Name of Agency
Office Address
Contact No.

## COST DISTRIBUTION PER MONTH

| AGENCY ESTIMATE FOR SECURITY GUARDS 3 SHIFTS FOR 7 MONTHS (June to December, 2023) | | Minimum Wage Rate (MWR) 375 | |
|---|---|---|---|
| | | Day Shift | Night Shift |
| | | 11 | 6 |
| Daily Basic Salary Rate | | | |
| Number of Days per Month | | | |
| REIMBURSABLE COSTS: | | | |
| (A) Payable Directly to Security Guards | | | |
| a. Basic Salary - at daily rate for the equivalent of No. of days per month | | | |
| b. Night Differential Premium Pay - 10% of basic salary | | | |
| c. 13th month pay - 1/12 of basic salary | | | |
| d. Service Incentive Leave Pay - 5 days per year | | | |
| Sub-total A.1 | | | |
| Sub-total A.2 | | | |
| *(B) Payable to the government - Employee Share of* | | | |
| *a. Social Security Premiums* | | | |
| *b. PhilHealth Premiums* | | | |
| *c. ECC Insurance Premiums* | | | |
| *d. Pag-IBIG Fund Contribution* | | | |
| Sub-total B | | | |
| (C) TOTAL REIMBURSABLE COST - A+B | | | |
| (D) ADMINISTRATIVE COST - (Max of 20% of C) | | | |
| (E) VALUE ADDED TAX - (D * 12%) | | | |
| TOTAL PRICE (C + D + E) | | | |
| CONTRACT / BILLING RATE - per month | | | |
| CONTRACT / BILLING RATE - per day | | | |
| CONTRACT / BILLING RATE - per hour | | | |
| | | | |
| 1. ABOVE RATES ARE INCLUSIVE OF VALUE ADDED TAX | | | |
| **TOTAL AMOUNT OF GUARD'S MONTHLY RATE** | | | |
| | | | |
| **Total Cost Inclusive of VAT:** | | | |

Submitted by:

_____
Bidder's Name