security Services issued and certified by the Technical Education and Skills Development Authority (TESDA); and</li> <li>4) have undergone first-aid and basic-life support course certified by the Philippine National Red Cross (PNRC).</li> </ol> |                                |
| <b>II</b>   | <b>SECURITY AGENCY QUALIFICATIONS</b>   |                                |
|             | <p>A. Stability</p> <ol style="list-style-type: none"> <li>1) Years of experience – at least 6 years in the business.</li> <li>2) Liquidity of the Contractor – at least P5 Million (Current assets minus current liabilities based on Balance Sheet as of December 31, 2015).</li> <li>3) Organizational Set-up – with good office set-up, personnel, and office tools and equipment. The agency must submit a company profile confirming the foregoing requirements, including an organizational chart.</li> </ol>  |                                |

|                          |   |  |
|--------------------------|---|--|
|                          | <p><b>B. Resources</b></p> <ol style="list-style-type: none"> <li>1) Number and Kind of Equipment and Supplies – with the minimum number and kind of equipment and supplies as specified in item V hereof.</li> <li>2) Number of Guards – with at least 50 Security Guards. Number of Supervisors – with at least 5 Supervisors.</li> </ol>   |  |
| <b>III SECURITY PLAN</b> |   |  |
|                          | <p><b>A. Security of Human Resources</b></p> <p><b>A.1 DBM Officials</b></p> <ol style="list-style-type: none"> <li>1) Provide close-in security as may be required.</li> <li>2) Exercise courtesy and tact at all times.</li> <li>3) Provide security assistance as may be required/instructed.</li> </ol> <p><b>A.2 DBM Employees</b></p> <ol style="list-style-type: none"> <li>1) Implement strictly the “No ID No Entry rule.”</li> <li>2) Monitor/frisk for deadly weapons, explosives, toxic chemicals, drugs, and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of visitor.</li> <li>3) Prevent/detect any form of breach of DBM rules and regulations and, if possible, report or cause the arrest of the perpetrator/s.</li> <li>4) Implement strictly the “No Entry” to secured/restricted areas without proper authorization/clearance.</li> <li>5) Exercise tact and courtesy at all times.</li> <li>6) Assist employees as may be required.</li> <li>7) Maintain logbook upon entry/exit as required.</li> <li>8) No entry and stay in office after office hours, including Saturdays, Sundays and Legal Holidays, unless authorized.</li> </ol> <p><b>A.3 DBM GUESTS/VISITORS</b></p> <ol style="list-style-type: none"> <li>1) Implement strictly the “No ID No Entry rule.”</li> <li>2) Monitor/frisk for deadly weapons, explosives, toxic chemicals, drugs, and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of visitor.</li> <li>3) Prevent/detect any form of breach of DBM rules and regulations and, if possible, report or cause the arrest of the perpetrator/s.</li> </ol> |  |

- 4) Prevent entry to secured/restricted areas without proper authorization/clearance.
- 5) Exercise tact and courtesy at all times.
- 6) Assist as may be required.
- 7) Maintain logbook.
- 8) Prevent entry after office hours, including Saturdays, Sundays and Legal Holidays, unless authorized.
- 9) Prohibit loitering in the premises after visitor's business is done.
- 10) Issue visitor's slip to all non-DBM personnel, and properly coordinate with the officials/employees concerned the entry of visitors.

## B. SECURITY FOR PHYSICAL RESOURCES

### B.1 VEHICLE CONTROL

- 1) Inspect vehicle entering and leaving DBM premises.
- 2) Maintain a logbook upon the arrival and departure of vehicles of both DBM and non-DBM vehicles.
- 3) Control flow of traffic and direct drivers to park their vehicles properly in the designated parking area.
- 4) Safeguard and protect vehicles from pilferage of accessories and other attachments.
- 5) Require trip ticket for outgoing DBM vehicles, duly signed by the approving authorities.
- 6) Prohibit overnight parking for non-DBM vehicles.
- 7) Recommend parking, and observe and follow proper traffic signs.

### B.2 FACILITIES AND BUILDINGS

- 1) Post notices at the entrance of the buildings prohibiting entry or carrying of deadly weapons.
- 2) Deny access to restricted areas.
- 3) Identify and record in logbook the names of the authorized persons entering the restricted area/s.
- 4) Check that all doors and windows are closed and locked after office hours.
- 5) Deny entry to peddlers and vendors.
- 6) Identify the need for lighting and make necessary recommendations to address such need.
- 7) Identify fire hazards and make necessary recommendations to prevent accidents.



