



Bids and Awards Committee


Republic of the Philippines  
Professional Regulation Commission  
Cagayan de Oro Regional Office X  
Skypark, Limketkai Center, Cagayan de Oro City  
Cellphone No.: 0995-227-8672 Email: prc.cdobac2018@gmail.com



OFFICIAL BID FORM  
FINANCIAL

  
MARICHOR N. EMPEDRAD  
Chairperson

  
FLORIZA A. TAN  
Vice-Chairperson

  
DAISY Q. ALBAÑO  
Member

Maternity leave  
KRISTIAN IVY P. DAGAMAS  
Member


  
DINDO Z. AGUIÑOT  
Member

SECRETARIAT:

  
CHERRY B. TORRES  
Secretary

  
ARCELO R. TEVES  
Member

  
DONNA T. GARZON  
Member

  
ARGIE N. BARRIENTOS  
Member

Date: \_\_\_\_\_  
Invitation to Bid No: \_\_\_\_\_

To: **PROFESSIONAL REGULATION COMMISSION-CAGAYAN DE ORO REGIONAL OFFICE X**, Skypark, Limketkai Center, Cagayan de Oro City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers\_\_\_\_ [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer the PROVISION OF MULTI-YEAR SECURITY SERVICES FOR PRC CAGAYAN DE ORO REGIONAL OFFICE X AND ITS OFFSITE SERVICE CENTERS in conformity with the said Bidding Documents for the sum of Total Bid Price:

Breakdown of Cost of Security Services per Guard per Month

1) **NIGHT SHIFT (1 Guard)**

Days worked per week 7 days (Monday-Sunday) No. of days/393.80 (8 hours work / day) 3pm-11pm

PARTICULARS DAILY WAGE: ₱ 385.00

SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
Average Pay/Monthly Rate	
Night Differential Pay	
13 <sup>th</sup> Month Pay	
Five (5) Days Incentive Pay	
Uniform Allowance	
Overtime Pay	
TOTAL AMOUNT	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
Retirement Benefit	
SSS Premium	
Philhealth Contribution	
EC Insurance Premium (P10.00)	
Pag-Ibig Contributions	
A. TOTAL AMOUNT TO GUARD & GOV'T.	
SCHEDULE 3: AGENCY FEE	
Administrative Overhead and Margin	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)	
4.1 VAT	
TOTAL AMOUNT per GUARD	




# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
Cagayan de Oro Regional Office X  
Skypark, Limketkai Center, Cagayan de Oro City  
Cellphone No.: 0995-227-8672 Email: prc.cdobac2018@gmail.com




  
**MARICHOR N. EMPEDRAD**  
Chairperson

  
**FLORIZA A. TAN**  
Vice-Chairperson

  
**DAISY Q. ALBAÑO**  
Member


Maternity leave  
**KRISTIAN IVY P. DAGAMAS**  
Member

  
**DINDO Z. AGUIÑOT**  
Member

**SECRETARIAT:**  
  
**CHERRY B. TORRES**  
Secretary

  
**ARCELO R. TEVES**  
Member

  
**DONNA T. GARZON**  
Member

  
**ARGIE N. BARRIENTOS**  
Member

## 2) NIGHT SHIFT (1 Guard)

Days worked per week 7 days (Monday-Sunday) No. of days/393.80 (8 hours work/day) 11pm – 7am

### PARTICULARS

DAILY WAGE: ₱ 385.00

SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
Average Pay/Monthly Rate	
Night Differential Pay	
13 <sup>th</sup> Month Pay	
Five (5) Days Incentive Pay	
Uniform Allowance	
Overtime Pay	
TOTAL AMOUNT	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
Retirement Benefit	
SSS Premium	
Philhealth Contribution	
EC Insurance Premium (P10.00)	
Pag-Ibig Contributions	
<b>B. TOTAL AMOUNT TO GUARD &amp; GOV'T.</b>	
SCHEDULE 3: AGENCY FEE	
Administrative Overhead and Margin	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)	
4.1 VAT	
TOTAL AMOUNT per GUARD	




# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
Cagayan de Oro Regional Office X  
Skypark, Limketkai Center, Cagayan de Oro City  
Cellphone No.: 0995-227-8672 Email: prc.cdobac2018@gmail.com




  
**MARICHOR N. EMPEDRAD**  
Chairperson

  
**FLORIZA A. TAN**  
Vice-Chairperson

  
**DAISY Q. ALBAÑO**  
Member


Maternity leave  
**KRISTIAN IVY P. DAGAMAS**  
Member

  
**DINDO Z. AGUIÑOT**  
Member

**SECRETARIAT:**  
  
**CHERRY B. TORRES**  
Secretary

  
**ARCELO R. TEVES**  
Member

  
**DONNA T. GARZON**  
Member

  
**ARGIE N. BARRIENTOS**  
Member

## 3) DAY SHIFT (4 Guards)

Days worked per week 5 days(Monday-Friday) No. of days/261 (12 hours work / day) 7am-7pm

