



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



**BIDS AND AWARDS COMMITTEE
SUPPLEMENTAL BID BULLETIN**

**Procurement of Security Services for the Insurance Commission (Manila Head Office,
Cebu, and Davao District Offices and its premises)
(Project reference No. 2023-07- 232)**

This Unnumbered Supplemental Bulletin dated 08 September 2023 is being issued to clarify, modify, or amend items in the Bidding Documents.

The following Items in the Bidding Documents for the **Security Services for the Insurance Commission (Manila Head Office, Cebu, and Davao District Offices and its premises) with Project Reference No. 2023-07-232**, dated 23 August 2023 is hereby amended as follows:

1. Amendment of Section 1 Invitation to Bid

FROM:

1. The Insurance Commission through its Bids and Awards Committee (BAC), through the Special Account in the General Fund (151) intends to apply the sum of **Ten Million Seven Hundred Seventy-Four Thousand and Ninety-Seven Pesos and 76/100 (P 10,774,097.76)** inclusive of 12% VAT, being the ABC to payments under the contract for the procurement of security services for the Insurance Commission (Manila Head Office, Cebu and Davao District Offices) and its premises from October 30, 2023 to October 29, 2024. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before 11 September 2023, 12:00NN. Late bids shall not be accepted.
3. Bid opening shall be on 11 September 2023, 1:00PM at the IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila in accordance with Section 29 of the revised IRR of RA No. 9184. Bids will be opened in the presence of the bidders' representatives who choose to attend. Participating bidders shall only be allowed two (2) representatives to the Bid Opening. Late bids shall not be accepted.

TO:

1. The Insurance Commission through its Bids and Awards Committee (BAC), through the Special Account in the General Fund (151) intends to apply the sum of **Ten Million Seven Hundred Fifty-Nine Thousand and Forty Pesos and 40/100 (P 10,759,040.40)**, inclusive of 12% VAT, being the ABC to payments under the contract for the procurement of security services for the Insurance Commission (Manila Head Office, Cebu and Davao District Offices) and its premises from

October 30, 2023 to October 29, 2024. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **18 September 2023, 12:00NN**. Late bids shall not be accepted.
3. Bid opening shall be on **18 September 2023, 1:00PM** at the IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila in accordance with Section 29 of the revised IRR of RA No. 9184. Bids will be opened in the presence of the bidders' representatives who choose to attend. Participating bidders shall only be allowed two (2) representatives to the Bid Opening. Late bids shall not be accepted.

2. Amendment Bid Data Sheet

FROM:

14.1. The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

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 **Two Hundred Fifteen Thousand Four Hundred Eighty One Pesos and 96/100 (Php 215,481.96** or 2% of the ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

The amount of not less than **Five Hundred Thirty-Eight Thousand Seven Hundred Four Pesos and 89/100 (Php 538,704.89** or 5% of the ABC) if bid security is in Surety Bond

TO:

14.1. The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

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 **Two Hundred Fifteen Thousand One Hundred Eighty Pesos and 81/100 (Php 215,180.81** or 2% of the ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
2. The amount of not less than **Five Hundred Thirty-Seven Thousand Nine Hundred Fifty-Two Pesos and 09/100 (Php 537,952.02** or 5% of the ABC) if bid security is in Surety Bond.

3. Amendment of Section VI. Schedule of Requirements

FROM :

The services included in this project consists of, but not limited to, the supply of security services for IC Offices as indicated in tables below.

