

## TECHNICAL SPECIFICATIONS

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

Item No.	DESCRIPTION	Statement of Compliance
<b>1</b>	<b>Stability of the Company</b>	
	<p><b>a) Years of Experience</b></p> <ul style="list-style-type: none"> <li>- Has been in the business for three (3) years</li> <li>- Has a branch in Davao City (Provide address)</li> <li>- Has provided security services to government and private institution</li> <li>- Bidder shall submit certification under oath of list of contracts completed for the past three (3) years Attach at least three (3) Certificates of at least Satisfactory Performance for completed contracts to be issued by the end-user agency.</li> </ul> <p><i>The procuring entity reserves the right to validate the certificate issued by the agency attached in this bid document including other agencies that have been provided by the said services.</i></p>	
	<p><b>b) Liquidity of the Contractor</b></p> <ul style="list-style-type: none"> <li>- Submit Audited Financial Statement for CY 2022 &amp; 2023 duly stamped received by BIR or its duly accredited and authorized institutions)</li> </ul>	
	<p><b>c) Organizational Set-up</b></p> <ul style="list-style-type: none"> <li>- Submit a certification under oath of an updated copy of Company profile, list of key officials,</li> </ul>	

	incorporators or stockholders	
<b>2</b>	<b>Resources</b>	
	<p>a) <b>Number and Kind of Security Equipment</b></p> <ul style="list-style-type: none"> <li>- Submit an undertaking on the ownership of the gadgets, devices and equipment</li> <li>- Submit a certification or undertaking pertaining to serviceability of their issued firearms</li> <li>- Provide Firearms, Communication and Other Equipment per attached list.</li> </ul> <p>b) <b>Number of Security Guards</b></p> <ul style="list-style-type: none"> <li>- Submit certification under oath of its security service complement of at least 100 personnel deployed to clients for CY 2023 &amp; 2024</li> </ul>	
<b>3</b>	<b>Security Plan</b>	
	<p>a) <b>Scope of work</b></p> <p>(Please see the Proposed Deployment of Guards for the Area of Assignment &amp; Schedule)</p> <ul style="list-style-type: none"> <li>- Submit proposed security plan for UP Mindanao</li> </ul>	
<b>4</b>	<b>Other factors</b>	

	<p><b>a) Recruitment and Selection Criteria</b></p> <ul style="list-style-type: none"> <li>- Submit company policy on recruitment/ selection criteria of Security guards</li> </ul> <p><b>b) Accessibility</b></p> <ul style="list-style-type: none"> <li>- Submit sketch/map of office going to UP Mindanao</li> </ul> <p><b>c) Benefits entitled to Security Guards</b></p> <ul style="list-style-type: none"> <li>- Submit certification under oath of the additional benefits entitled for Security guards to be deployed in UP Mindanao</li> </ul>	
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### **SCOPE OF SERVICES TO BE PROVIDED BY THE CONTRACTOR**

To hire service provider for the supply of labor, tools, firearms, equipment, materials and supplies for the Procuring Agency in accordance with its prescribed standards, methodologies and approved security plans and manpower deployment schedule through public bidding.

### **WORKMANSHIP**

Only qualified and skilled personnel of the Contractor/Supplier with sufficient experience in similar operations shall be allowed to undertake the required work as provided for in any and all parts of the scope of works and technical specifications of the project.

### **INSPECTION OF SITE**

The Contractor acknowledges, warrants that it has fully inspected and examined the site and their surroundings, satisfied itself by submitting its Bid, which is based on current data, including physical conditions at the site. That its Bid conforms with the requirements of the work and materials necessary for the completion of the works, the means of access to the site, the accommodation it may require and that it has obtained for itself all necessary information as to risks, contingencies and other circumstances which may have influenced or affected its Bid. No increase in cost or extension of time will be considered for failure to familiarize, inspect and examine the site condition. *{Certificate of Site Inspection will be issued by UP Mindanao and this must be attached to the Security Plan. Schedule for the Site Inspection: December 4-6, 2024 @9:00am}*

## **REJECTIONS**

Materials, gadgets, devices, tools and equipment not in conformance with the provisions of the technical specifications and scope of work of this project shall be rejected anytime during the contract period. The Contractor shall see to it that all the tools and equipment as required in this contract be available for use at all times and that there will be no delays in the provision of security, and other related services to be rendered due to lack of supplies or defective tools and equipment.

