



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin
Delivery of Security and Janitorial Services
ADDENDUM NO. 2024-01
October 25, 2024

This Supplemental/Bid Bulletin No. 2024-01 is issued to clarify, modify or amend items in the Bid Documents. This shall form part of the Bid Documents.

Bidding Forms (Price Schedule)

- Hereunder are the amended Price Schedules for the Delivery of Security and Janitorial Services, to wit:

| PRICE SCHEDULE (January to November 2025) | | | | |
|---|---|---|---|-------------------|
| Name of Project: | Lot 1: Delivery of Security Services | | | |
| Name of Bidder: | | | | |
| Particulars | 1SG w/ 4hrs OT & NO Night-Shift. (6am - 6pm) | 1SG w/ 2 hrs OT & NO Night Shift (8am - 12pm; 1pm - 7pm) | 1SG w/ 3hrs OT & 8hrs. Night-Shift (7pm-6am) | TOTAL for 3 SG |
| REIMBURSABLE COSTS: | | | | |
| A. Payable Directly to SG | | | | |
| Basic Salary [P405 x 359.90/11] | | | | |
| Uniform Allowance (RA 11917) | | | | |
| 13th Month Pay [(P405 x 359.90 x 1/11)/12] | | | | |
| Service Incentive Leave (SIL) [(P405 x 5) / 12] | | | | |
| Sub-total A | | | | |
| B. Amount to Government - Employer Share | | | | |
| Retirement Benefit (RA 7641) (Php 405 x 22.5) / 12 | | | | |
| SSS Premium | | | | |
| State Insurance Fund (EC) | | | | |
| PHIC Premium | | | | |
| HDMF | | | | |
| Sub-total B | | | | |
| C. Provision for OT & Night Differential | | | | |
| Overtime Pay | | | | |
| Night Differential | | | | |
| Sub-total C | | | | |
| D. Total Reimbursable Costs (A + B + C) | | | | |
| E. Administrative Cost/Agency Fee | | | | |
| F. Contract Cost Before Tax (D + E) | | | | |
| G. Tax Obligations (12% VAT of Agency Fee per RMC 39-2007) | | | | |
| H. Total Monthly Contract Rate (F + G) | | | | |
| I. Total Contract Rate for January 1-November 30, 2025 | | | | |

Name & Signature of Authorized Representative

Y

Note: In preparing your bid, please consider the assumptions listed below subject to labor laws and existing rules and regulations.

Assumptions and Parameters used in the above computation:

- 1) Number of months from January 1-November 30, 2025: 11 months
- 2) Basic Salary Computation is based on Wage Order No. RB VIII-23 approved on November 6, 2023 effective November 30, 2023, "Providing for a Minimum Wage Increase in Region VIII".
- 3) Per **Handbook on Workers' Statutory Monetary Benefits, 2023 Edition (page 6-7)**, the computation of the **Estimated Equivalent Monthly Rate (EEMR)** of Daily-Paid Employees for those who are required to work everyday, including Sundays or rest days, special days and regular holidays:

| | Calendar Days | Equivalent No. Of Days |
|-------------------------|---------------|------------------------|
| Ordinary Working Days | 271 | 271 |
| Regular Holidays x 200% | 10 | 20 |
| Rest Days x 130% | 48 | 62.4 |
| Special Days x 130% | 5 | 6.5 |
| TOTAL | 334 | 359.9 |

- 4) Uniform Allowance pursuant to RA 11917 is P100/month.
- 5) Per **DOLE Labor Advisory No. 17, s. 2016** and **Handbook on Workers' Statutory Monetary Benefits, 2023 Edition**, the thirteenth-month pay shall not be less than one-twelfth (1/12) of the total basic salary earned by an employee in a calendar year.

