



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL/BID BULLETIN**

**ADDENDUM NO. 1**

**PROVISION OF SECURITY SERVICES FOR BUREAU OF CUSTOMS**

This Addendum No. 1 dated 09 August 2024 is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

<b>ISSUES</b>	<b>CLARIFICATION/AMENDMENTS</b>
<p><b><u>Section I. Invitation to Bid</u></b></p> <p>1. The Bureau of Customs (BOC) through the authorized appropriations under the CY 2024 General Appropriations Act intends to apply the sum of Five Million Two Hundred Fourteen Thousand Three Hundred Seventy-Seven Pesos and Eighty-Six Centavos (PhP5,214,377.86) being the Approved Budget for the Contract (ABC) to payments under the contract for the "Provision of Security Services for Bureau of Customs". Bids received in excess of the ABC shall be automatically rejected at the bid opening.</p> <p>9. The bid opening shall be conducted on August 19, 2024, 11:00 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.</p>	<p><b><u>Section I. Invitation to Bid</u></b></p> <p>1. The Bureau of Customs (BOC) through the authorized appropriations under the CY 2024 General Appropriations Act intends to apply the sum of <b>Five Million Five Hundred Eighteen Thousand Three Hundred Sixty-Five Pesos and Ninety-Nine Centavos (Php5,518,365.99)</b> being the Approved Budget for the Contract (ABC) to payments under the contract for the "Provision of Security Services for Bureau of Customs". Bids received in excess of the ABC shall be automatically rejected at the bid opening.</p> <p>9. The bid opening shall be conducted on August 19, 2024, <b>10:30 a.m.</b> at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.</p>
<p><b><u>Section II. Instruction to Bidders</u></b></p> <p><b>2. Funding Information</b></p> <p>2.1. The Government of the Philippine (GOP) through the source of funding as indicated below for FY 2024 General Appropriations Act in the amount of Five Million Two Hundred Fourteen Thousand Three Hundred Seventy-Seven Pesos and</p>	<p><b><u>Section II. Instruction to Bidders</u></b></p> <p><b>2. Funding Information</b></p> <p>2.1 The Government of the Philippine (GOP) through the source of funding as indicated below for FY 2024 General Appropriations Act in the amount of <b>Five Million Five Hundred Eighteen Thousand Three Hundred Sixty-Five Pesos</b></p>



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Eighty-Six Centavos (PhP5,214,377.86)		and Ninety-Nine Centavos (Php5,518,365.99)	
<b>Section III. Bid Data Sheet</b>		<b>Section III. Bid Data Sheet</b>	
<b>ITB Clause</b>		<b>ITB Clause</b>	
2	The Funding Source is:  The Government of the Philippines (GOP) through the authorized appropriations under the CY 2024 General Appropriations Act in the amount of Five Million Two Hundred Fourteen Thousand Three Hundred Seventy-Seven Pesos and Eighty-Six Centavos (PhP5,214,377.86).	2	The Funding Source is:  The Government of the Philippines (GOP) through the authorized appropriations under the CY 2024 General Appropriations Act in the amount of <b>Five Million Five Hundred Eighteen Thousand Three Hundred Sixty-Five Pesos and Ninety-Nine Centavos (Php5,518,365.99).</b>
14.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:  1. The amount of not less than <b>Php104,287.56</b> , or 2% if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;  2. The amount of not less than <b>Php260,718.89</b> , or 5% if bid security is in Surety Bond.	14.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:  1. The amount of not less than <b>Php110,367.32</b> , or 2% if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;  2. The amount of not less than <b>Php275,918.30</b> , or 5% if bid security is in Surety Bond.
20.1	Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents: 1. Company profile and Organizational Chart.	20.1	Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:  1. Company profile and Organizational Chart. Company printed brochures may be included;