## **PRE-TERMINATION CLAUSE**

The Procuring Agency reserves the right to pre-terminate this security services contract after thirty (30) calendar days written notice to the CONTRACTOR if in its opinion after due verification of facts that the CONTRACTOR is not providing satisfactory services or not complying with the Terms and Conditions of the contract.

The grounds for the termination of the CONTRACT by the Procuring Agency include but not limited to the following:

1. The CONTRACTOR violated any of the Terms and Conditions of the Contract;
2. Non-compliance to the Minimum Wage Law;
3. Non-remittance/Delayed/Under-remittance of SSS contributions and loan amortization of its employees and other mandatory contributions due to government agencies by the CONTRACTOR;
4. Failure to maintain a satisfactory level of performance and should there be a considerable delay in the payment of salaries and wages of its security guards, as above mentioned, the Procuring Agency, after informing the Contractor, may opt to pay the security guards of their salaries and wages, to be drawn from the account of the End-user, subject to applicable accounting and auditing regulations. Said amount shall be deducted from the Contractor's receivables from the Procuring Agency.
5. Any other act or omission committed by the CONTRACTOR or its supervisor/service personnel which is detrimental or prejudicial to the interest of the Procuring Agency, its employee(s), member(s) or public.

## **CONTRACTOR'S RESPONSIBILITIES**

1. The cost of replacement, repair and maintenance of all tools, devices and equipment required shall be for the account of the CONTRACTOR.
2. The CONTRACTOR and its security guards deployed at the Procuring Agency shall agree to abide with its performance and security requirements in general and in the department/office where they are assigned at all times; and comply promptly with the directives, instructions and existing rules and regulations of the Procuring Agency. For this purpose, all security guards shall attend an orientation seminar or briefing to be conducted by the End-user before they are allowed to work at the Procuring Agency.

3. The CONTRACTOR shall provide the required uniforms to all security guards appropriate to their positions.
4. The CONTRACTOR's Performance Bond and/or Escrow Account shall be liable for any damages or losses that may arise directly or indirectly, attributable to the negligence or misbehavior or direct participation of the **security guard** assigned by the CONTRACTOR. In case the bond is not sufficient to cover such losses or damages, the CONTRACTOR shall have to pay the balance directly to the Procuring Agency.
5. Upon execution of this contract, the *AGENCY* shall open an escrow account with any government bank, or deposit to the UP Mindanao Cash Office cash equivalent to 10% of the contract price or Manager's check issued by a commercial bank in favor of UP Mindanao, at the discretion of the *UNIVERSITY*. This is subject to the terms and conditions of the Escrow Agreement of the bank, all at the sole expense of the *AGENCY*. The Escrow Agreement and the Performance Security shall be an integral part of this contract to which compliance is mandatory.
6. The CONTRACTOR shall provide their own office equipment and office supplies such as biometrics station, computer, printer, fax machine, DTR holder, etc. as part of their administrative cost and at no extra cost to the Procuring Agency.
7. The CONTRACTOR shall agree and confirm to the scope of services/work, specifications, standards and methodologies, benchmark, guidelines, procedures and manpower deployment set by the Procuring Agency. He may complement it with his own plan and schedule of distribution of supplies and materials as well as the tools and equipment to be used and training(s) of employees to attain security service objectives.
8. The CONTRACTOR shall see to it that their personnel use appropriate Personal Protective Equipment when performing activities/tasks that would require its use.
9. The CONTRACTOR may ventilate their problems or difficulties encountered during the period of the contract as well as give suggestions or recommendations to improve relationship with the Procuring Agency and services rendered, during weekly coordination meetings or in WRITING, for proper action.
10. Other Responsibilities:
  1. Must have a functional guard equipment, gadgets and other accessories.
  2. Shall be liable to pay the penalty as liquidated damages in the amount of TEN THOUSAND PESOS (P 10,000.00) per day per gun, radio, equipment or vehicle that the *CONTRACTOR* failed to deploy and provide in the *UNIVERSITY*.
  3. Must provide continuous training to guards assigned to UP Mindanao.
  4. Must conduct test fire of its assigned firearms.
  5. Can assist the University in making the campus a secure environment for all its constituents, guest, and visitors.
  6. No pending cases or never been involved in any cases that lead to suspension and termination of contract due to violation/ breach of contract.