GUARD	SECURITY STATION	TOUR OF DUTY	NO. OF WORK HOURS	NO. OF DAYS IN A WEEK	DAYS OF DUTIES
1	Detachment Commander (Roving)	0600H-1800H**	12	7	MON-SUN
2	Detachment Commander (Roving)	1800H-0600H***	12	7	MON-SUN
3	Main Entrance/Exit – Pedestrian	0600H-1400H	8	6	MON-SAT
4	Main Entrance/Exit – Pedestrian	0700H-1500H	8	7	MON-FRI
5	Main Entrance/Exit – Pedestrian	1400H-2200H	8	5	MON-FRI
6	Main Entrance/Exit - Pedestrian (Roving)	2200H-0600H*	8	7	MON-SUN
7	Gate 1 - Entrance Gate – Vehicles	0600H-1800H**	12	6	MON-SAT
8	Gate 2 - Back Gate	0600H-1400H	8	7	MON-SUN
9	Gate 2 - Back Gate	1400H-2200H	8	7	MON-SUN
10	Gate 2 - Back Gate	2200H-0600H*	8	7	MON-SUN
11	Gate 3 - Exit Gate – Vehicles	0600H-1400H	8	7	MON-SUN
12	Gate 3 - Exit Gate – Vehicles	1400H-2200H	8	7	MON-SUN
13	Gate 3 - Exit Gate – Vehicles	2200H-0600H*	8	7	MON-SUN
14	IC Function Room	0600H-1800H**	12	7	MON-FRI
15	Second Floor Lobby	0600H-1800H**	12	6	MON-FRI
16	Ground Floor Lobby (Receptionist; Lady Guard)	0600H-1800H**	12	6	MON-FRI
17	Close-In Security – Commissioner	0600H-1800H**	12	5	MON-SUN
18	Close-In Security – Commissioner	1800H-0600H***	12	5	MON-SUN
19	Emergency Exit near Life Division	0800H-1600H	8	5	MON-FRI
20	Gate 3	0800H-1600H	8	7	MON-FRI
21	Main Lobby	0800H-1600H	8	7	MON-FRI
22	Roving SG	0800H-1600H	8	7	MON-FRI
23	Cebu District Office	0600H-1800H**	12	7	MON-SUN
24	Cebu District Office	1800H-0600H***	12	7	MON-SUN
25	Davao District Office	0600H-1800H**	12	7	MON-SUN
26	Davao District Office	1800H-0600H***	12	7	MON-SUN

TO:

The services included in this project consists of, but not limited to, the supply of security services for IC Offices as indicated in tables below.

GUARD	SECURITY STATION	TOUR OF DUTY	NO. OF WORK HOURS	NO. OF DAYS IN A WEEK	DAYS OF DUTIES
1	Detachment Commander (Roving)	0600H-1800H**	12	7	MON-SUN

2	Detachment Commander (Roving)	1800H-0600H***	12	7	MON-SUN
3	Main Entrance/Exit – Pedestrian	0600H-1400H	8	6	MON-SAT
4	Main Entrance/Exit – Pedestrian	0700H-1500H	8	5	MON-FRI
5	Main Entrance/Exit – Pedestrian	1400H-2200H	8	5	MON-FRI
6	Main Entrance/Exit - Pedestrian (Roving)	2200H-0600H*	8	7	MON-SUN
7	Gate 1 - Entrance Gate – Vehicles	0600H-1800H**	12	6	MON-SAT
8	Gate 2 - Back Gate	0600H-1400H	8	7	MON-SUN
9	Gate 2 - Back Gate	1400H-2200H	8	7	MON-SUN
10	Gate 2 - Back Gate	2200H-0600H*	8	7	MON-SUN
11	Gate 3 - Exit Gate – Vehicles	0600H-1400H	8	7	MON-SUN
12	Gate 3 - Exit Gate – Vehicles	1400H-2200H	8	7	MON-SUN
13	Gate 3 - Exit Gate – Vehicles	2200H-0600H*	8	7	MON-SUN
14	IC Function Room	0600H-1800H**	12	5	MON-FRI
15	Second Floor Lobby	0600H-1800H**	12	5	MON-FRI
16	Ground Floor Lobby (Receptionist; Lady Guard)	0600H-1800H**	12	6	MON-FRI
17	Close-In Security – Commissioner	0600H-1800H**	12	7	MON-SUN
18	Close-In Security – Commissioner	1800H-0600H***	12	7	MON-SUN
19	Emergency Exit near Life Division	0800H-1600H	8	5	MON-FRI
20	Gate 3	0800H-1600H	8	5	MON-FRI
21	Main Lobby	0800H-1600H	8	5	MON-FRI
22	Roving SG	0800H-1600H	8	5	MON-FRI
23	Cebu District Office	0600H-1800H**	12	7	MON-SUN
24	Cebu District Office	1800H-0600H***	12	7	MON-SUN
25	Davao District Office	0600H-1800H**	12	7	MON-SUN
26	Davao District Office	1800H-0600H***	12	7	MON-SUN

4. Amendment to Section V, Special Conditions of Contract (as to repairs of CCTV)

FROM:

(to include provision on repairs of defective CCTVs)

TO:

The designated CCTV Operator shall also check the CCTV cameras on a regular basis for possible defects. Any defective CCTV cameras shall be repaired or replaced by the Security Agency within 24 hours from the time of reporting of defects.