Formula and Computation of 13th Month Pay

Total basic salary earned during the year

12 months

=

proportionate 13th month pay

- 6) Per **Omnibus Rules Implementing the Labor Code, Rule V** and **Handbook on Workers' Statutory Monetary Benefits FY 2023**, provides that "Every employee who has rendered at least one (1) year of service is entitled to Service Incentive Leave (SIL) of five (5) days with pay."
- 7) Retirement Benefit pursuant to **RA 7641 approved on Dec. 9, 1992** is equivalent to one-half (1/2) month salary for every year of service. The term 1/2 month salary shall mean fifteen (15) days plus 1/12 of the 13th month pay and the cash equivalent of not more than five (5) days of service incentive leaves.

Per **Handbook on Workers' Statutory Monetary Benefits FY 2023**, for the purpose of computing retirement pay, "one-half month salary" shall include all of the following:

1. Fifteen (15) days salary based on the latest salary rate;
 2. Cash equivalent of five (5) days of service incentive leave;
 3. One-twelfth (1/12) of the thirteenth-month pay ($1/12 \times 365/12 = 0.083 \times 30.41 = 2.5$)
- Thus, "one-half month salary" is equivalent to 22.5 days.

- 8) Pursuant to Republic Act No. 11199, otherwise known as Social Security Act of 2018, the provision for SSS premium contribution for FY 2025 is 15% (10% for employer and 5% for employee) which varies depending on compensation base. Compensation base refers to Basic Salary + 13th month pay + SIL + OT Pay + Night Differential. Table below shows the compensation base and amount of Employer SSS contribution per Security Guard:

| Security Guards | Compensation Base | Employer |
|------------------------------------|-------------------|----------|
| 1SG w/ 4hrs OT & NO Night-Shift. | 22,888.30 | 2,000.00 |
| 1SG w/ 2 hrs OT & NO Night Shift | 18,706.08 | 1,850.00 |
| 1SG w/ 3hrs OT & 8hrs. Night-Shift | 22,122.40 | 2,000.00 |

- 9) State Insurance Fund - P30.00 per employee per month in accordance with page 2 of the **ECC's Employer's Guide on Employees' Compensation Program**.

- 10) Philhealth Premium Contribution is based on **Sec. 10. of Republic Act No. 11223 (Universal Health Care Act)** approved on February 20, 2019. For direct contributors, premium rates shall be in accordance with the following schedule and monthly income floor and ceiling.

| Year | Premium Rate | Income Floor | | Income Ceiling | |
|-------------|--------------|--------------|-----------|----------------|------------|
| 2020 | 3.00% | Php | 10,000.00 | Php | 60,000.00 |
| 2021 | 3.50% | Php | 10,000.00 | Php | 70,000.00 |
| 2022 | 4.00% | Php | 10,000.00 | Php | 80,000.00 |
| 2023 | 4.50% | Php | 10,000.00 | Php | 90,000.00 |
| 2024 - 2025 | 5.00% | Php | 10,000.00 | Php | 100,000.00 |

- 11) Pag-IBIG Premium Contribution is based on Circular No. 460 "Guidelines on the Pag-IBIG Fund's Implementation of Increase in the Maximum Fund Salary (MFS) effective February 2024". Item C of this Circular mentioned the monthly membership savings of Pag-IBIG I members both mandatory and voluntary which shall be:

| Fund Salary | Contribution Rate | |
|------------------|-------------------|-------------------|
| | Employee | Employer (if any) |
| P1,500 and below | 1.0% | 2.0% |
| Over P1,500 | 2.0% | 2.0% |

The maximum fund salary to be used in the computing the employee and employer savings is increased to Php10,000.00 in accordance with Section 7 of Republic Act No. 9679 "Pag-IBIG (Pagtutulungan sa kinabukasan: Ikaw, Bangko, Industriya at Gobyerno) Fund".

- 12) Overtime pay refers to the additional compensation for work performed beyond eight (8) hours a day.