7. Can provide mobility (motorized vehicle including fuel) to its guards particularly the supervisor during his tour of duty.
8. Can provide security guards free of charge during special events involving the University or its constituents.
9. Update the University on a weekly basis, about the status of the campus security.
10. Assist the University in developing the implementing preventive measures against fire, bomb threats, robbers, and other forms of crime and emergencies.
11. Protect the property of the University inside the building with in the 204 hectares property.
12. Implement measures that will prevent construction and improvements of houses and other structures owned by the informal settlers.
13. Pay to the *UNIVERSITY* the penalty as liquidated damages in the amount of TEN THOUSAND PESOS (P 10,000.00) for every illegal structure or improvement per day, until totally removed or demolished, if the *AGENCY* failed to take legal and lawful action within seven (7) days from either actual discovery by the parties herein of the illegal structure or improvements, or from receipt of written notice of such fact by the *AGENCY* from the *UNIVERSITY*, whichever is earlier.
14. Implement measures in controlling stray animals.
15. Assist the University in conducting investigations related to security matters in coordination with the PNP and other investigating bodies.
16. Assist the university in the demolition of illegally constructed structures inside the University property.
17. Must provide a quick replacement system during emergency cases (i.e. assigned guards who failed to report or suddenly become ill).
18. Assign a Security Supervisor Officer (SO) to conduct once a week monitoring, supervise inspection, troubleshoot problems and concerns related to campus security and guard deployment.
19. Assign one security personnel to the *UNIVERSITY* as a Detachment Officer or head guard in a 24-hour duty, without additional cost to the *UNIVERSITY*, who shall be responsible for the day-to-day supervision, monitoring and deployment of the security personnel assigned at the *UNIVERSITY*. He shall submit to the OVCA every end of the week during the effectivity of this contract, a written daily report on observations and analysis as he may deem proper or as may be required by the *UNIVERSITY*, copy furnished the *AGENCY*.

## PERSONNEL

1. The CONTRACTOR shall provide **44 security guards (4 guards @ 12 hrs & 40 guards @ 8 hrs)**, a Detachment Commander and a supervisor who will visit the Campus at least once a week.
2. All security guards are subject for background investigation by the Procuring Agency. In case there are incoming relievers who will report to the Procuring Agency, to replace current relievers during the implementation of the contract, the abovementioned documents will also be submitted to the End-user.
3. The security guards assigned at the Procuring Agency must have been well-screened, trained and found to be courteous, efficient, honest, reliable, trustworthy, cooperative, well-groomed, physically and mentally fit.
4. The CONTRACTOR may be required to have its security guards retrained at its own expense by an accredited Training Institute.
5. The CONTRACTOR shall have five (5) relievers for the Procuring Agency available at any time to take over in case some regular security guards are absent at no extra cost to the Procuring Agency. Forced day-offs of security guards will not be allowed. In no case shall the service be sub-contracted. No trainees shall be allowed as a reliever even if they are allowed and identified as such.
6. The CONTRACTOR shall absorb at least fifty percent (50%) of the qualified security guards of the Procuring Agency's present CONTRACTOR. The security guards assigned shall only be allowed to work after they have been further screened and accepted by the End-user. The Procuring Agency, however, reserves the right to demand the immediate replacement of any security guards assigned by the CONTRACTOR to the job who, in opinion of the former, is wanting in competency, with questionable honesty and integrity or whose services will be prejudicial to the interests of the Procuring Agency. The CONTRACTOR shall give written notice to the End-user whenever any of these security guards are to be replaced or removed. The number of Security guards required in the Contract may be revised in accordance with the needs of the Procuring Agency.
7. The employees of the Contractor are not employees of the Procuring Agency neither is there an employer-employee relationship between the Procuring Agency and the CONTRACTOR.
8. The CONTRACTOR shall immediately upon receipt of request and verification replace, any security guard who may be found and considered undesirable and incompetent by the End-user. The CONTRACTOR, however, shall abide by the procedural and substantial requirements of the Labor Code of the Philippines.
9. Qualifications of the Security Guard
  1. At least 5'4" in height
  2. Physically and mentally fit for the job as certified by an accredited hospital
  3. Do not smoke
  4. Do not drink (alcohol)

5. At least 21 years old but not more than 45 years old
6. At least two (2) years of experience as security guard
7. At least two (2) years of college education
8. Passed drug and psychological/ neurological tests
9. Trained to answer telephone calls
10. Trained to receive visitors/ guest
11. Trained to handle delicate situations
12. Trained to make reports and letter communications
13. No pending cases/ never been involved in any administrative or criminal cases.
14. With valid security license
15. With valid Clearances, for at least six (6) months immediately preceding deployment/assignment, from the National Bureau Investigation, Philippine National Police, the Office of the Clerk of Court and Barangay of the place of residence
16. Has no communication handicap
17. Can strictly implement University policies
18. Must wear proper uniform at all times and;
19. Must be polite, respectful, helpful and facilitative at all times.

