



UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

OFFICE OF THE BIDS AND AWARDS COMMITTEE II

BID FORM

NAME OF THE PROJECT : **PROPOSED PROCUREMENT OF SECURITY SERVICES FOR USTP-VILLANUEVA CAMPUS CY 2025**

APPROVED BUDGET OF CONTRACT : **ONE MILLION TWO HUNDRED EIGHTY-FOUR THOUSAND SEVEN HUNDRED TWENTY-FIVE PESOS AND 63/100 (P1,284,725.63) ONLY**

BRIEF DESCRIPTION : **SECURITY SERVICES FOR USTP-VILLANUEVA CAMPUS CY 2025**

SOURCE OF FUND : **IGI CY 2025**

CONTRACT DURATION : **NINE (9) MONTHS (ONE LOT)**

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
1	3 Guards for the USTP-Villanueva Campus without Night Differential Pay 3 Guards for the USTP-Villanueva Campus with Night Differential Pay (USTP-Villanueva Campus, Poblacion 1, Villanueva, Misamis Oriental) NOTE: Please attach Cost Breakdown, using the attached template.	1	lot	1,284,725.63	P	P
TOTAL:						P

Total Bid Price in Figure: _____

Total Bid Price in Words: _____

Name and Signature of Bidder: _____

All bid proposals must be sealed in envelopes properly labeled and submitted to this University on or before the deadline of submission of bids, **MAY 27, 2025, 09:30 A.M. (TUESDAY)** at the Procurement Services, 2nd Level Gymnasium Lobby, University of Science and Technology of Southern Philippines, C.M. Recto Ave., Lapasan Cagayan de Oro City.

The University of Science and Technology of Southern Philippines assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. The USTsP neither assumes any obligation for whatsoever losses that the bidders may incur in the preparation on their bids nor guarantee that an award will be made.


ATTY. ERWIN B. BUCIO
BAC ILC Chairperson



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REVISED COST BREAK DOWN

(For the Budget of the Contract Hiring of Security Service for 2025

Basis: Wage Order No. RX-23

Daily Minimum Wage: Php461.00 - Villanueva Campus

PARTICULARS	w/o NDP	w/ NDP
Amount Due to Guard		
1. Daily Wage Rate	P	P
2. Average pay per month ($DW \times \text{no. of days per year (395)} / 12$)	P	P
3. Night Differential Pay (NDP) ($\text{Ave. Pay/Month} \times 10\% \times 1/3$)		P
4. 13th Month Pay ($DW \times 365 / 12 / 12$)	P	P
5. 5 Days Service Incentive Leave Pay ($DW \times 5 / 12$)	P	P
6. Uniform Allowance	P	P
Total Amount Due to Guard	P	P
Amount Due to Government in Favor of Guard		
1. SSS Premium (New SSS Contribution Schedule effective January 2025: SSS Circular No. 2024-006, based on range of compensation (Average pay per month + NDP))	P	P
2. Philhealth Contribution (Philhealth Circular No. 2020-0005) (Average pay per month + NDP) $\times 0.05 / 2$)	P	P
4. Pag-IBIG FUND (Pag-ibig Circular No. 460)	P	P
Total Amount to Government in Favor to Guard	P	P
TOTAL AMOUNT TO GUARD AND GOVERNMENT	P	P
COST OF SUPPLIES AND EQUIPMENT (Per Annex "A" par 5.3 of GPPB Res. No. (24-2007)	P	P
AGENCY FEE	P	P
VALUE ADDED TAX (BIR Rev. Memo Cir. No. 39-2007) (AF $\times 12\%$)	P	P
MINIMUM RATE OF MONTHLY CONTRACT PER GUARD	P	P
Number of Guards	3	3
Number of Months	9	9
TOTAL AMOUNT OF YEARLY CONTRACT PER CATEGORY FOR CDO CAMPUS	P	P
GRAND TOTAL PER YEAR	P	

Note: Salaries/wages, other benefits, and administrative and operating overhead shall be in accordance with the prevailing laws, rules and regulations.

Prepared by:

Signature over printed name of the authorized representative