



**DOST-PCAARRD**

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES  
RESEARCH AND DEVELOPMENT**

**ISO 9001:2015**



Certificate No. AJA13-0034

OFFICE OF THE EXECUTIVE DIRECTOR  
Administration, Resource Management and Support Services

February 12, 2020

**Project** : Procurement of Security Services (CY 2020)  
**Location** : PCAARRD, Los Baños, Laguna  
**Subject** : Bid Bulletin No. 1

---

To Bidders:

This Bid Bulletin No. 1 is hereby issued for your information and guidance in the preparation and submission of bid proposals for the above project:

1. See revised Detailed Financial Proposal (Attachment A) and Section VI. Schedule of Requirements (Attachment B) to be accomplished;
2. Agency Fee: Bidders to follow DOLE Department Order No. 174;
3. The "Amount from Government in favor of Guard" on the Detailed Financial Proposal, bidders to follow existing/latest government rules and attach latest documentation as basis for the amount to be indicated in the bid;
4. Zero bid for uniform: Bidder may state "zero" in their bid but they still have to provide the uniforms at Supplier's expense;
5. Submission and Bid Opening was rescheduled on **February 20, 2020, 10 A.M. at OED-BR, PCAARRD** due to the PCAARRD's Director's Council meeting to be attended by most of the BAC members.

For your information and guidance.

**(SGD.) MELVIN B. CARLOS**  
Deputy Executive Director for ARMSS  
and Chairperson, BAC

## Detailed Financial Proposal

### COST DISTRIBUTION PER MONTH OF SECURITY SERVICES

(Source: PADPAO Standard Cost Distribution/Wage Order No. RB IVA-18 effective April 28, 2018)

No. of working days per week	7 days
No. of days per year	393.8 days
	8-hour work/day
Daily wage	PhP373.00

<b>A. Amount Directly to Guard</b>	
Average Pay/Month (DW x 393.8 days/12 months)	
Night Differential Pay (Ave. Pay/month x 10% x 1/3)	
13th month Pay (DW x 365/12/12)	
5 Days Incentive Pay (DW x 5/12)	
Uniform Allowance* (Per RA 5487 – standard)	
<b>Sub-total</b>	
<b>B. Amount from Government in favor of Guard</b>	
a) Retirement Benefit (RA 7641)	
b) SSS Premium	
c) PhilHealth Contribution	
d) State Insurance Fund	
e) Pag-IBIG Fund	
<b>Sub-total</b>	
<b>C. Total Amount Due to Guard and Government (A+B)</b>	
<b>D. Agency Fee __% of C</b> Administrative Overhead and Margin	
<b>E. Value Added Tax (D x 12% - RMC039-20-07)</b>	
<b>F. Minimum Contract Rate per Month (C+D+E)</b>	
<b>G. Contract Rate for 10 months for 30 Security Guards</b> <b>(F x 10 months x 30 Security Guards)</b>	

NOTES: Please explain your ZERO bid for any item

\* Zero bid for uniform means that the uniform allowance will still be given to guards charged against the security agency.

Zero bid for all other items means that these items will be fully shouldered by the bidder. If bid for “Amount from Government in favor of Guard” is lesser than the required amount by these government corporations, the bidder will pay fully and shoulder the difference from the bid. If awarded the contract, no request for increase of government contribution shall be accepted by PCAARRD; unless a new order from these government corporations is issued.

\_\_\_\_\_  
Name and Signature of Authorized Representative

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Procurement of Security Services to PCAARRD:		30 security guards	March 1 - December 31, 2020 (shall commence after signing/conforming with the Notice to Proceed)
	Deployment (no. of shift:3)			
	• Motorpool	1	3	
	• Main Gate	2	6	
	• Main Lobby	1	3	
	• Backyard Parking	1	3	
	• BPK Building	1	3	
	• C. Pagdilao Drive/ Guesthouse	1	3	
	• DPITC	2	6	
	• Supervisor/Asst. Supervisor	1	3	

Shifting hours: First shift: 7:00 A.M. – 3:00 P.M.  
 Second shift: 3:00 P.M. – 11:00 P.M.  
 Third shift: 11:00 P.M. – 7:00 A.M.

Security Agency must provide 3 shifting Supervisors and guards for 8 hours service each or a maximum of 12 hours. The 12-hour duty shall be limited to a maximum of two days in a week only per guard.

Shifting schedules with 9 guards and 1 supervisor/ asst. supervisor: 7am-3pm; 3pm-11pm; 11pm-7am

I hereby certify that the Statement of Compliance to the foregoing Schedule of Requirements are true and correct, otherwise, if found false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

**Statement of Compliance:** \_\_\_\_\_

\_\_\_\_\_  
 Name and Signature of Authorized Representative