### **TIME SCHEDULE AND PROGRAM OF SERVICES**

1. The CONTRACTOR shall provide the required security services in accordance with the scope of service/work, standards, methodology, approved security plan and manpower complement and deployment.
2. Each security guard shall be required to render a minimum of eight (8) hours service daily, except the Shift-in-charge which is twelve (12) hours service daily. Only when required by the Procuring Agency shall a security guard be allowed to work beyond the specified 8-hour limit.
3. The CONTRACTOR may ventilate their problems or difficulties encountered during the period of the contract as well as give suggestions or recommendations to improve relationship with the Procuring Agency.
5. The CONTRACTOR could provide additional manpower (at least 2 security guards) in case the Procuring Agency will request during special occasions, at no cost to the University.



## **MONITORING AND VALIDATION OF ATTENDANCE**

1. The daily time records and attendance log sheets, prepared by the CONTRACTOR's authorized Point person and checked by the End-user's authorized representative shall be the basis in the preparation of payroll and payment by the Procuring Agency.

## **PAYMENTS**

1. The labor cost must be based on the Minimum Wage Law.
2. The Procuring Agency shall pay the CONTRACTOR based on the man-days/hours rendered by the security guards (regular & relievers) in accordance with the prevailing minimum wage rate. Payments for the services rendered by the security guards assigned at the Procuring Agency shall be processed by the End-user upon submission of the CONTRACTOR's Statement of Account with complete attachments.
3. The amount of employer's share for contributions due to SSS, ECC, PhilHealth and Pag-IBIG, should be in accordance with its respective schedule of contributions based on monthly salary bracket.
4. Submit to the University on a monthly basis, a copy of payroll, receipts of monthly remittances (SSS, PhilHealth, Pag-IBIG, etc).
5. The billing together with the supporting documents shall be reviewed, and validated by the End-user against the summary of attendance. Any discrepancy shall be promptly notified to the CONTRACTOR to effect corrections in the billing.
6. All applicable taxes due to the Bureau of Internal Revenue (BIR) shall be deducted from the collectible amount of the CONTRACTOR from the Procuring Agency.
7. The End-user shall prepare the Disbursement Voucher duly signed by the authorized signatories together with the summary of attendance, billing and supporting documents for processing of payment to the Procuring Agency's Accounting Department.
8. It is understood that all payments shall be subject to the government accounting and auditing rules and regulations.
9. The Contractor shall ensure that their performance bond is valid until the Procuring Agency issue the Notice of Award. The Contractor shall also submit the endorsement/amendments to the End-user on extension or revisions to its validity, as maybe necessary, not later than seven (7) days before the expiration of the originally submitted Performance Bond. No payment shall be made unless the Performance Bond is updated.

## **COMPLIANCE WITH LABOR LAWS AND OTHER RELATED LAWS**

1. The CONTRACTOR shall faithfully comply with all laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Law, Labor Code of the Philippines,

Social Security Law, Employees Compensation and State Insurance Fund, Philippine Health Insurance Fund, and Home Development Mutual Fund.

2. All obligations under the provisions of the SSS Law, Employees Compensation and other related pertinent statutes presently in force and effect shall be paid and updated.

3. Should the CONTRACTOR fail to comply with its obligations under the provisions of the SSS Law, Employees Compensation and other related pertinent statutes presently in force and effect, the Procuring Agency shall have the option to either rescind the CONTRACT or deduct from the service fee any amount due and demandable from the CONTRACTOR for its obligations, including interest and penalties, if any. This option is without prejudice on the right of the Procuring Agency to confiscate the bond filed by the CONTRACTOR, as well as to avail of other remedies provided for by law.

