



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



**BIDS AND AWARDS COMMITTEE  
SUPPLEMENTAL BID BULLETIN NO. 3**

**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)**

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This Supplemental Bulletin Bid No. 3 dated 22 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 **Ten2023, lion 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 **25 September 2023, 12:00NN**. Late bids shall not be accepted.
3. Bid opening shall be on **25 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 Four Hundred Eighty-Nine Thousand Six Hundred Seventy-Nine Pesos and 52/100 (P 10,489,679.52)**, 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 **03 October 2023, 12:00NN**. Late bids shall not be accepted.
3. Bid opening shall be on **03 October 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 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

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

### **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 Nine Thousand Seven Hundred Ninety-Three Pesos and 59/100 (Php 209,793.59** 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 Twenty-Four Thousand Four Hundred Eighty Three Pesos and 98/100 (Php 524,483.98** 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	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

**TO:**

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

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

4. Amendment of Form 2 (for Groups 1 to 8)

**FROM**

**Group 1**

<b><u>7 Days / 12 Hours / With ND &amp; OT</u></b>	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 610.00
<b>Amount to guard</b>	
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
<b>Amount to Government in favor of guards</b>	
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
<b>A. Total amount to guard and Government</b>	P 40,154.12
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>

**Group 2**

<b><u>7 Days / 12 Hours / Day shift / With OT</u></b>	
<i>Days worked per week</i>	7 days
<i>No. of days/year</i>	394.4 days
New minimum wage	P 610.00
<b>Amount to guard</b>	
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
<b>Amount to Government in favor of guards</b>	
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
<b>A. Total amount to guard and Government</b>	P 38,132.58
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>

**Group 3****7 Days / 8 Hours / Night shift / With ND**

<i>Days worked per week</i>	7 days	
<i>No. of days/year</i>	394.4 days	
New minimum wage	P 610.00	
<b>Amount to guard</b>		
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	
<b>Amount to Government in favor of guards</b>		
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	
<b>A. Total amount to guard and Government</b>	P 27,494.44	
<b>B. Administrative fee (20% of total amount to guard and Government)</b>		
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>		
<b>Minimum contract rate 12 Hours (A + B + C)</b>	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	
<b>Amount to guard</b>		
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	
<b>Amount to Government in favor of guards</b>		
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	
<b>A. Total amount to guard and Government</b>	P 25,489.57	
<b>B. Administrative fee (20% of total amount to guard and Government)</b>		
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>		
<b>Minimum contract rate 12 Hours (A + B + C)</b>	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
<b>Amount to guard</b>	
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
<b>Amount to Government in favor of guards</b>	
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
<b>A. Total amount to guard and Government</b>	P 31,125.60
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P <span style="background-color: #e0e0e0;">          </span>

**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
<b>Amount to guard</b>	
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
<b>Amount to Government in favor of guards</b>	
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
<b>A. Total amount to guard and Government</b>	P 20,716.20
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P <span style="background-color: #e0e0e0;">          </span>

**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
<b>Amount to guard</b>	
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
<b>Amount to Government in favor of guards</b>	
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
<b>A. Total amount to guard and Government</b>	P 26,279.54
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P <u>          </u>

**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
<b>Amount to guard</b>	
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
<b>Amount to Government in favor of guards</b>	
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
<b>A. Total amount to guard and Government</b>	P 24,439.02
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P <u>          </u>



**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
<b>Amount to guard</b>	
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
<b>Amount to Government in favor of guards</b>	
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
<b>A. Total amount to guard and Government</b>	P 29,261.67
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>

**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
<b>Amount to guard</b>	
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
<b>Amount to Government in favor of guards</b>	
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
<b>A. Total amount to guard and Government</b>	P 27,805.68
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>

**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
<b>Amount to guard</b>		
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
<b>Amount to Government in favor of guards</b>		
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
<b>A. Total amount to guard and Government</b>	P	28,762.11
<b>B. Administrative fee (20% of total amount to guard and Government)</b>		
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>		
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P	

**Group 12 - Cebu 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	435.00
<b>Amount to guard</b>		
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
<b>Amount to Government in favor of guards</b>		
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
<b>A. Total amount to guard and Government</b>	P	27,332.41
<b>B. Administrative fee (20% of total amount to guard and Government)</b>		
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>		
<b>Minimum contract rate 12 Hours (A + B + C)</b>	P	

TO:

IC Form No. 2

## DETAILED COST DISTRIBUTION FORMS

### Group 1

<b><u>7 Days / 12 Hours / With ND &amp; OT</u></b>	
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	1,900.00
SSS Employee's Compensation	30.00
SSS Mandatory Provident Fund	
Philhealth contribution (Ave. pay/month x 4%)/2	400.97
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 40,171.62
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>

