



**BIDS AND AWARDS
COMMITTEE:**

TERESITA MATA-MARAÑON
Chairperson

ATTY. JOANNE P. GRADO
Vice-Chairperson

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Member

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Member

LYNN A. BARITA
Member

YVANNE ESPINA
Provisional Member

GIL B. FAJARDO
Provisional Member

SECRETARIAT:

ROSARIO R. BRILLANTES
Secretary

CLAUDIA A. SIATOCHA
Member

**OFFICIAL BID FORM
FINANCIAL**

Date: _____
Invitation to Bid N^o: **DVO-2021-11-006**

To: PROFESSIONAL REGULATION COMMISSION – RO XI

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 SECURITY SERVICES FOR PRC REGIONAL OFFICE XI FOR JANUARY 2022-DECEMBER 2024** in conformity with the said Bidding Documents for the sum of Total Bid Price:

**A. Breakdown of Cost for Security Services per Guard per Month
(Day/Mid Shift-PRC-RO XI)**

Days work per week: 7 days No. of days/year _____ 8 hours shift per day

Basis: DAILY WAGE: Php _____

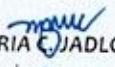
PARTICULARS	AMOUNT
SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
1.1 Average Monthly Rate (Php _____ x _____ days/12 mos) COLA (Php _____ x _____ days/12 mos)	
1.2 13 th Month Pay (Php _____ /12 mos)	
1.3 Five Days Service Incentive Pay (Php _____ x 5 days/12 mos)	
1.4 Uniform Allowance (R.A. 7641)	
TOTAL AMOUNT:	
SCHEDULED 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
2.1 Retirement Benefits (R.A. 7641)	
2.2 SSS premium (Employer's Share)	
2.3 Philhealth Premium	
2.4 Pag-Ibig Premium	
2.5 ECC	

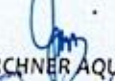



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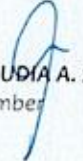

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Member

YVANNE ESPINA
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**A. TOTAL AMOUNT TO GUARD &
GOVERNMENT:**

SCHEDULE 3: AGENCY FEE

3.1 Administrative Overhead and margin _____% of
total amount for schedule 1 & 2

SCHEDULE 4: TAXES PAID TO GOVERNMENT

4.1 VAT (12% Value Added Tax)

OVER ALL TOTAL AMOUNT per GUARD


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**B. Breakdown of Cost for Security Services per Guard per Month
(Day/Mid Shift-PRC-RO XI)**

Days work per week: 5 days No. of days/year _____ 10 hours shift per day

Basis: DAILY WAGE: Php _____


PARTICULARS	AMOUNT
SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
1.5 Average Monthly Rate (Php _____ x _____ days/12 mos) COLA (Php _____ x _____ days/12 mos)	
1.6 13 th Month Pay (Php _____ /12 mos)	
1.7 Five Days Service Incentive Pay (Php _____ x 5 days/12 mos)	
1.8 Uniform Allowance (R.A. 7641)	
1.9 Overtime Allowance	
TOTAL AMOUNT:	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
2.1 Retirement Benefits (R.A. 7641)	
2.2 SSS premium (Employer's Share)	
2.3 Philhealth Premium	
2.4 Pag-Ibig Premium	
2.5 ECC	
B. TOTAL AMOUNT TO GUARD & GOVERNMENT:	
SCHEDULE 3: AGENCY FEE	
3.1 Administrative Overhead and margin _____ % of total amount for schedule 1 & 2	
SCHEDULE 4: TAXES PAID TO GOVERNMENT	
4.1 VAT (12% Value Added Tax)	
OVER ALL TOTAL AMOUNT per GUARD	Php _____



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**C. Breakdown of Cost for Security Services per Guard per Month
(Graveyard Shift-PRC-RO XI)**

Days work per week: 7 days No. of days/year _____ 8 hours shift per day

Basis: DAILY WAGE: Php _____

PARTICULARS	AMOUNT
SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
1.1 Average Monthly Rate (Php _____ x _____ days/12 mos COLA (Php _____ x _____ days/12 mos)	
1.2 Night differential	
1.3 13 th Month Pay (Php _____ /12 mos)	
1.4 Five Days Service Incentive Pay (Php _____ x 5 days/12 mos)	
1.5 Uniform Allowance (R.A. 7641)	
1.6 Cost of Living Allowance	
TOTAL AMOUNT:	
SCHEDULED 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
2.1 Retirement Benefits (R.A. 7641)	
2.2 SSS premium (Employer's Share)	
2.3 Philhealth Premium	
2.4 Pag-Ibig Premium	
2.5 ECC	
C. TOTAL AMOUNT TO GUARD & GOVERNMENT:	
SCHEDULE 3: AGENCY FEE	
3.1 Administrative Overhead and margin _____ % of total amount for schedule 1 & 2	
SCHEDULE 4: TAXES PAID TO GOVERNMENT	
4.1 VAT (12% Value Added Tax)	
OVER ALL TOTAL AMOUNT per GUARD	Php _____



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**D. Breakdown of Cost for Security Services per Guard per Month
(Day Shift-PRC OFFSITE SERVICE CENTER ROBINSONS TAGUM)**

Days work per week: 5 days No. of days/year _____ 10 hours per day

Basis: DAILY WAGE: Php _____

PARTICULARS	AMOUNT
SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
1.1 Average Monthly Rate (Php _____ x _____ days/12 mos) COLA (Php _____ x _____ days/12 mos)	
1.2 13 th Month Pay (Php _____ /12 mos)	
1.3 Five Days Service Incentive Pay (Php _____ x 5 days/12 mos)	
1.4 Uniform Allowance (R.A. 7641)	
1.5 Overtime Pay/Allowance	
TOTAL AMOUNT:	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
2.1 Retirement Benefits (R.A. 7641)	
2.2 SSS premium (Employer's Share)	
2.3 Philhealth Premium	
2.4 Pag-Ibig Premium	
2.5 ECC	
D. TOTAL AMOUNT TO GUARD & GOVERNMENT:	
SCHEDULE 3: AGENCY FEE	
3.1 Administrative Overhead and margin _____ % of total amount for schedule 1 & 2	
SCHEDULE 4: TAXES PAID TO GOVERNMENT	
4.1 VAT (12% Value Added Tax)	
OVER ALL TOTAL AMOUNT per GUARD	Php

If our Bid is accepted, we undertake:

To deliver the goods and services in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

To provide a performance security in the form, amounts, and within the time specified in the PBDs;



To abide by this Bid for the Bid Validity Period specified in PBDs and it shall remain binding upon us 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:

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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PDBs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

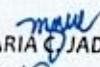
Duly authorized to sign the Bid for and behalf of: _____

Date: _____

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