4. The CONTRACTOR shall have no previous record to delinquency on payment of premiums and shall secure and submit clearance certificates from the implementing government agencies. ***{Bidders must submit a Certificate of No Delinquency from each of the following government agencies: 1. SSS; 2. PHIC; and 3. Pag-IBIG. These will be submitted during the Post Qualification.}***

5. The CONTRACTOR shall assume full responsibility on any claim for any compensation on injuries from accidents of the service personnel it assigned to the Procuring Agency in connection with the performance of their duties and shall free the Procuring Agency for any legal suit or liabilities in connection therewith.

## **PRICE ADJUSTMENT**

The bid price shall be fixed and not subject to any escalation during the contract implementation regardless of an increase in the price of fuel, peso devaluation and other causes, except as specifically mandated by law (e.g. increase in minimum daily wage pursuant to law or new wage order issued after date of bidding, increase in taxes, etc.)

## **ELIGIBILITY CRITERIA**

The Prospective Bidder should have at least three (3) years of experience in providing security services with exposure preferably in government institutions and other government offices. The Certificate/s of Satisfactory Performance issued by the Procuring Agency for the said project shall be submitted.

## **DAILY ROUTINE SERVICES**

### **1 MONITORING OF INGRESS AND EGRESS OF ALL VISITORS, EMPLOYEES, STUDENTS AND VEHICLES.**

- Recording of actual arrival and departure of employees
- Monitoring of incoming and outgoing vehicles within the premises of the University

- Checking and confiscation of construction materials illegally transported by informal settlers
- Implementation of no id no entry policy to students and employees
- Issuance of visitors' ID to outsiders, contractors and suppliers entering the buildings of the campus

**2 24/7 CCTV MONITORING OF ALL STRATEGIC LOCATIONS VULNERABLE FOR PILFERAGE, VANDALS AND SABOTAGE**

- Monitoring of employees' ins and outs
- Assistance for footage on lost items within the coverage of CCTV with appropriate letter request
- Verification and taking actions against unlawful acts
- Facilitate requesting office or individuals to aid in investigation with corresponding clearance and letter request.

**3 SPECIAL EVENT**

- Security and escort to VIP's, visitors and prominent government officials
- Augmentation of local government units
- Intensified monitoring and frisking
- Traffic control

**4 CIVIL DISTURBANCE/RALLY/PROTEST**

- Imposing of maximum tolerance
- Checking and verification that the activity is not infiltrated by outsiders, extremist and terrorist

**5 ILLEGAL CUTTING OF TREES**

- Submission of incident report on all discovered illegal cutting of trees within the titled land of UP Mindanao with photos and exact sketch of location
- Processing of police blotter to the identified owner in the nearest police station
- Coordination with DENR or Philippine Coconut Authority for the conduct of investigation and aid the proper sanction against the violators

**6 INFORMAL SETTLERS**

- Submission of incident report on all discovered illegal structures within the titled land of up Mindanao with photos and exact sketch of location
- Processing of police blotter to the identified owner in the nearest police station
- Assist in serving of cease-and-desist letter for the removal of illegally constructed structures
- Assist the Security Committee/CPDO-SPT in the coordination with the City Engineers Office and BLGU for the schedule of demolition, pre and during demolition activities

**7 STRAY ANIMALS**

With the Security and/or Animal Welfare committee,  
 - Coordinates the barangay and the city animal impounding office

- Assist in the capture of stray animals
- Assist in serving of notice to owners

## **8 EARTHQUAKE**

- Initiation of Campus Evacuation Plan
- Participation in the City-wide and Nationwide shake out drills
- Participation in the earthquake drills and seminars conducted for students and employees

## **9 FIRE**

- Initiation of Campus Evacuation Plan
- Participation in the fire drills and fire-fighting seminar conducted for students and employees

## **10 TERRORIST ATTACK**

- Monitoring of recent bombing attacks
- Checking of suspicious unattended boxes and baggage
- Checking of vehicles and parking areas.
- Monitoring of any suspicious personalities roaming the university premises
- If approved, communicate to government agencies hotlines including centralized radio communication of Davao City responders (DRRMO)
- If approved, implement lockdown protocol in case of terrorist attack
- Escape and evasion when trapped or caught

## **11 INFORMATION DISCLOSURE**

- Always provide information consistent with the UP-Data Privacy Policy

## **SUPPLIES, MATERIALS, TOOLS AND EQUIPMENT**

1. The CONTRACTOR shall provide and deliver, at its own expense, all the required gadgets, tools, devices and equipment to the Procuring Agency through the authorized End-user's personnel at the start of operations. These shall be stored at the designated place and should be made available for use and 100% operational at all times.