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

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**Name of Company**

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**Address**

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

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**Telephone/Fax Number**

**Group 2**

<b><u>7 Days / 12 Hours / Day shift / With OT</u></b>	
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)	254.17
Uniform allowance (R.A. 5487)	100.00
Overtime pay	12,643.01
Total amount to guard	P 34,592.03
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,900.00
Philhealth contribution (Ave. pay/month x 4%)/2	400.97
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 38,166.75
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

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**Name of Company**

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**Group 3**

<b><u>7 Days / 8 Hours / Night shift / With ND</u></b>	
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	-
Total amount to guard	P 23,953.88
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,900.00
Philhealth contribution (Ave. pay/month x 4%)/2	400.97
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 27,528.60
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 8 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

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

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**Name of Company**

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

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**Telephone/Fax Number**

**Group 4**

<b><u>7 Days / 8 Hours / Day shift</u></b>	
<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)	254.17
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 21,949.01
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,900.00
Philhealth contribution (Ave. pay/month x 4%)/2	400.97
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 25,523.73
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 8 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

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**Group 5**

<b><u>6 Days / 12 Hours / Day shift / With OT</u></b>	
<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)	254.17
Uniform allowance (R.A. 5487)	100.00
Overtime pay	10,409.40
Total amount to guard	P 28,000.30
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,520.00
Philhealth contribution (Ave. pay/month x 4%)/2	318.22
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 31,112.27
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

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**Name of Company**

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**Telephone/Fax Number**

**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)	254.17
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 17,590.90
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,520.00
Philhealth contribution (Ave. pay/month x 4%)/2	318.22
SSS Employee's Compensation	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 20,702.87
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 8 Hours (A + B + C + D)</b>	P <span style="background-color: #d9e1f2; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>

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**Name of Company**

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**Address**

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**Telephone/Fax Number**



**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)	254.17
Uniform allowance (R.A. 5487)	100.00
Overtime pay	8,757.31
Total amount to guard	P 23,484.60
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,282.50
Philhealth contribution (Ave. pay/month x 4%)/2	265.35
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 26,286.20
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

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**Name of Company**

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**Address**

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**Telephone/Fax Number**

**Group 8**

**5 Days / 8 Hours / Day shift**

<i>Days worked per week</i>	5 days
<i>No. of days/year</i>	261.0 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)	254.17
Uniform allowance (R.A. 5487)	100.00
Overtime pay	-
Total amount to guard	P 14,727.29
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	1,143.75
SSS premium	1,282.50
Philhealth contribution (Ave. pay/month x 4%)/2	265.35
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 17,528.89
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 8 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

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**Name of Company**

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**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	1,377.50
Philhealth contribution (Ave. pay/month x 4%)/2	291.20
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 29,215.27
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

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**Telephone/Fax Number**

**Group 10 - Davao District Office**

<b><u>7 Days / 12 Hours / Day shift / With OT</u></b>	
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	1,377.50
Philhealth contribution (Ave. pay/month x 4%)/2	291.20
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 27,759.28
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

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**Telephone/Fax Number**

**Group 11 - Cebu District Office**

<b><u>7 Days / 12 Hours / With ND &amp; OT</u></b>	
<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	1,377.50
Philhealth contribution (Ave. pay/month x 4%)/2	285.94
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 28,716.37
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C + D)</b>	P <span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>

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**Telephone/Fax Number**

**Group 12 - Cebu District Office**

<b><u>7 Days / 12 Hours / Day shift / With OT</u></b>	
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	1,377.50
Philhealth contribution (Ave. pay/month x 4%)/2	285.94
SSS Employee's Compensation	10.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 27,286.67
<b>B. Administrative fee (minimum of 20% of total amount to guard and Gove</b>	
<b>C. Value-added tax (Agency fee x 12% VAT-RMC-39-2007) [(B + C) * 12%]</b>	
<b>Minimum contract rate 12 Hours (A + B + C + D)</b>	<b>P</b>

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**Further clarifications/queries relative to the above-mentioned procurement project shall only be accepted through email at [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph) until 25 September 2023, 4:00PM.**

This Supplemental Bid Bulletin No. 3 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 22 September 2023 in the City of Manila.

A handwritten signature in black ink, appearing to read 'Arturo S. Trinidad II', with a stylized flourish at the end.

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

Supplemental Bid Bulletin No. 3 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 22 September 2023 consisting of twenty-four (24) pages, including this page.

Received by:

Name of the Bidder/Company: \_\_\_\_\_

Name of Authorized Representative/s: \_\_\_\_\_

Signature/s: \_\_\_\_\_