- 8) Regularly check the location and the condition of fire extinguishers and recommend safety measures.
- 9) Regularly check the conditions of fire hydrants, hoses, and alarm systems.
- 10) Recommend formation of fire brigades and fire drills.
- 11) Observe that all lights are switched off, and all electrically operated office equipment are unplugged when occupants of the office are all out.
- 12) Regularly inspect storage areas and make necessary recommendations.
- 13) Switch on and off the security and perimeter fence lights.

### B. 3 SUPPLIES AND EQUIPMENT

- 1) All outgoing DBM properties must be accompanied with the appropriate Gate Pass/documents, duly signed by the authorized signatories, indicating serial number/property number, person moving the equipment, time and date, etc.
- 2) Personal properties shall be covered by personal property slip issued by the security detachment.
- 3) Access to supply rooms and areas will be allowed to authorized personnel only.
- 4) Ensure security of documents.

### C. CONTINGENCY PLAN FOR VARIOUS RISKS

#### C.1 FIRE

- 1) Inform the Fire Department.
- 2) Know the status and location of firefighting equipment.
- 3) Know how to operate the firefighting equipment.
- 4) Be familiar with the location of the fire exits and electrical control switches.
- 5) Sound the fire alarm.
- 6) Report fire and any fire hazard.
- 7) Report inadequate water supply and defective firefighting equipment.
- 8) Recommend and assist in the formation of fire brigade.
- 9) Post appropriate fire signs.
- 10) Assist in the evacuation of employees, records and equipment.
- 11) In case of fire, clear driveways and pathways.

C.2 THEFT, PILFERAGE AND BURGLARY

- 1) Secure all entry and exit points.
- 2) Conduct investigation and submit a written report within 48 hours to the DBM Management.
- 3) Identify witnesses, if possible.
- 4) Apprehend culprit within the premises, secure incident area to protect evidence.
- 5) Coordinate with appropriate PNP unit (Theft and Robbery Section) and/or the PSG.
- 6) Assist in controlling violence.
- 7) Limit the number of entry to premises to as few as possible.
- 8) Maintain contact with PNP.

C.3 TRESPASSING

- 1) Apprehend and detain trespassers.
- 2) Turn over trespassers to the appropriate PNP unit.
- 3) Report the incident to the management.

C.4 HOSTAGE SITUATION

- 1) Notify PNP, DBM and all security guards.
- 2) Act as temporary negotiator to make sure that nobody will be harmed until arrival of the expert negotiator.

C.5 EARTHQUAKE

- 1) Prevent panic, and maintain calm.
- 2) Prevent use of elevator, and direct escape through other means of exit.

C.6 FLOOD AND TYPHOON

- 1) Prevent employees from crossing unsafe areas.
- 2) Prevent people from going out of the building if there are strong winds.
- 3) Assist in the evacuation of personnel, supplies, materials, and equipment.

C.7 COUP D'ETAT

- 1) The use of DBM properties by any group involved in the coup should not be allowed.
- 2) Secure all properties and buildings.
- 3) Report the incident to the management.

**C.8 SABOTAGE**

- 1) Cordon off the affected area to secure the evidence.
- 2) In case of explosion, help evacuate all personnel from the affected area.
- 3) Inform the Fire Department of the incident.

**C.9 BOMB THREAT**

- 1) Immediately report the threat to the PNP.
- 2) Inform the DBM Management of the threat.
- 3) Assist in the evacuation of personnel.
- 4) Secure the DBM property, and clear the area of any unauthorized persons.
- 5) Assist in the bomb search, if necessary.

**C.10 DEMONSTRATIONS/MASS ACTIONS**

- 1) Inform the DBM Management.
- 2) Immediately report the said activity to the PNP.
- 3) Maximum tolerance must be observed and maintained at all times.
- 4) Ensure that the designated entry/exit gates are not blocked by the demonstrators.
- 5) Non-obstructive demonstrations should be controlled for the DBM to conduct its business as normally as possible.
- 6) Disruptive demonstrations shall be terminated in coordination with the DBM authorized personnel.