	<p>Company printed brochures may be included;</p> <ol style="list-style-type: none"> <li>2. The bidder shall submit a certificate with at least a satisfactory performance rating from its existing and previous client;</li> <li>3. Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office of the janitorial agency is based;</li> <li>4. Certified true copy of the following: <ol style="list-style-type: none"> <li>a. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG;</li> <li>b. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PHILHEALTH;</li> <li>c. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through BIR Electronic Filing and Payment System (eFS));</li> </ol> </li> <li>5. VAT Returns (Form 2550M and 2550Q) or</li> </ol>	<ol style="list-style-type: none"> <li>2. The bidder shall submit a certificate with at least a satisfactory performance rating from its existing and/or previous client.</li> <li>3. Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office of the <b>security</b> agency is based.</li> <li>4. Certified true copy of the following: <ol style="list-style-type: none"> <li>a. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG;</li> <li>b. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PHILHEALTH;</li> </ol> </li> <li>5. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through <b>Bureau of Internal Revenue (BIR)</b> Electronic Filing and Payment System (eFS);</li> <li>6. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months;</li> <li>7. Latest Audited Financial Statement duly received by</li> </ol>
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	<p>Percentage Tax Returns (2551M) with proof of payment covering the last 6 months;</p> <p>6. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC); and</p> <p>7. Updated Mayor/Business Permit, Tax Clearance and Department of Trade and Industry or SEC Registration.</p>		<p>Security and Exchange Commission (SEC) and BIR; and</p> <p>8. Updated Mayor's Permit, Tax Clearance and Department of Trade and Industry or SEC Registration.</p>
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**Section V. Special Conditions of the Contract**

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GCC Clause	
1	<p>The Goods shall be delivered by the supplier at the address indicated in Section VI. Schedule of Requirements.</p> <p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria, among others:</p> <ul style="list-style-type: none"> <li>i. Conformity to Technical Requirements (25)</li> <li>ii. Timeliness in the Delivery of Services (25)</li> <li>iii. Behavior of Personnel (Courteous, Professional and Knowledgeable) (20)</li> <li>iv. Response to Complaints (20)</li> <li>v. Compliance with set</li> </ul>

GCC Clause	
1	<p>The Goods shall be delivered by the supplier at the address indicated in Section VI. Schedule of Requirements.</p> <p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria, among others:</p> <ul style="list-style-type: none"> <li>i. Conformity to Technical Requirements (25)</li> <li>ii. Timeliness in the Delivery of Services (25)</li> <li>iii. Behavior of Personnel (Courteous, Professional and Knowledgeable) (20)</li> <li>iv. Response to Complaints (20)</li> </ul>



<p>office policies for such services (10)</p> <p>The Enforcement &amp; Security Service (ESS) and General Services Division (GSD) or thru its designated representative shall conduct a semestral review using the above criteria which shall be the basis for the recommendation to the Head of the Procuring Entity for the continuation or termination of the Contract.</p>	<p>v. Compliance with set office policies for such services (10)</p> <p>The Enforcement &amp; Security Service (ESS) and General Services Division (GSD) or thru its designated representative shall conduct <b>a semestral</b> review using the above criteria which shall be the basis for the recommendation to the Head of the Procuring Entity for the continuation or termination of the Contract.</p>
<p><b><u>Section VI. Schedule of Requirements</u></b></p>	<p><b><u>Section VI. Schedule of Requirements</u></b></p> <p>Please see attached revised Schedule of Requirements</p>
<p><b><u>Section VII. Technical Specifications</u></b></p>	<p><b><u>Section VII. Technical Specifications</u></b></p> <p>Please see attached revised Technical Specifications</p>
<p><b><u>Sample Schedule of Bid Prices</u></b></p>	<p><b><u>Sample Schedule of Bid Prices</u></b></p> <p>Please see attached revised Schedule of Bid Prices</p>

**Reminders:**

- Submission of bids will be on or before 19 August 2024, 8:45 AM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.

for:

**ATTY. ERWIN T. MENDOZA**  
Chairperson, BOC-BAC



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# Section VI. Schedule of Requirements

The SUPPLIER shall provide the PROCURING ENTITY with the following:

Item	Deployment of Security Guards	Quantity
A	Bureau of Customs – Port of Manila, Port of MICP and Port of NAIA  The specific tour of duty of the Security Guards shall be identified in the Security Plan under Section VII. Technical Specification.	45  35 Male 10 Female
B	<b>Equipment of Security Guard</b>	
1	<u>Valid Licensed Service firearms</u> <u>Pistol cal. 9mm with minimum of seven (7) live ammunitions each</u>	23
2	VHF Portable handheld radio, 200-300 Mhz with extra battery pack and battery charger  Note: Issued to individual security personnel as part of their personal paraphernalia	30
3	Mobile Patrol Motorcycle with Side Car	1
4	Metal detector	10
5	Flashlight with batteries	45
6	Night stick	45
7	Handcuffs	45
8	Medical kit	45
9	Umbrella	14
10	Rain boots	45
11	Whistle	45
12	Megaphone	5

**I hereby commit to comply and deliver the above requirements.**

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date



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# *Section VII. Technical Specifications*

## STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS

### A. INSTRUCTION:

The bidder must state in the last column opposite each parameter and required specifications either "Comply" or "Not Comply". All pages shall be properly signed. Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause above goods manufactured by us.