1.a. In case/s of breakdown/malfunction of any of the delivered tools and equipment, the CONTRACTOR shall effect the immediate replacement of the same. Penalty Clause in paragraph I shall be applied for every day of delay in the delivery of the replacement unit to be reckoned from the date of discovery of the equipment breakdown/malfunction.

2. All deliveries and issuance of supplies and materials should be properly accounted for in a control book to be kept and maintained by the authorized personnel of the CONTRACTOR and noted by the End-user. There shall be a joint inspection by the End-user and the CONTRACTOR to check if there are discrepancies in the quantity of items delivered.

3. The CONTRACTORs security plan shall have provisions for such other activities, supplies, material, tools and equipment that are not found in the annexes herein, but

are necessary and vital to achieve the desired results at no extra cost to the Procuring Agency.

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
**Name of Company/Bidder**      \_\_\_\_\_  
**Signature Over Printed Name of Representative**      \_\_\_\_\_  
**Date**

## Proposed Deployment of Guards

### UP Mindanao

#### Location: Area 1/Lot1

Post	# of Guards	# of Shifts	# of Hours per Shift
SIC/Roving	2	2	12 hrs
547	2	2	8 hrs
Eco 1	3	3	8 hrs
Eco 2	2	2	8 hrs
Admin	3	3	8 hrs
EBL	3	3	8 hrs
Library	3	3	8 hrs
CARIM	3	3	8 hrs
CSM	3	3	8 hrs
CHSS Cultural Complex	2	2	8 hrs
HKC/SOM	3	3	8hrs
Kalimudan	1	1	8 hrs
<b>Total</b>	<b>30</b>		

### UP Mindanao

#### Location: Area 2/Lot 2

Post	# of Guards	# of Shifts	
SIC/Roving Guard	2	2	12 hrs
Sports Complex Entrance	3	3	8 hrs
Training Gym	2	2	8 hrs
Eco 3 (DSWD)	2	2	8 hrs
Eco 5 (Exit to Manambulan)	2	2	8 hrs
Aquatics	3	3	8 hrs
<b>Total</b>	<b>14</b>		

**Total Guards Deployed**

**44**

## LIST OF FIREARMS, COMMUNICATION AND OTHER EQUIPMENT

### A. FIREARMS:

1. Twelve (12) 9mm Caliber Pistol
2. Seven (7) 12 Gauge Shotguns

### B. COMMUNICATION:

1. Twenty (20) Portable Handheld Radios
2. One (1) unit Base Radio for Administration Building
3. One (1) unit Base Radio for Security Office
4. One (1) unit Base Radio for Sports Complex

### C. OTHER EQUIPMENT:

1. One (1) set Desktop Computer/ Printer / Consumables
2. One (1) unit XUV Vehicle for UP VIP (as may be requested)
3. One (1) unit Security Response Vehicle (assigned in Campus)  
(Pick-up 2015 Model in good running condition)  
Allocate 40-50 liters per month
4. Two (2) units Motorcycle for Head Guard/SIC (Brand New)
5. Two (2) units Digital Camera (Brand New)
6. Two (2) units Cellphone (with GPS for geotagging)
7. Five (5) units Metal Detector (Brand New)
8. Eighteen (18) units Spot/ Search Lights (Brand New)
9. Eighteen (18) units Umbrellas (big)
10. Eighteen (18) pairs Raincoats
11. Eighteen (18) units Flashlights
12. Three (3) units Under Chassis Convex Mirror
13. Per Guard Logbooks
14. Per Building Megaphone
15. Per building First Aid Kit
16. Two (2) units (new) Movable Security Post

**SUMMARY OF COSTS**  
(40 GUARDS – 8 hours duty)

Particular	Rate
A. Labor Direct Cost (per Guard per month) see attached	
Guard - Day Shift	
Guard - Night Shift	
B. Administrative Cost (per Guard per month), (Overhead and Agency fee)	
Guard - Day Shift	
Guard - Night Shift	
C. Direct Cost (A + B)	
Guard - Day Shift	
Guard - Night Shift	
D. Value Added Tax ((AGENCY FEE x 12% VAT-RMC-039-2007))	
Guard - Day Shift	
Guard - Night Shift	
E. Total Cost (per Guard per month) (C + D)	
Guard - Day Shift	
Guard - Night Shift	
<b>F. Total Cost for 31 Day Shift Guards per month</b>	
<b>G. Total Cost for 9 Night Shift Guards per month</b>	
<b>H. Total Cost for 40 Guards per month (F+G)</b>	
<b>TOTAL COST FOR 1 YEAR FOR 40 GUARDS: (H x 12 months)</b>	