**D. OTHER TERMS AND CONDITIONS**

- 1) The Contractor shall provide forty-seven (47) Security Guards, including one (1) Detachment Commander, who will be assigned or deployed to the different areas within the DBM Central Office buildings and grounds.
- 2) The Contractor shall ensure that the Security Guards assigned to the DBM shall observe proper Philippine National Police Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) prescribed uniform.
- 3) The DBM has the option to effect changes in the assignment/deployment of the security guards anytime during the contract period through a written notice to the Contractor. Likewise, the

|           |   |  |
|-----------|---|--|
|           | <p>DBM may increase or decrease the number of security guards depending on the exigency of the service.</p> <p>4) The Contractor hereby warrants to make available, at all times, relievers and/or replacements to ensure continuous and uninterrupted services in case of absences, and shall execute the necessary supervision over the work of its personnel.</p> <p>5) The Contractor shall make available the following types of uniforms for its security personnel:</p> <ul style="list-style-type: none"> <li>a. Regular security guard uniform</li> <li>b. Barong uniform for frontline security personnel</li> <li>c. Barong uniform for the security personnel during special events</li> <li>d. Dress down attire during weekend and holiday shifts</li> <li>e. Athletic attire for security personnel assigned in the gym</li> </ul> |  |
| <b>IV</b> | <b>SERVICE LEVEL AGREEMENT</b>  |  |
|           | <p>The Security Guards shall:</p> <ul style="list-style-type: none"> <li>1) Maintain peace and order at the DBM premises.</li> <li>2) Watch, safeguard and protect the DBM properties from theft, arson, intrusion of demonstrators/ protesters, destruction, or damages.</li> <li>3) Ensure the safety of DBM officials, personnel and visitors from harassment, threat, or intimidation within the premises of the DBM.</li> <li>4) Monitor/frisk visitors for deadly weapons, explosives, toxic chemicals, drugs, contraband items, and/or harmful materials, and upon reasonable grounds and, if necessary, coordinate with the PNP for possible arrest of the persons concerned.</li> </ul>  |  |

|   | <ol style="list-style-type: none"> <li>5) Issue visitor's slip to all non-DBM personnel upon registry in the electronic logbook, and properly coordinate their entry with the officials/employees concerned.</li> <li>6) Prohibit loitering of guests in the premises after the purpose of visit/official transaction is completed.</li> <li>7) Prevent entry of unauthorized persons after office hours, and during weekends and non-working holidays, unless authorized by DBM officials.</li> <li>8) Maintain daily 24-hour logbooks on the arrival and departure of DBM and non-DBM vehicles.</li> <li>9) Inspect vehicles entering and leaving DBM premises.</li> <li>10) Control the flow of traffic, and direct drivers to park their vehicles properly in designated parking areas.</li> <li>11) Secure all entry and exit points.</li> <li>12) Prevent entry to secured/restricted areas without proper authorization/clearance.</li> </ol>  |             |          |   |          |   |          |                        |         |                   |          |                               |          |  |
|---|---|-------------|----------|---|----------|---|----------|------------------------|---------|-------------------|----------|-------------------------------|----------|--|
| <b>V</b>  | <b>OTHER TERMS AND CONDITIONS</b>   |             |          |   |          |   |          |                        |         |                   |          |                               |          |  |
|   | <p>The contractor shall:</p> <ol style="list-style-type: none"> <li>1) Provide the following tools and equipment, subject to random inspection by the authorized DBM official/representative: <table border="1" data-bbox="415 1470 1054 2023" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td>a. Service Firearms - Revolver cal. 38 with twelve live ammunitions each.</td> <td style="text-align: center;">18 units</td> </tr> <tr> <td>b. VHF portable handheld radio, 200-300 Mhz with extra battery pack and battery charger</td> <td style="text-align: center;">24 units</td> </tr> <tr> <td>c. Surveillance Mirror</td> <td style="text-align: center;">6 units</td> </tr> <tr> <td>d. Metal Detector</td> <td style="text-align: center;">24 units</td> </tr> <tr> <td>e. Flashlights with batteries</td> <td style="text-align: center;">24 units</td> </tr> </tbody> </table> </li> </ol> | Particulars | Quantity | a. Service Firearms - Revolver cal. 38 with twelve live ammunitions each. | 18 units | b. VHF portable handheld radio, 200-300 Mhz with extra battery pack and battery charger | 24 units | c. Surveillance Mirror | 6 units | d. Metal Detector | 24 units | e. Flashlights with batteries | 24 units |  |
| Particulars   | Quantity  |             |          |   |          |   |          |                        |         |                   |          |                               |          |  |
| a. Service Firearms - Revolver cal. 38 with twelve live ammunitions each.               | 18 units  |             |          |   |          |   |          |                        |         |                   |          |                               |          |  |
| b. VHF portable handheld radio, 200-300 Mhz with extra battery pack and battery charger | 24 units  |             |          |   |          |   |          |                        |         |                   |          |                               |          |  |
| c. Surveillance Mirror  | 6 units   |             |          |   |          |   |          |                        |         |                   |          |                               |          |  |
| d. Metal Detector   | 24 units  |             |          |   |          |   |          |                        |         |                   |          |                               |          |  |
| e. Flashlights with batteries   | 24 units  |             |          |   |          |   |          |                        |         |                   |          |                               |          |  |