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<p><b>PERFORMANCE CRITERIA</b></p> <p>The Service Provider shall comply with the following performance criteria, which compliance for each criteria shall be indicated in the Security Plan:</p> <ul style="list-style-type: none"> <li>a) Conformity to Technical Requirements (25)</li> <li>b) Timeliness in the Delivery of Services (25)</li> <li>c) Behavior of Personnel (Courteous, Professional and Knowledgeable) (20)</li> <li>d) Response to Complaints (20)</li> <li>e) Compliance with set office policies for such services (10)</li> </ul> <p>The foregoing criteria shall be used to assess the level of performance of the Service Provider and its security personnel as basis for continuity of the contract.</p>	
2	<p><b>TECHNICAL EVALUATION PARAMETERS (supported by Company Profile)</b></p> <p><b>1.Stability</b></p> <ul style="list-style-type: none"> <li>a) Years of Experience: Statement that the Service Provider has at least five (5) years in front line security service</li> <li>b) Liquidity of the Contractor: Statement that the Service Provider has at least Php2,500,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet)</li> <li>c) Organizational Set-up: Statement that the Service Provider has good office set-up, personnel, and office tools and equipment</li> </ul>	
	<p><b>2.Resources</b></p> <ul style="list-style-type: none"> <li>a) Number and Kind of Equipment and Supplies: Statement that the Service Provider has the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements</li> </ul>	



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	b) Number of Licensed Guards: Statement that the Service Provider has at least 60 security guards- qualified, licensed, bonded, uniformed, highly trained and armed security guards.	
	<b>3.Security Plan</b> a) Tailored fit for Port of Manila, Port of MICP, Port of NAIA perimeter areas especially areas with frontline services in accordance with the minimum requirements below. State/enumerate the specific methodology to execute the Plan.	
	<b>4.Other Factors</b> a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such: 1) Not less than 22 but not more than 40 years of age 2) At least high school graduate 3) Physically and mentally fit 4) Has undergone basic security course or in-service training from accredited schools for security guards and supervisory training for security officer. 5) Must have passed the neuropsychiatric and drug tests conducted by the Philippine Government accredited hospital/center 6) Must be duly licensed and properly screened and cleared by the PNP, NBI, and other government offices issuing clearances for employment; b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR. c) Copies of valid security license (PNP-SOSIA Security License) d) NBI Clearance e) Results of neuropsychiatric examination taken within the last six months f) Training certificates but not limited to the following: <ul style="list-style-type: none"> <li>• Anti-Terrorism;</li> <li>• Basic of Safety/Fire Prevention;</li> <li>• First Aid Course;</li> <li>• Self Defense; and</li> <li>• Firearms handling;</li> </ul>	
<b>III</b>	<b>SECURITY PLAN (Minimum Requirements)</b>	
	Strictly implement the “No BOC Car Pass, No Entry policy”	
	1) Employees; and	
	2) Guest/s and Visitors	
<b>A</b>	<b>SECURITY OF HUMAN RESOURCES</b>	
<b>A.1</b>	<b>OFFICIALS and VIP GUEST</b>	
	1) Provide close-in security as may be required	
	2) Exercise courtesy and tact at all times	
	3) Provide security assistance as may be required/instructed	
<b>A.2</b>	<b>EMPLOYEES</b>	
	1) Monitor/render weekly report in the strict implementation of “No ID/ No Uniform entry rule”	
	2) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable ground for suspicion, cause arrest of employees	
	3) Check bags/plastic bags/boxes going in and out of the office for security purposes	
	4) Prevent/detect any form of breach of BOC rules and regulations and if possible report or cause the arrest of the perpetrator/s	