Submitted by:

Signature over Printed Name of Authorized Representative



**SUMMARY OF COSTS**  
(4 GUARDS – 12 hours duty)

Particular	Rate
A. Labor Direct Cost (per Guard per month) see attached	
Guard - Day Shift	
Guard - Night Shift	
B. Administrative Cost (per Guard per month), (Overhead and Agency fee)	
Guard - Day Shift	
Guard - Night Shift	
C. Direct Cost (A + B)	
Guard - Day Shift	
Guard - Night Shift	
D. Value Added Tax ((AGENCY FEE x 12% VAT-RMC-039-2007))	
Guard - Day Shift	
Guard - Night Shift	
E. Total Cost (per Guard per month) (C + D)	
Guard - Day Shift	
Guard - Night Shift	
<b>F. Total Cost for 2 Day Shift Guards per month</b>	
<b>G. Total Cost for 2 Night Shift Guards per month</b>	
<b>H. Total Cost for 4 Guards per month (F+G)</b>	
<b>TOTAL COST FOR 1 YEAR FOR 4 GUARDS: (H x 12 months)</b>	

Submitted by:

Signature over Printed Name of Authorized Representative

**COMPUTATION OF DIRECT COST PER GUARD PER MONTH**

Particular	Rate
Daily Basic Salary Rate	481
Number of Days per Month (395 days/12 months)	32.92
REIMBURSABLE COSTS	
A.) Payable Directly to Servicemen	
1. Basic Salary: P481.00/day x 32.92 days	
2. Night Differential Premium Pay-10% of basic salary	
3. 13 <sup>th</sup> Month Pay-(Daily Basic Rate x 365 days/12 mos.)	
4. Service Incentive Leave Pay-(Daily Basic Rate + COLA x 5 days/12 mos.	
5. Uniform Allowance-R.A. 9184	
6. Retirement (DW x 22.5/day)	
Sub-Total: Guards - Day Shift	
Sub-Total: Guards - Night Shift	
B.) Payable to the Government – Employee share of:	
1. SSS Premiums – Day Shift Guard	
SSS Premiums – Night Shift Guard	
2. Philhealth Premiums	
3. ECC Insurance Premiums	
4. Pag-Ibig Fund Contribution	
Sub-Total: Guard - Day Shift	
Sub-Total: Guard - Night Shift	
REIMBURSABLE COST	
Guard - Day Shift	
Guard - Night Shift	

Submitted by:

Signature over Printed Name of Authorized Representative

**COMPUTATION OF DIRECT COST PER GUARD PER MONTH**

**(4 GUARDS – 12 hours duty)**

Particular	Rate
Daily Basic Salary Rate	481
Number of Days per Month (395 days/12 months)	32.92
REIMBURSABLE COSTS	
A.) Payable Directly to Servicemen	
1. Basic Salary: P481.00/day x 32.92 days	
2. Overtime Pay (4 hrs Daily)	
2. Night Differential Premium Pay-10% of basic salary	
3. 13 <sup>th</sup> Month Pay-(Daily Basic Rate x 365 days/12 mos.)	
4. Service Incentive Leave Pay-(Daily Basic Rate + COLA x 5 days/12 mos.)	
5. Uniform Allowance-R.A. 9184	
6. Retirement Benefits (DW x 22.5/day)	
Sub-Total: Guards - Day Shift	
Sub-Total: Guards - Night Shift	
B.) Payable to the Government – Employee share of:	
1. SSS Premiums – Day Shift Guard	
SSS Premiums – Night Shift Guard	
2. Philhealth Premiums	
3. ECC Insurance Premiums	
4. Pag-Ibig Fund Contribution	
Sub-Total: Guard - Day Shift	
Sub-Total: Guard - Night Shift	
REIMBURSABLE COST	
Guard - Day Shift	
Guard - Night Shift	

Submitted by:

Signature over Printed Name of Authorized Representative