|   |          |
|---|----------|
| f. Tear Gas   | 24 units |
| g. Night Stick  | 2 units  |
| h. Riot Shield/Truncheon and Helmet   | 24 units |
| i. Handcuffs  | 47 units |
| j. Medical Kit  | 47 sets  |
| k. Traffic Vest and Gloves  | 6 sets   |
| l. Raincoat   | 24 sets  |
| m. Rain boots   | 24 pairs |
| n. Umbrella   | 24 units |
| o. Whistle  | 47 pcs.  |
| p. Megaphone  | 3 units  |
| q. Camera   | 3 units  |
| r. Electronic logbook to be installed at the main entrance of DBM Buildings 1, 2 and 3 front desk | 3 sets   |

- 2) Assume full responsibility and undertake to reimburse the DBM for losses, damages, and injuries caused to the DBM's properties and personnel, which the contractor is bound to secure and protect.
- 3) Assign a Roving Supervisor for its own account, separate from the Detachment Commander, to monitor the performance of the Security Guards and to handle the periodic consolidation of daily time cards in preparation for the monthly billing to the DBM.
- 4) Recommend the enforcement of policies, rules and regulations of the DBM and, upon the approval of the AS Director, implement them in order to maintain peace and order within the DBM premises.
- 5) Whenever required by the AS Director, or if deemed necessary by the Detachment Commander, conduct an investigation

|  |   |  |
|--|---|--|
|  | <p>concerning any security breach within the DBM CO premises, including the commission of any crime, and submit a report to the AS Director as instructed.</p> <p>6) Pay its personnel not less than the minimum wage and provide the other benefits mandated by law. The Contractor shall comply with the laws and rules governing labor standards and employee's compensation. A Certificate of Compliance for the purpose shall be required from the Contractor to accompany the monthly billing statement.</p> <p>7) Along with the monthly billing statement, submit receipts and prescribed reports stamped received by SSS, PhilHealth and Pag-IBIG, as proof of remittances of premium payments to said collecting agencies.</p> <p>8) Acknowledge that any violation of the minimum wage law and other labor laws shall likewise be a ground for termination of the contract.</p> <p>9) Make sure that all applicable licenses for the Project will be valid during contract implementation.</p> |  |
|--|---|--|

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature over Printed Name of Representative**

\_\_\_\_\_  
**Date**

**SCHEDULE OF PRICES**  
*(Revised)*

| Particulars   | No. of Security Guards | Monthly Rate (in PhP) | Total Cost per Month (in PhP) | Annual Rate (in PhP) |
|---|------------------------|-----------------------|-------------------------------|----------------------|
| <b>A. Amounts to Guard &amp; Government</b> (in accordance with NCR Wage Order No. 20)* |                        |                       |                               |                      |
| 8 hour schedule of work   |                        |                       |                               |                      |
| 7 days-day shift  | 18                     | 20,489.82             | 368,816.76                    | 4,425,801.12         |
| 7 days-night shift  | 9                      | 22,067.10             | 198,603.90                    | 2,383,246.80         |
| 6 days-day shift  | 8                      | 16,702.47             | 133,619.76                    | 1,603,437.12         |
| 5 days  | 3                      | 14,191.92             | 42,575.76                     | 510,909.12           |
| 12 hour schedule of work  |                        |                       |                               |                      |
| 7 days-day shift  | 1                      | 30,347.81             | 30,347.81                     | 364,173.72           |
| 6 days  | 1                      | 24,438.99             | 24,438.99                     | 293,267.88           |
| 5 days  | 7                      | 20,834.93             | 145,844.51                    | 1,750,134.12         |
| Total, Amount to Guard and Government   | 47                     |                       | 944,247.49                    | 11,330,969.88        |
| <b>B. Total</b>   |                        |                       |                               | <b>11,330,969.88</b> |
| <b>C. Agency Fee</b> (Minimum of 20% of Total)  |                        |                       |                               | _____                |
| <b>D. VAT</b> (12% of Agency Fee)   |                        |                       |                               | _____                |
| <b>Grand Total</b>  |                        |                       |                               |                      |

Note:

1. Only items C, D and the Grand Total will be indicated by the bidder.
2. All rates and prices shall be rounded off to the nearest two decimal points.