5. Amendment of Form 2

(Changing the percentage of computation of Philhealth premium from 4.5% to 4% based on an issued Memorandum from the Executive Secretary.)

FROM

Group 1

7 Days / 12 Hours / With ND & OT	
Days worked per week	7 days
No. of days/year	394.4 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Ave. pay/ mo. X 10% x 1)	2,004.87
13th month pay (DW x 365/ 12/ 12)	1,546.18
5 days incentive pay (DW x 5/ 12)	254.17
Uniform allowance (R.A. 5487)	100.00
Overtime pay	12,643.01
Total amount to guard	P 36,596.89
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,882.50
SSS Employee's Compensation	30.00
Philhealth contribution (Ave. pay/month x 4.5%)/2	451.10
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 40,204.24
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

Group 2

<u>7 Days / 12 Hours / Day shift / With OT</u>	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,546.18
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	12,643.01
Total amount to guard	P 34,575.36
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,882.50
Philhealth contribution (Ave. pay/month x 4.5%)/2	451.10
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 38,182.70
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

Group 3

<u>7 Days / 8 Hours / Night shift / With ND</u>	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Ave. pay/ mo. X 10% x 1)	2,004.87
13th month pay (DW x 365/ 12/ 12)	1,546.18
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 23,937.21
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,882.50
Philhealth contribution (Ave. pay/month x 4.5%)/2	451.10
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 27,544.56
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

Group 4

7 Days / 8 Hours / Day shift	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,546.18
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 21,932.35
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,882.50
Philhealth contribution (Ave. pay/month x 4.5%)/2	451.10
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 25,539.69
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

Group 5

6 Days / 12 Hours / Day shift / With OT	
<i>Days worked per week</i>	6 days
<i>No. of days/year</i>	313 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 15,910.83
Night differential pay (Not applicable)	-
13th month pay (DW x 313/ 12/ 12)	1,325.90
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	10,409.40
Total amount to guard	P 27,983.63
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,550.00
Philhealth contribution (Ave. pay/month x 4.5%)/2	357.99
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 31,165.38
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

Group 6

6 Days / 8 Hours / Day shift	
<i>Days worked per week</i>	6 days
<i>No. of days/year</i>	313 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 15,910.83
Night differential pay (Not applicable)	-
13th month pay (DW x 313/ 12/ 12)	1,325.90
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 17,574.24
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,550.00
Philhealth contribution (Ave. pay/month x 4.5%)/2	357.99
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 20,755.98
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

Group 7

5 Days / 12 Hours / Day shift / With OT	
<i>Days worked per week</i>	5 days
<i>No. of days/year</i>	261 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 13,267.50
Night differential pay (Not applicable)	-
13th month pay (DW x 261/ 12/ 12)	1,105.63
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	8,757.31
Total amount to guard	P 23,467.94
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,292.50
Philhealth contribution (Ave. pay/month x 4.5%)/2	298.52
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 26,312.71
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

Group 8

7 Days / 8 Hours / Day shift	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Not applicable)	-
13th month pay (DW x 261/ 12/ 12)	1,105.63
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 21,491.79
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,292.50
Philhealth contribution (Ave. pay/month x 4.5%)/2	451.10
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 24,489.14
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

Group 9 - Davao District Office

7 Days / 12 Hours / With ND & OT	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 443.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 14,559.93
Night differential pay (Ave. pay/ mo. X 10% x 1)	1,455.99
13th month pay (DW x 365/ 12/ 12)	1,122.88
5 days incentive pay (DW x 5/ 12)	184.58
Uniform allowance (R.A. 5487)	100.00
Overtime pay	9,182.56
Total amount to guard	P 26,605.95
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	830.63
SSS premium	1,387.50
Philhealth contribution (Ave. pay/month x 4.5%)/2	327.60
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 29,261.67
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

