



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 I

## BID FORM

NAME OF THE PROJECT : **SECOND RE-BIDDING FOR THE PROPOSED PROCUREMENT OF THE SECURITY SERVICES FOR USTP-CDO CAMPUS CY 2025**

APPROVED BUDGET OF CONTRACT : **FIVE MILLION NINE HUNDRED FIFTY-SEVEN THOUSAND EIGHT HUNDRED TWELVE PESOS AND 99/100 (P5,957,812.99) ONLY**

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

SOURCE OF FUND : **GOP&IGI CY 2025**

CONTRACT DURATION : **ONE (1) YEAR (ONE LOT)**

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
1	<b>15 Guards for the USTP-CDO Campus without Night Differential Pay 6 Guards for the USTP-CDO Campus with Night Differential Pay</b>  (C.M. Recto Avenue, Lapasan, Cagayan de Oro City)  In case the Security Agency does not have an office in Cagayan de Oro City, it shall deploy one (1) coordinator who shall be physically available on demand in the USTP-CDO Campus.  Note: Please attach Cost Breakdown, using the attached template.	1	lot	5,957,812.99	P	P
<b>TOTAL:</b>						<b>P</b>

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 13, 2025, 09:30 A.M.** 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. JONATHAN S. OCHE**  
BAC I Chairperson



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OFFICE OF THE BIDS AND AWARDS COMMITTEE II

**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 - CDO Campus

PARTICULARS	w/o NDP	w/ NDP
<b>Amount Due to Guard</b>		
1. Daily Wage Rate	P	P
2. Average pay per month (DW x no. of days per year (395) / 12)	P	P
3. Night Differential Pay (NDP) (Ave. Pay/Month x 10% x 1/3)		P
4. 13th Month Pay (DW x 365 / 12 / 12)	P	P
5. 5 Days Service Incentive Leave Pay (DW x 5 / 12)	P	P
6. Uniform Allowance	P	P
<b>Total Amount Due to Guard</b>	P	P
<b>Amount Due to Government in Favor of Guard</b>		
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) x 0.05 / 2)	P	P
4. Pag-IBIG FUND (Pag-ibig Circular No. 460)	P	P
<b>Total Amount to Government in Favor to Guard</b>	P	P
<b>TOTAL AMOUNT TO GUARD AND GOVERNMENT</b>	P	P
COST OF SUPPLIES AND EQUIPMENT (Per Annex "A" par 5.3 of GPPB Res. No. (24-2007)	P	P
AGENCY FEE (Total Amount Due to Guard & Government x 20%)	P	P
VALUE ADDED TAX (BIR Rev. Memo Cir. No. 39-2007) (AF x 12%)	P	P
MINIMUM RATE OF MONTHLY CONTRACT PER GUARD	P	P
Number of Guards	15	6
Number of Months	12	12
<b>TOTAL AMOUNT OF YEARLY CONTRACT PER CATEGORY FOR CDO CAMPUS</b>	P	P
<b>GRAND TOTAL PER YEAR</b>	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

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