Overtime pay computation:

| | 4-hrs OT | 2-hrs OT | 3-hrs OT |
|--|------------------|------------------|------------------|
| Rate per hour (P405/8) | 50.63 | | |
| Regular Days (P50.63 x 125% X 271 days) | 68,603.65 | 34,301.83 | 51,452.74 |
| Regular Holidays (P50.63 x 200% x 130% x 10 days) | 5,265.52 | 2,632.76 | 3,949.14 |
| Sundays/Rest Days (P50.63 x 130% x 130% x 48 days) | 16,428.42 | 8,214.21 | 12,321.32 |
| Special Days (P50.63 x 130% x 130% x 5 days) | 1,711.29 | 855.65 | 1,283.47 |
| Total | 92,008.88 | 46,004.45 | 69,006.67 |

- 13) Night Shift Differential (NSD) refers to the additional compensation of ten percent (10%) of an employee's regular wage for each hour of work performed between 10 pm and 6 am.

Night Shift Differential Computation:

| | 1SG w/ 3hrs OT & 8hrs Night-Shift |
|--|-----------------------------------|
| Rate per hour (P405/8) | 50.63 |
| Regular Days (P50.63 x 10% X 271 days x 8 hrs) | 10,976.58 |
| Regular Holidays (P50.63 x 200% x 10% x 10 days x 8 hrs.) | 810.08 |
| Sundays/Rest Days (P50.63 x 130% x 10% x 48 days x 8 hrs.) | 2,527.45 |
| Special Days (P50.63 x 130% x 10% x 5 days x 8 hrs.) | 263.28 |
| Total | 14,577.39 |

- 14) Per **Sec. III(1) of Revenue MC No. 39-2007 dated Jan. 22, 2007**, tax obligations of Security Agency is at 12% of the Agency Fee.

- 15) The amount per item to be rounded off up to two decimal places following the general rule of rounding for decimal numbers.

| PRICE SCHEDULE | |
|--|--|
| (January 1 to December 31, 2025) | |
| Name of Project: | Lot 2: Delivery of Janitorial Services |
| Name of Bidder: | |
| Particulars | Amount |
| REIMBURSABLE COSTS: | |
| A. Payable Directly to Janitor | |
| Basic Salary [(P405 x 327.40)/12] | |
| Uniform Allowance | |
| 13th Month Pay [(P405 x 327.40)/12]/12] | |
| Service Incentive Leave (SIL) [(P405 x 5)/12] | |
| Sub-total | |
| B. Amount to Government - Employer Share | |
| Retirement Benefit (RA 7641) (P405 x 22.5 days)/12 | |
| SSS Premium | |
| State Insurance Fund (EC) | |
| PHIC Premium (P11,049.75 x 2.5%) | |
| HDMF | |
| Sub-total | |
| C. Total Reimbursable Costs (A + B) | |
| D. Administrative Cost/Agency Fee | |
| E. Contract Cost Before Tax (C + D) | |
| F. Tax Obligations (12% VAT of Contract Cost per BIR Ruling No. 213-15 dated June 19, 2015) | |
| G. Total Monthly Contract Rate (E + F) | |
| H. Total Contract Rate per Janitor from January - December 2025 | |
| I. TOTAL CONTRACT RATE FOR THREE (3) JANITORS FROM JANUARY 1 TO DECEMBER 31, 2025 | |
| Notes: The rounding off per item to be based on the general rule of rounding of decimal numbers to the nearest hundredths. | |

Name & Signature of Authorized Representative

Note: In preparing your bid, please consider the assumptions listed in the succeeding pages subject to labor laws and existing rules and regulations.

Assumptions and Parameters used in the above computation:

- 1) Number of months from January 1-December 31, 2025: 12 months
- 2) Basic Salary Computation is based on Wage Order No. RB VIII-23 approved on November 06, 2023, "Providing for a Minimum Wage Increase in Region-VIII" on the following equivalent no. of days.

| | Calendar Days | Equivalent No. Of Days |
|-------------------------|---------------|------------------------|
| Ordinary Working Days | 293 | 293 |
| Regular Holidays x 200% | 12 | 24 |
| Special Days x 130% | 8 | 10.4 |
| TOTAL | 313 | 327.4 |

- 3) Uniform Allowance is P100/month.
- 4) Per **DOLE Labor Advisory No. 17, s. 2016** and **Handbook on Workers' Statutory Monetary Benefits, 2023 Edition**, the thirteenth-month pay shall not be less than one-twelfth (1/12) of the total basic salary earned by an employee in a calendar year.