Group 10 - Davao District Office

7 Days / 12 Hours / Day shift / With OT	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 443.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 14,559.93
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,122.88
5 days incentive pay (DW x 5/ 12)	184.58
Uniform allowance (R.A. 5487)	100.00
Overtime pay	9,182.56
Total amount to guard	P 25,149.96
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	830.63
SSS premium	1,387.50
Philhealth contribution (Ave. pay/month x 4.5%)/2	327.60
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 27,805.68
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P <u> </u>

Group 11 - Cebu District Office

7 Days / 12 Hours / With ND & OT	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 435.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 14,297.00
Night differential pay (Ave. pay/ mo. X 10% x 1)	1,429.70
13th month pay (DW x 365/ 12/ 12)	1,102.60
5 days incentive pay (DW x 5/ 12)	181.25
Uniform allowance (R.A. 5487)	100.00
Overtime pay	9,016.75
Total amount to guard	P 26,127.30
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	815.63
SSS premium	1,387.50
Philhealth contribution (Ave. pay/month x 4.5%)/2	321.68
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 28,762.11
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P <u> </u>

Group 12 - Cebu District Office

<u>7 Days / 12 Hours / Day shift / With OT</u>	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 435.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 14,297.00
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,102.60
5 days incentive pay (DW x 5/ 12)	181.25
Uniform allowance (R.A. 5487)	100.00
Overtime pay	9,016.75
Total amount to guard	P 24,697.60
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	815.63
SSS premium	1,387.50
Philhealth contribution (Ave. pay/month x 4.5%)/2	321.68
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 27,332.41
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

TO:

See Next Page

DETAILED COST DISTRIBUTION FORMS

Group 1

<u>7 Days / 12 Hours / With ND & OT</u>	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
<i>New minimum wage</i>	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Ave. pay/ mo. X 10% x 1)	2,004.87
13th month pay (DW x 365/ 12/ 12)	1,546.18
5 days incentive pay (DW x 5/ 12)	254.17
Uniform allowance (R.A. 5487)	100.00
Overtime pay	12,643.01
Total amount to guard	P 36,596.89
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,882.50
SSS Employee's Compensation	30.00
Philhealth contribution (Ave. pay/month x 4%)/2	400.97
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 40,154.12
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 2

<u>7 Days / 12 Hours / Day shift / With OT</u>	
Days worked per week	7 days
No. of days/year	394.4 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,546.18
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	12,643.01
Total amount to guard	P 34,575.36
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,882.50
Philhealth contribution (Ave. pay/month x 4%)/2	400.97
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 38,132.58
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 3

<u>7 Days / 8 Hours / Night shift / With ND</u>	
Days worked per week	7 days
No. of days/year	394.4 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Ave. pay/ mo. X 10% x 1)	2,004.87
13th month pay (DW x 365/ 12/ 12)	1,546.18
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 23,937.21
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,882.50
Philhealth contribution (Ave. pay/month x 4%)/2	400.97
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 27,494.44
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 4

<u>7 Days / 8 Hours / Day shift</u>	
Days worked per week	7 days
No. of days/year	394.4 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,546.18
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 21,932.35
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,882.50
Philhealth contribution (Ave. pay/month x 4%)/2	400.97
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 25,489.57
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 5

6 Days / 12 Hours / Day shift / With OT	
Days worked per week	6 days
No. of days/year	313 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 15,910.83
Night differential pay (Not applicable)	-
13th month pay (DW x 313/ 12/ 12)	1,325.90
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	10,409.40
Total amount to guard	P 27,983.63
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,550.00
Philhealth contribution (Ave. pay/month x 4%)/2	318.22
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 31,125.60
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 6

<u>6 Days / 8 Hours / Day shift</u>	
<i>Days worked per week</i>	6 days
<i>No. of days/year</i>	313 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 15,910.83
Night differential pay (Not applicable)	-
13th month pay (DW x 313/ 12/ 12)	1,325.90
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 17,574.24
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,550.00
Philhealth contribution (Ave. pay/month x 4%)/2	318.22
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 20,716.20
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 7