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	5) Implement strictly the "No Entry" to security/restricted areas without proper authorization/clearance	
	6) Exercise tact and courtesy at all times	
	7) Assist employees as requested	
	8) Maintain logbook for personnel and property/equipment movements	
	9) No entry and stay in office after office hours including Saturdays, Sundays and Legal Holidays unless authorized	
	10) Full concentration on security work. Avoid chatting to employees, texting while on duty	
<b>A.3</b>	<b>GUEST/VISITORS</b>	
	1) Implement strictly the "No ID No Entry" rule	
	2) Check bags/ plastic bags/boxes for security purposes	
	3) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable ground for suspicion, cause arrest and visitors	
	4) Prevent/detect any form of breach of BOC rules and regulations and if possible, report or cause the arrest of the perpetrator/s	
	5) Prevent entry to security/ restricted areas without proper authorization/clearance	
	6) Exercise tact and courtesy at all times	
	7) Assist as may be required	
	8) Maintain logbook	
	9) Prevent entry after office hours including Saturdays, Sundays and Legal Holidays unless authorized	
	10) Prohibit loitering in the premises after visitor's business is done	
	11) Issue visitor's slip and ID to all non-BOC personnel and if possible, properly coordinate with the officials/employees concerned the entry of visitor/s	
<b>A.4</b>	<b>CUSTOMER/ CLIENTS</b>	
	1) Exercise tact and courtesy at all times	
	2) Check baggage for security purposes	
	3) Provide direction within the premises	
	4) Answering queries related to Office procedures are not allowed	
	5) Assist in the smooth operations of the Office frontline services as required by Enforcement and Security Service (ESS)	
	6) Immediate response in case of emergency/untoward incident, and prepare necessary report to the District Commander, Enforcement and Security Service (ESS) – Port of Manila, Port of MICP and Port of NAIA copy furnished the Director, Enforcement and Security Service (ESS)	
	7) Prevent entry to security/restricted areas without proper authorization/clearance	
	8) Regular reports of untoward incidents/complaints from the public shall be forwarded to the District Commander, Enforcement and Security Service (ESS) – Port of Manila, Port of MICP and Port of NAIA copy furnished the Director, Enforcement and Security Service (ESS)	
<b>B</b>	<b>SECURITY FOR PHYSICAL RESOURCES</b>	
<b>B.1</b>	<b>FACILITIES AND BUILDINGS</b>	
	1) Post notice prohibiting entry or carrying deadly weapons at entrance building	
	2) Provide partial lock and key control (except in restricted areas)	
	3) Deny access to restricted areas	
	4) Identify and record in logbook unauthorized persons entering restricted area/s	
	5) Check that all doors and windows are closed and locked after office hours	



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	6) Deny entry to peddlers and unauthorized vendors	
	7) Identify need for lighting and recommend measures	
	8) Identify fire hazard and recommend measures	
	9) Regularly check location and condition of fire extinguishers and recommend measures	
	10) Regularly check conditions of fire hydrants, hoses and alarm systems	
	11) Observe that all lights are switched off and all electricity operated office equipment are unplugged when occupants of the office are all out	
	12) Regular inspection of storage areas and recommend measures, if necessary	
B.3	<b>SUPPLIES AND EQUIPMENT</b>	
	1) All outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating serial/ property number, person moving the equipment, time, date, etc.	
	2) Personal properties shall be covered by personal property slip issued by the Enforcement and Security Service (ESS) to be supported with proof of ownership	
	3) Access to supply rooms and areas will be allowed to authorized personnel only	
	4) Ensure security of supplies, equipment and documents at all times	
C	<b>FIRE</b>	
	1) Inform Fire Department	
	2) Know status and location of firefighting equipment	
	3) Know how to operate firefighting equipment	
	4) Be familiar with fire exit and electrical control switches	
	5) Initiate fire alarm	
	6) Report fire and any fire hazard	
	7) Report inadequate water supply, firefighting equipment, and fire exit	
	8) Post appropriate fire sign	
	9) Assist in the evacuation of employees, records, and equipment	
	10) In case of fire, clear driveways and empty spaces, records and equipment	
C.2	<b>THEFT, PILFERAGE AND BURGLARY</b>	
	1) Secure all entry and exit points	
	2) Conduct investigation and submit written report within 24 hours to the Enforcement and Security Service (ESS)	
	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)	
	6) Assist in controlling violence	
	7) Limit number of entry to premises to as few as possible	
C.3	<b>TRESPASSING</b>	
	1) Challenge and detain trespassers	
	2) Turn-over trespassers to PNP thru Enforcement and Security Service (ESS)	
	3) Report to the management	
C.4	<b>HOSTAGE SITUATION</b>	
	1) Notify PNP, BOC management and all guards	
	2) Act as temporary negotiator until the arrival of the expert negotiator	
	3) Hostage-taker not to harm hostage	
C.5	<b>EARTHQUAKE</b>	
	1) Prevent panic and maintain calm	
	2) If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects	
	3) Assist in evacuation of personnel, supplies, materials, and equipment	



