



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd Floor Uytengkok Building, Senator Enage St., Tacloban City
Tel. Nos.: (053) 323-9729; (053) 832-2519



Atty. KERWIN GERARD REYNATO U. LEONIDA
Chairman

DIONISIO A. LUMAGBAS
Vice-Chairman

ALMA J. GENOTIVA
Member

MAHALINA P. DUROY
Provisional Member

HELDA R. NACIONAL
Provisional Member

SECRETARIAT:

YOURGIN O. MONTEJO
Secretary

JUDE ARCHEE M. GO
Member

MARIA LOURDES C. BAYSA
Member

OFFICIAL BID FORM FINANCIAL

Date: _____
Invitation to Bid No: _____

To: **PROFESSIONAL REGULATION COMMISSION**
2nd Floor Uytengkok Bldg., Senator Enage St., Tacloban 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 to supply/deliver SECURITY SERVICES (2021-2024) in conformity with the said Bidding Documents for the sum of Total Bid Price:

A. Breakdown of Cost of Security Services per Security Guard per Month

Days worked per week 7 days No. of days/year 393.80 (8 hours work / day)

PARTICULARS **DAILY WAGE:** **P 325.00**

SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
New Daily Wage (DW)	
Average Pay/Monthly Rate (DW x no. of days per year / 12)	
Night Differential Pay (Ave. Pay / month x 10% 1/3) (x1/12)	
13 th Month Pay (DW x 365 / 12 / 12)	
Five (5) Days Incentive Pay (DW x 5 / 12)	
Uniform Allowance (R.A. 5487)	
Overtime	
TOTAL AMOUNT	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	
SSS Premium	
Philhealth Contribution	
State Insurance Fund (EC)	
Pag-Ibig Premium (HDMF)	
A. TOTAL AMOUNT TO GUARD & GOV'T.	
SCHEDULE 3: AGENCY FEE	
Administrative Overhead and Margin (At least 20% as per DOLE Dept. Order No. 150-16, s. 2016 & inclusive of 2% Withholding Tax)	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE-ADDED TAX)	
4.1 VALUE ADDED TAX (Agency fee x 12% VAT-RMC-039-2007)	
TOTAL AMOUNT per GUARD	



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B. Breakdown of Cost of Security Services per Lady Guard per Month

Days worked per week 5 days No. of days/year 261 (8 hours work / day)

PARTICULARS DAILY WAGE: ₱ 325.00

SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD	
New Daily Wage (DW)	
Average Pay/Monthly Rate (DW x no. of days per year / 12)	
13 th Month Pay (DW x 365 / 12 / 12)	
Five (5) Days Incentive Pay (DW x 5 / 12)	
Uniform Allowance (R.A. 5487)	
Overtime	
TOTAL AMOUNT	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	
SSS Premium	
Philhealth Contribution	
State Insurance Fund (EC)	
Pag-Ibig Premium (HDMF)	
B. TOTAL AMOUNT TO GUARD & GOV'T.	
SCHEDULE 3: AGENCY FEE	
Administrative Overhead and Margin (At least 20% as per DOLE Dept. Order No. 150-16, s. 2016 & inclusive of 2% Withholding Tax)	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE-ADDED TAX)	
4.1 VALUE ADDED TAX (Agency fee x 12% VAT-RMC-039-2007)	
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 17.1 and it shall remain binding upon us and may



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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:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
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(If none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and the 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): _____