**PARTICULARS**

**DAILY WAGE: ₱ 385.00**

SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
Average Pay/Monthly Rate	
Night Differential Pay	
13 <sup>th</sup> Month Pay	
Five (5) Days Incentive Pay	
Uniform Allowance	
Overtime Pay	
TOTAL AMOUNT	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
Retirement Benefit	
SSS Premium	
Philhealth Contribution	
EC Insurance Premium(P10.00)	
Pag-Ibig Contributions	
<b>A. TOTAL AMOUNT TO GUARD &amp; GOV'T.</b>	
SCHEDULE 3: AGENCY FEE	
Administrative Overhead and Margin	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)	
4.1 VAT	
<b>TOTAL AMOUNT per GUARD</b>	




# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
Cagayan de Oro Regional Office X  
Skypark, Limketkai Center, Cagayan de Oro City  
Cellphone No.: 0995-227-8672 Email: prc.cdobac2018@gmail.com



  
**MARICHOR N. EMPEDRAD**  
Chairperson


  
**FLORIZA A. TAN**  
Vice-Chairperson

  
**DAISY Q. ALBAÑO**  
Member

*Maternity leave*  
**KRISTIAN IVY P. DAGAMAS**  
Member


  
**DINDO Z. AGUIÑOT**  
Member

SECRETARIAT:

  
**CHERRY B. TORRES**  
Secretary

  
**ARCELO R. TEVES**  
Member

  
**DONNA T. GARZON**  
Member

  
**ARGIE N. BARRIENTOS**  
Member

## 4) DAY SHIFT (1 Guard)

Days worked per week 7 days (Monday-Sunday) No. of days/393.80 (8 hours work / day) 7am-3pm

**PARTICULARS** **DAILY WAGE:** **₱ 385.00**

SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
Average Pay/Monthly Rate	
Night Differential Pay	
13 <sup>th</sup> Month Pay	
Five (5) Days Incentive Pay	
Uniform Allowance	
Overtime Pay	
TOTAL AMOUNT	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
Retirement Benefit	
SSS Premium	
Philhealth Contribution	
EC Insurance Premium(P10.00)	
Pag-Ibig Contributions	
<b>A. TOTAL AMOUNT TO GUARD &amp; GOV'T.</b>	
SCHEDULE 3: AGENCY FEE	
Administrative Overhead and Margin	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)	
4.1 VAT	
<b>TOTAL AMOUNT per GUARD</b>	




# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
Cagayan de Oro Regional Office X  
Skypark, Limketkai Center, Cagayan de Oro City  
Cellphone No.: 0995-227-8672 Email: prc.cdobac2018@gmail.com



  
**MARICHOR N. EMPEDRAD**  
Chairperson

  
**FLORIZA A. TAN**  
Vice-Chairperson

  
**DAISY Q. ALBAÑO**  
Member

*Maternity leave*  
**KRISTIAN IVY P. DAGAMAS**  
Member


  
**DINDO Z. AGUIÑOT**  
Member

SECRETARIAT:

  
**CHERRY B. TORRES**  
Secretary

  
**ARCELO R. TEVES**  
Member

  
**DONNA T. GARZON**  
Member

  
**ARGIE N. BARRIENTOS**  
Member

## 5) DAY SHIFT (2 Guards)

Days worked per week 5 days(Monday-Friday) No. of days/261 (9 hours work / day) 9am-6pm

**PARTICULARS** **DAILY WAGE: ₱ 385.00**

SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
Average Pay/Monthly Rate	
Night Differential Pay	
13 <sup>th</sup> Month Pay	
Five (5) Days Incentive Pay	
Uniform Allowance	
Overtime Pay	
TOTAL AMOUNT	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
Retirement Benefit	
SSS Premium	
Philhealth Contribution	
EC Insurance Premium(P10.00)	
Pag-Ibig Contributions	
<b>A. TOTAL AMOUNT TO GUARD &amp; GOV'T.</b>	
SCHEDULE 3: AGENCY FEE	
Administrative Overhead and Margin	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)	
4.1 VAT	
TOTAL AMOUNT per GUARD	

**TOTAL BID price (inclusive of all taxes):**

₱ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(In Words)

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:




## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
Cagayan de Oro Regional Office X  
Skypark, Limketkai Center, Cagayan de Oro City  
Cellphone No.: 0995-227-8672 Email: prc.cdobac2018@gmail.com



  
**MARICHOR N. EMPEDRAD**  
Chairperson


  
**FLORIZA A. TAN**  
Vice-Chairperson


  
**DAISY Q. ALBAÑO**  
Member

*Maternity leave*  
**KRISTIAN IVY P. DAGAMAS**  
Member


  
**DINDO Z. AGUIÑOT**  
Member

**SECRETARIAT:**

  
**CHERRY B. TORRES**  
Secretary

  
**ARCELO R. TEVES**  
Member

  
**DONNA T. GARZON**  
Member

  
**ARGIE N. BARRIENTOS**  
Member

Name and address of agent

Amount and Currency

Purpose of Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Authorized Representative: \_\_\_\_\_  
(Signature Over Printed Name)

In the capacity of: \_\_\_\_\_

Duly Authorized to Sign Bid for and on behalf of:

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. /Fax No(s): \_\_\_\_\_