C.6	FLOOD AND TYPHOON																																																																															
	1) Assist in evacuation of personnel, supplies, materials, and equipment																																																																															
C.7	SABOTAGE																																																																															
	1) Cordon the effective area to secure evidence																																																																															
	2) In case of explosion, help evacuate all personnel from affected area																																																																															
C.8	BOMB THREAT																																																																															
	1) Immediately report to PNP																																																																															
	2) Immediately inform the Enforcement and Security Service (ESS)																																																																															
	3) Assist evacuation of personnel																																																																															
	4) Secure BOC property and clear from unauthorized persons																																																																															
C.10	PROPOSED DEPLOYMENT OF GUARDS																																																																															
	1) <u>Each shall render services for twelve (12) hours from Monday to Friday on regular working days for POM/OCOM/MICP/NAIA</u>																																																																															
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Gate 3, South Harbor, Port Area, Manila 1018

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	<b>NAIA Customer Care Center</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>	
	<b>NAIA Customhouse Front Desk</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>	
		<b>1</b>	<b>7 p.m. - 7 a.m.</b>	
	<b>TOTAL NO. OF GUARDS</b>	<b>45 Security Guards</b>		
	<p>2) On Saturdays, Sundays and holidays, only twenty (20) guards (10 guards for a.m. shift and 10 guards for p.m. shift) shall render services for twelve (12) hours at the gate and POM/OCOM grounds, Port of MICP and Port of NAIA premises.</p> <p>The deployment of guards may, from time to time, be changed as need arises, by the District Commander, ESS-Port of Manila/Port of MICP/Port of NAIA.</p> <p>3) No guard shall be allowed or be required to render double or straight duty. However, duty guards can render overtime subject to availability of funds.</p>			
<b>D.</b>	<b>OTHER REQUIREMENTS</b>			
	1. The Service Provider shall provide the said security guard with proper Uniform and I.D cards that they shall wear while performing their duties and responsibilities.			
	2. The Service Provider shall provide Biometrics/Bundy Clock, which shall be in possession/custody of GSD, for the security, as basis of the Daily Time Record of the latter.			
	3. Salary/Wages of Security shall be paid thru Automated Teller Machine (ATM). The Service Provider shall be given a maximum period of one (1) month from the start of contract period to secure ATM accounts for all security. A monthly individual official pay slip shall be issued by the Service Provider to its personnel.			
<b>E.</b>	The contract shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with the Technical specifications mentioned above.			

**I hereby commit to comply and deliver the above requirements.**

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date



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**Sample Schedule of Prices**

Cost Distribution Per Month

Wage Order No. NCR-\_\_\_

Effective \_\_\_\_\_

Days Worked Per Week:

7 Days

No. of Days/Year:

\_\_\_ Days

**Amount to Guard**

New Daily Wage (DW)

P

Average Pay/Month (DW x no. of days per year/12)

P

Night Differential Pay (Ave. Pay/Month x 10%)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

**Amount to Gov't in Favor of Guard**

Retirement Senate (R.A. 7641)

P

SSS Premium

SSS Mandatory Provident Fund

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**A. TOTAL AMOUNT TO GUARD & GOVT.**

P

**B. AGENCY FEE**

Administration Overhead and Margin (20%)

P

**C. VALUE ADDED TAX (Agency fee x 12% VAT-RMC-39-2007) P**

Contract Rate/Guard/Monthly

P

Number of Guards

Total Cost/Monthly

P

**Total Bid**

**P**