<u>5 Days / 12 Hours / Day shift / With OT</u>	
<i>Days worked per week</i>	5 days
<i>No. of days/year</i>	261 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 13,267.50
Night differential pay (Not applicable)	-
13th month pay (DW x 261/ 12/ 12)	1,105.63
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	8,757.31
Total amount to guard	P 23,467.94
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,292.50
Philhealth contribution (Ave. pay/month x 4%)/2	265.35
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 26,279.54
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 8

<u>7 Days / 8 Hours / Day shift</u>	
Days worked per week	7 days
No. of days/year	394.4 days
New minimum wage	P 610.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 20,048.67
Night differential pay (Not applicable)	-
13th month pay (DW x 261/ 12/ 12)	1,105.63
5 days incentive pay (DW x 5/ 12)	237.50
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 21,491.79
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,292.50
Philhealth contribution (Ave. pay/month x 4%)/2	400.97
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 24,439.02
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 9 - Davao District Office

7 Days / 12 Hours / With ND & OT	
Days worked per week	7 days
No. of days/year	394.4 days
New minimum wage	P 443.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 14,559.93
Night differential pay (Ave. pay/ mo. X 10% x 1)	1,455.99
13th month pay (DW x 365/ 12/ 12)	1,122.88
5 days incentive pay (DW x 5/ 12)	184.58
Uniform allowance (R.A. 5487)	100.00
Overtime pay	9,182.56
Total amount to guard	P 26,605.95
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	830.63
SSS premium	1,387.50
Philhealth contribution (Ave. pay/month x 4%)/2	291.20
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 29,225.27
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 10 - Davao District Office

<u>7 Days / 12 Hours / Day shift / With OT</u>	
Days worked per week	7 days
No. of days/year	394.4 days
New minimum wage	P 443.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 14,559.93
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,122.88
5 days incentive pay (DW x 5/ 12)	184.58
Uniform allowance (R.A. 5487)	100.00
Overtime pay	9,182.56
Total amount to guard	P 25,149.96
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	830.63
SSS premium	1,387.50
Philhealth contribution (Ave. pay/month x 4%)/2	291.20
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 27,769.28
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 11 - Cebu District Office

<u>7 Days / 12 Hours / With ND & OT</u>	
Days worked per week	7 days
No. of days/year	394.4 days
New minimum wage	P 435.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 14,297.00
Night differential pay (Ave. pay/ mo. X 10% x 1)	1,429.70
13th month pay (DW x 365/ 12/ 12)	1,102.60
5 days incentive pay (DW x 5/ 12)	181.25
Uniform allowance (R.A. 5487)	100.00
Overtime pay	9,016.75
Total amount to guard	P 26,127.30
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	815.63
SSS premium	1,387.50
Philhealth contribution (Ave. pay/month x 4%)/2	285.94
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 28,726.37
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

Group 12 - Cebu District Office

<u>7 Days / 12 Hours / Day shift / With OT</u>	
Days worked per week	7 days
No. of days/year	394.4 days
New minimum wage	P 435.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 14,297.00
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,102.60
5 days incentive pay (DW x 5/ 12)	181.25
Uniform allowance (R.A. 5487)	100.00
Overtime pay	9,016.75
Total amount to guard	P 24,697.60
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	815.63
SSS premium	1,387.50
Philhealth contribution (Ave. pay/month x 4%)/2	285.94
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
A. Total amount to guard and Government	P 27,296.67
B. Administrative fee (20% of total amount to guard and Government)	
C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]	
Minimum contract rate 12 Hours (A + B + C)	P

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

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax Number

6. Amendment of Form 6

FROM:

**Conformity with Section VI (Schedule of Requirements) and
Section VII (Technical Specifications)**

Date: _____

REYNALDO A. REGALADO

Insurance Commissioner
Insurance Commission
2nd Floor IC Building,
1071 United Nations Avenue,
Ermita, Manila

CONTRACT/PROJECT : _____

COMPANY/FIRM : _____
ADDRESS : _____

BANK/FINANCING INSTITUTION: _____
ADDRESS : _____

AMOUNT : _____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the <Contractor/Distributor/Manufacturer/Supplier>, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the <Contractor/Distributor/Manufacturer/Supplier> of the Notice of Award and such line of credit shall be maintained until the project is completed by the Supplier.