\*See Annex B for the computation of Prices.



| Particulars  | In Accordance with PADPAO Rate |                    |                    |                  |                  |                  |                    |                    |                  |                  |
|--|--------------------------------|--------------------|--------------------|------------------|------------------|------------------|--------------------|--------------------|------------------|------------------|
|  | 8 Hours Duty                   |                    |                    |                  |                  | 12 Hours Duty    |                    |                    |                  |                  |
|  | 7 days/day shift               | 7 days/night shift | Monday to Saturday | Monday to Friday | Monday to Friday | 7 days/day shift | Monday to Saturday | Monday to Saturday | Monday to Friday | Monday to Friday |
| No. of days / year                                 | 393.50                         | 393.50             | 313.00             | 261.00           | 313.00           | 393.50           | 313.00             | 313.00             | 261.00           | 261.00           |
| <b>I. Amount Directly Paid to Guard</b>            |                                |                    |                    |                  |                  |                  |                    |                    |                  |                  |
| New Daily Wage (DW)                                | 481.00                         | 481.00             | 481.00             | 481.00           | 481.00           | 481.00           | 481.00             | 481.00             | 481.00           | 481.00           |
| Average Pay per Month (DW x No. of days/year / 12) | 15,772.79                      | 15,772.79          | 12,546.08          | 10,461.75        | 12,546.08        | 15,772.79        | 12,546.08          | 12,546.08          | 10,461.75        | 10,461.75        |
| Night Differential Pay (Ave pay / Mo. x 10% x 1/3) | -                              | 1,577.28           | -                  | -                | -                | -                | -                  | -                  | -                | -                |
| Overtime Pay                                       | -                              | -                  | -                  | -                | -                | 9,857.99         | 7,465.52           | 7,465.52           | 6,162.81         | 6,162.81         |
| 13 <sup>th</sup> Month pay                         | 1,219.20                       | 1,219.20           | 995.40             | 821.71           | 995.40           | 1,219.20         | 995.40             | 995.40             | 821.71           | 821.71           |
| 5-Day Incentive pay (DW x 5/12)                    | 204.58                         | 204.58             | 204.58             | 204.58           | 204.58           | 204.58           | 204.58             | 204.58             | 204.58           | 204.58           |
| COLA   | 314.17                         | 314.17             | 248.33             | 205.00           | 248.33           | 314.17           | 248.33             | 248.33             | 205.00           | 205.00           |
| Uniform Allowance (R.A. 5487)                      | 100.00                         | 100.00             | 100.00             | 100.00           | 100.00           | 100.00           | 100.00             | 100.00             | 100.00           | 100.00           |
| <b>Total Amount to Guard</b>                       | <b>18,091.74</b>               | <b>19,669.02</b>   | <b>14,575.39</b>   | <b>12,274.04</b> | <b>14,575.39</b> | <b>27,949.73</b> | <b>22,040.91</b>   | <b>22,040.91</b>   | <b>18,436.85</b> | <b>18,436.85</b> |
| <b>II. Amount to Government in Favor of Guard</b>  |                                |                    |                    |                  |                  |                  |                    |                    |                  |                  |
| Retirement Benefit (R.A. 7641)                     | 901.88                         | 901.88             | 901.88             | 901.88           | 901.88           | 901.88           | 901.88             | 901.88             | 901.88           | 901.88           |
| SSS Premium  | 1,178.70                       | 1,178.70           | 957.70             | 773.50           | 957.70           | 1,178.70         | 1,178.70           | 1,178.70           | 1,178.70         | 1,178.70         |
| PhiHealth Contribution                             | 187.50                         | 187.50             | 137.50             | 112.50           | 137.50           | 187.50           | 187.50             | 187.50             | 187.50           | 187.50           |
| State Insurance Fund                               | 30.00                          | 30.00              | 30.00              | 30.00            | 30.00            | 30.00            | 30.00              | 30.00              | 30.00            | 30.00            |
| Pag-Ibig Fund                                      | 100.00                         | 100.00             | 100.00             | 100.00           | 100.00           | 100.00           | 100.00             | 100.00             | 100.00           | 100.00           |
| <b>Subtotal</b>                                    | <b>2,398.08</b>                | <b>2,398.08</b>    | <b>2,127.08</b>    | <b>1,917.88</b>  | <b>2,127.08</b>  | <b>2,398.08</b>  | <b>2,398.08</b>    | <b>2,398.08</b>    | <b>2,398.08</b>  | <b>2,398.08</b>  |
| <b>Total Amount to Guard and Government</b>        | <b>20,489.82</b>               | <b>22,067.10</b>   | <b>16,702.47</b>   | <b>14,191.92</b> | <b>16,702.47</b> | <b>30,347.81</b> | <b>24,438.99</b>   | <b>24,438.99</b>   | <b>20,834.93</b> | <b>20,834.93</b> |