Formula and Computation of 13th Month Pay

| | | |
|--|---|------------------------------|
| $\frac{\text{Total basic salary earned during the year}}{12 \text{ months}}$ | = | proportionate 13th month pay |
|--|---|------------------------------|

- 5) Per **Omnibus Rules Implementing the Labor Code, Rule V** and **Handbook on Workers' Statutory Monetary Benefits FY 2023 (Article 95)**, provides that "Every employee who has rendered at least one (1) year of service is entitled to Service Incentive Leave (SIL) of five (5) days with pay."
- 6) Retirement Benefit pursuant to **RA 7641 approved on Dec. 9, 1992** is equivalent to one-half (1/2) month salary for every year of service. The term 1/2 month salary shall mean fifteen (15) days plus 1/12 of the 13th month pay and the cash equivalent of not more than five (5) days of service incentive leaves.
Per **Handbook on Workers' Statutory Monetary Benefits FY 2023**, for the purpose of computing retirement pay, "one-half month salary" shall include all of the following:
1. Fifteen (15) days salary based on the latest salary rate;
 2. Cash equivalent of five (5) days of service incentive leave;
 3. One-twelfth (1/12) of the thirteenth-month pay ($1/12 \times 365/12 = 0.083 \times 30.41 = 2.5$)
- Thus, "one-half month salary" is equivalent to 22.5 days.
- 7) Pursuant to Republic Act No. 11199, otherwise known as Social Security Act of 2018, the provision for SSS premium contribution for FY 2025 is 15% (10% for employer and 5% for employee). Compensation base refers to Basic Salary + 13th month pay + SIL + OT Pay + Night Differential. Table below shows the compensation base and amount of Employer SSS contribution per Janitor:

| Compensation Base | Employer Contribution |
|-------------------|-----------------------|
| 12,139.31 | 1,200.00 |

- 8) State Insurance Fund - P10.00 per employee per month in accordance with page 2 of the **ECC's Employer's Guide on Employees' Compensation Program**.
- 9) Philhealth Premium Contribution is based on **Sec. 10. of Republic Act No. 11223 (Universal Health Care Act)** approved on February 20, 2019. For direct contributors, premium rates shall be in accordance with the following schedule and monthly income floor and ceiling.

| Year | Premium Rate | Income Floor | Income Ceiling |
|-----------|--------------|---------------|----------------|
| 2020 | 3.00% | Php 10,000.00 | Php 60,000.00 |
| 2021 | 3.50% | Php 10,000.00 | Php 70,000.00 |
| 2022 | 4.00% | Php 10,000.00 | Php 80,000.00 |
| 2023 | 4.50% | Php 10,000.00 | Php 90,000.00 |
| 2024-2025 | 5.00% | Php 10,000.00 | Php 90,000.00 |

10) Pag-IBIG Premium Contribution is based on Circular No. 460 "Guidelines on the Pag-IBIG Fund's Implementation of Increase in the Maximum Fund Salary (MFS) effective February 2024". Item C of this Circular mentioned the monthly membership savings of Pag-IBIG I members both mandatory and voluntary which shall be:

| <u>Fund Salary</u> | <u>Contribution Rate</u> | |
|--------------------|--------------------------|-------------------|
| | Employee | Employer (if any) |
| P1,500 and below | 1.0% | 2.0% |
| Over P1,500 | 2.0% | 2.0% |

The maximum fund salary to be used in the computing the employee and employer savings is increased to Php10,000.00 in accordance with Section 7 of Republic Act No. 9679 "Pag-IBIG (Pagtutulungan sa kinabukasan: Ikaw, Bangko, Industriya at Gobyerno) Fund".

For guidance and information of all concerned.

10/15/24
FLORITA M. LACDO-O
BAC Chairperson