



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Facsimile: 5 310-0037 / email: bac@prc.gov.ph



## OFFICIAL BID FORM FINANCIAL

### REGULAR MEMBERS:

ERWIN M. ENAD  
Chairman

MARIA LIZA M. HERNANDEZ  
Vice-Chairperson

GISELLE G. DURANA  
Member

HENRIETTA P. NARVAEZ  
Member

WILMA T. UNANA  
Member

### ALTERNATE MEMBERS:

JANE R. SEVESES  
Vice-Chairperson

OMAIMAH E. GANDAMRA  
Member

MARIDEL G. BANASAG  
Member

TEODORO V. MENDOZA II  
Member

### PROVISIONAL MEMBERS:

REGIE O. TORRES  
Provisional Member, IT Projects

CRISANTO L. DECENA  
Provisional Member, Non-IT Projects

### SECRETARIAT:

KAREN M. MAGSALIN  
Secretary

MARGIERY D. DULIN  
Member

LIEZEL F. BURAGA  
Member

CHRISTOPHER A. MAYO  
Member

ELIEZER C. LEYCO  
Member

JOEL P. IGNACIO  
Member

ARVIN R. LUNAR  
Member

MAUI G. EBORA  
Member

Date: \_\_\_\_\_  
Invitation to Bid No: 2023-01

### To: PROFESSIONAL REGULATION COMMISSION

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the **EARLY PROCUREMENT OF SECURITY SERVICES FOR CY 2023** with Approved Budget for the Contract of Eight Million Six Hundred Sixty Thousand Eight Hundred Eighty-Six Pesos and Ninety-Four Centavos (Php8,660,886.94) – (ITB No. 2023-01).

In conformity with the said PBDs for the sum of Total Bid Price:

**TOTAL BID PRICE for the Project:** *(Inclusive of all taxes and bank charges):*

₱ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(In Words)

If our Bid is accepted, we undertake:

To deliver the goods 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 times prescribed in the PBDs;

To abide by the Bid Validity Period specified in the 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:



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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 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 PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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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## Breakdown of Cost for Security Services per Guard per Month (Day/ Mid Shift – Central Office)

Days worked per week: 7 days No. of days/ year: \_\_\_\_\_ 8 hours shift per day

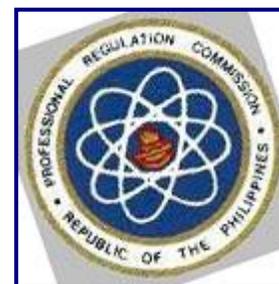
Basis: DAILY WAGE: ₱ \_\_\_\_\_

PARTICULARS	AMOUNT
<b>SCHEDULE 1; AMOUNT PAID DIRECTLY TO GUARD</b>	
1.1 Average Monthly Rate (₱ _____ x _____ wd/12mos COLA (P _____ x _____ ed/12mos)	
1.2 13 <sup>th</sup> Month Pay (₱ _____/12 mos)	
1.3 Five Days Incentive Pay (₱ _____ x 5 dyas/ 12 mos)	
1.4 Uniform Allowance (R.A. 7641)	
1.5 Cost of Living Allowance	
<b>TOTAL AMOUNT:</b>	
<b>SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD</b>	
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>A. TOTAL AMOUNT TO GUARD &amp; GOVERNMENT:</b>	
<b>SCHEDULE 3: AGENCY FEE</b>	
Administrative Overhead and margin (Max. 24% but not less than 20% of 3.1)	
<b>SCHEDULE 4: TAXES PAID TO GOVERNMENT</b>	
4.1 VAT (12% Value Added Tax)	
<b>OVER ALL TOTAL AMOUNT per GUARD</b>	<b>₱</b>



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## Breakdown of Cost for Security Services per Guard per Month

(Graveyard Shift – Central Office)

Days worked per week: 7 days No. of days/ year: \_\_\_\_\_ 8 hours shift per day

Basis: DAILY WAGE: ₱ \_\_\_\_\_

PARTICULARS	AMOUNT
<b>SCHEDULE 1; AMOUNT PAID DIRECTLY TO GUARD</b>	
1.1 Average Monthly Rate (₱ _____ x _____ wd/12mos COLA (P _____ x _____ ed/12mos)	
1.2 Night differential	
1.3 13 <sup>th</sup> Month Pay (₱ _____/12 mos)	
1.4 Five Days Incentive Pay (₱ _____ x 5 dyas/ 12 mos)	
1.5 Uniform Allowance (R.A. 7641)	
1.6 Cost of Living Allowance	
TOTAL AMOUNT:	
<b>SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD</b>	
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>B. TOTAL AMOUNT TO GUARD &amp; GOVERNMENT:</b>	
<b>SCHEDULE 3: AGENCY FEE</b>	
Administrative Overhead and margin (Max. 24% but not less than 20% of 3.1)	
<b>SCHEDULE 4: TAXES PAID TO GOVERNMENT</b>	
4.1 VAT (12% Value Added Tax)	
<b>OVER ALL TOTAL AMOUNT per GUARD</b>	<b>₱</b>



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## Breakdown of Cost for Security Services per Guard per Month

(Day Shift – PRC Service Center)

Days worked per week: 5 days      No. of days/ year: \_\_\_\_\_ 8 hours shift per day

Basis: DAILY WAGE: ₱ \_\_\_\_\_

PARTICULARS	AMOUNT
<b>SCHEDULE 1; AMOUNT PAID DIRECTLY TO GUARD</b>	
1.6 Average Monthly Rate (₱ _____ x _____ wd/12mos COLA (P _____ x _____ ed/12mos)	
1.7 13 <sup>th</sup> Month Pay (₱ _____/12 mos)	
1.8 Five Days Incentive Pay (₱ _____ x 5 dyas/ 12 mos)	
1.9 Uniform Allowance (R.A. 7641)	
1.10 Cost of Living Allowance	
TOTAL AMOUNT:	
<b>SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD</b>	
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>C. TOTAL AMOUNT TO GUARD &amp; GOVERNMENT:</b>	
<b>SCHEDULE 3: AGENCY FEE</b>	
Administrative Overhead and margin (Max. 24% but not less than 20% of 3.1)	
<b>SCHEDULE 4: TAXES PAID TO GOVERNMENT</b>	
4.1 VAT (12% Value Added Tax)	
<b>OVER ALL TOTAL AMOUNT per GUARD</b>	<b>₱</b>