This Certification is being issued in favor of said <Contractor/Distributor/Manufacturer/Supplier> in connection with the bidding requirement of (Name of the Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer : _____
Official Designation : _____

Concurred By:
Name & Signature of <Contractor/Distributor/Manufacturer>
Authorized Representative : _____
Official Designation : _____

Note: The amount committed should be machine validated.

TO:

See Next Page

**Conformity with Section VI (Schedule of Requirements) and
Section VII (Technical Specifications)**

(Name of Bidder) hereby undertakes that it shall **COMPLY** with the general requirements stated in Sections VI (Schedule of Requirements) and Section VII (Technical Specifications).

Name and Signature of Authorized Official

Position

Date

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____, Philippines, this ____ day of _____, 20__, personally appeared:

Name	Government-Issued ID & No.	Issued on	Issued at
(SUPPLIER)			

known to me and to me known to be the same person who executed the foregoing instrument consisting of _____ (__) pages, including the page whereon this Acknowledgment is written, all pages signed by both parties and their instrumental witnesses, and they acknowledged before me that the same is their free and voluntary act and deed and that of the Corporation they represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Notary Public

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 20__.

Also, during the Pre-bid Conference which was conducted last 30 August 2023, the following questions were raised with corresponding answers/responses provided:

- a. If a holiday occurs on a weekday, should security personnel report to work?
Since this may effect the salary calculation.

Response:

Yes, security guards/employees must still report to work on holidays if their shift falls on a holiday. The number of allotted working days is derived from the 2022 DOLE Handbook on Workers' Statutory Monetary Benefits. The additional compensation or premium for this has already been factored into the provided calculation.

- b. Will a certification be issued for the conduct of the ocular inspection?

Response:

The ocular inspection is scheduled on 20 October 2023 based on what is being provided in the PBD. A corresponding certificate/ certification will be issued afterwards.

- c. Is a CCTV Operator already included in the number of guards required?

Response:

The Detachment Commander is also the assigned CCTV Operator, as stated in Annex C (Operating Policies and Procedures). Security Guards to be deployed in Cebu and Davao District Officers are also tasked as CCTV Operators.

- d. What is the basis for the computation of the SSS premium? Does the computation include night differential pay, overtime pay and other additional pay required by law?

Response:

The basis for the computation of the SSS premium is the 2023 Schedule of Social Security (SS), Employees' Compensation (EC), and Workers' Investment and Savings Programs (WISP) Contributions effective 01 January 2023. The link is herein provided for reference (<https://www.sss.gov.ph/sss/DownloadContent?fileName=2023-Schedule-of-Contributions.pdf>).

The computation provided includes other additional pay/premium required by law.

- e. Does the minimum agency fee amounting to 20% of the total Approved Budget of the Contract (ABC) reflected in the computation/breakdown provided, as required by Republic Act No. 11917?

Response:

Yes, the computed agency fee is set to 20% of the total ABC. As provided Chapter II Section 9 of the said law, the minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost.

This Supplemental Bid Bulletin No. 1 shall form part of the Bid Documents. Any provisions in the Bid Documents inconsistent herewith are hereby amended, modified, and superseded accordingly.

For the information and guidance of all concerned.

Issued this 08 September 2023 in the City of Manila.

A handwritten signature in black ink, appearing to read 'Arturo S. Trinidad II', with a large, stylized initial 'A'.

MR. ARTURO S. TRINIDAD II
BAC Chairperson
Bids and Awards Committee

Supplemental Bid Bulletin No. 1 for the Procurement of Security Services for the Insurance Commission (Manila Head Office, Cebu, and Davao District Offices and its premises) (Project reference No. 2023-07- 232) dated 08 September 2023 consisting of twenty-nine (29) pages, including this page.

Received by:

Name of the Bidder/Company: _____

Name of Authorized Representative/s: _____

Signature/s: _____