



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

BIDS AND AWARDS COMMITTEE

Supplemental / Bid Bulletin No. 1
20 November 2023

This Bid Bulletin No. 1 for the Project: “**Procurement of Security Services for FY 2024**” is issued to clarify, modify or amend the item/s in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents of the project mentioned.

REFERENCE	CLARIFICATION / AMENDMENT / CHANGE
<u>Bid Proposal</u>	
No. of days per year – 394.40 days	No. Of days per year - 395 days as per Wage Order No. NCR-24 effective October 1, 2023
Duration of the Contract 12 months	Duration of the Contract - 11 months from February to December 2024
<u>Schedule of the Required Site Inspection</u>	
November 21 – 24, 2023 (between 9:00 am to 4:00 pm)	
<ul style="list-style-type: none">• Bidders should coordinate with Engr. Gilbert Monteras, Administrative Service, at cellphone number (0997)1549728 or telephone number 85238481 local 362.• Any bidder who fails to conduct a site inspection shall be considered ineligible to participate in the procurement of this project.	

All terms, conditions, and instructions to bidders specified in the Bidding Documents inconsistent with this Bid Bulletin are hereby superseded and modified accordingly.

For guidance and information of all concerned.


USEC. FREDDERICK A. VIDA
Chairperson, Bids and Awards Committee



PROJECT : SECURITY SERVICES WITHIN THE DEPARTMENT PROPER, SUNNY OAK INC. BLDG. AND GIRL SCOUTS BLDG. INCLUDING THE BOARD OF PARDONS AND PAROLE IN QUEZON CITY AND THE OFFICES OF THE CITY PROSECUTOR IN MALABON, NAVOTAS AND QUEZON CITY, DOJ ACADEMY IN TAGAYTAY CITY, DOJ COTTAGE IN BAGUIO CITY AND IACAT OPCEN IN MANDALUYONG

BID PROPOSAL

Days of work per week	7 days
No. of day/year	395.00
<i>(Note: For those who are required to work everyday including Sundays or rest days, special days and regular holidays)</i>	12hrs work/day

AMOUNT DIRECTLY TO GUARD:

Daily Wage as per Wage Order No. NCR-24 (DW)

Ave. Pay/Month (____x395/12)

13th Month Pay (____x365/12/12)

5 Days Incentive Leave Pay [(____)x5/12]

Uniform allowance (R.A. 5487)

Overtime Pay

SUB TOTAL

AMOUNT TO GOV'T. IN FAVOR OF GUARD:

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-ibig Fund

SUB TOTAL

TOTAL AMOUNT TO GUARD & GOV'T.

AGENCY FEE (ADMINISTRATIVE OVERHEAD AND MARGIN)- 10%

VALUE ADDED TAX (AGENCY FEE X12%)

MINIMUM CONTRACT RATE FOR 12HRS

Multiply by no. of Guards

x 13

Multiply by eleven (11) months

x 11

COST FOR 13 SECURITY GUARDS DAY SHIFT FOR ELEVEN (11) MONTHS

AMOUNT DIRECTLY TO GUARD:

Daily Wage as per Wage Order No. NCR-24 (DW)

Ave. Pay/Month (____x395/12)

Night Differential Pay (____x10%x1/3)

13th Month Pay (____x365/12/12)

5 Days Incentive Leave Pay [(____)x5/12]

Uniform allowance (R.A. 5487)

Overtime Pay

SUB TOTAL

AMOUNT TO GOV'T. IN FAVOR OF GUARD:

SSS Premium

Philhealth Contribution

State Insurance Fund		
Pag-ibig Fund		
SUB TOTAL		
TOTAL AMOUNT TO GUARD & GOV'T.		
AGENCY FEE (ADMINISTRATIVE OVERHEAD AND MARGIN) - 10%		
VALUE ADDED TAX (AGENCY FEE X12%)		
MINIMUM CONTRACT RATE FOR 12HRS		
Multiply by no. of Guards		x 12
Multiply by eleven (11) months		x 11
COST FOR 12 SECURITY GUARDS NIGHT SHIFT FOR ELEVEN (11) MONTHS		
Days of work per week		5 days
No. of day/year		261.00
<i>(Note: For those who do not work and are not considered paid Saturdays and Sundays or rest days)</i>		12hrs work/day
AMOUNT DIRECTLY TO GUARD:		
Daily Wage as per Wage Order No. NCR-24 (DW)		
Ave. Pay/Month (_____x261/12)		
13th Month Pay (_____x261/12/12)		
5 Days Incentive Leave Pay [(_____)x5/12]		
Uniform allowance (R.A. 5487)		
Overtime Pay		
SUB TOTAL		
AMOUNT TO GOV'T. IN FAVOR OF GUARD:		
SSS Premium		
Philhealth Contribution		
State Insurance Fund		
Pag-ibig Fund		
SUB TOTAL		
TOTAL AMOUNT TO GUARD & GOV'T.		
AGENCY FEE (ADMINISTRATIVE OVERHEAD AND MARGIN)		
VALUE ADDED TAX (AGENCY FEE X12%)		
MINIMUM CONTRACT RATE FOR 12HRS		
Multiply by no. of Guards		x 9
Multiply by eleven (11) months		x 11
COST FOR 9 SECURITY GUARDS DAY SHIFT FOR ELEVEN (11) MONTHS		
TOTAL BID COST		
TOTAL BID COST IN FIGURE :		
TOTAL BID COST IN WORDS :		

Prepared by:

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