



**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20210819-01**

**PROJECT** : **Security Guard Services for Various LANDBANK Branches and Extension Offices (18 Lots)**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **November 15, 2021**

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This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

- 1) Modifications, amendments and/or clarifications:
- 2) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 3) The Terms of Reference (Annexes D-1 to D-9), Cost Distribution (Annexes E-1 to E-31), ITB Clause 5.3 of Instruction to Bidder (Section II) & Bid Data Sheet (Section III), Technical Specifications (Section VII), Form No. 2 of Schedule of Prices and Checklist of Bidding Documents (Item No. 12 of the Eligibility & Technical Components, Item Nos. 14, 16 to 18 and 24 of Post-Qualification Documents and Item Nos. 2 and 3 of Financial Components) have been revised. Please see attached revised Annexes D-1 to D-9, E-1 to E-31 and specific sections of the Bidding Documents.
- 4) The deadline for submission of electronic bids for the above project is re-scheduled on **November 23, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall not be accepted.
- 5) The Guidelines in Breaking Tied Bids During Online Bidding is attached as Annex H.



**ATTY. HONORIO T. DIAZ, JR.**  
Head, HOBAC Secretariat

**TERMS OF REFERENCE**  
**THREE (3) YEARS CONTRACT FOR PREMISE GUARDS SERVICES**  
**OF LAND BANK OF THE PHILIPPINES**

1. The **SUPPLIER** warrants as it hereby affirms all the following representations and undertakings to have itself deemed by the **PROCURING ENTITY** as qualified to render the services subject of the Contract:
  - 1.1. That the **SUPPLIER** shall maintain the following minimum operational capability for the duration of the Contract:
    - 1.1.1. Manpower and firearm complement as required by the **PROCURING ENTITY**;
    - 1.1.2. One (1) 4-wheeled service motor vehicle (per award contract) available anytime on 24/7 for the use of the **SUPPLIER** in the deployment of guards and other security matters of the **PROCURING ENTITY**;
    - 1.1.3. One (1) functional metal detector with a spare unit for each field unit;
    - 1.1.4. One (1) ~~smart~~ cell phone in each field unit/installation for the exclusive use of the guards as their service communication equipment subject to existing policy of the **PROCURING ENTITY** on the use/custody of cellular phones within bank premises. Likewise, **SUPPLIER** shall issue one (1) smart phone to the Area Field Inspector to send real time report (videos & images) to the **PROCURING ENTITY** through the Security Department;
    - 1.1.5. The **SUPPLIER** shall provide at least two (2) units of two-way handheld radio to all Cash Centers, Cash Operations Units (COUs) and Sub-COUs to be used during the conduct of their banking operations;
    - 1.1.6. The **SUPPLIER** shall maintain an office in the region of their operations; and
    - 1.1.7. Other devices and equipment as may be demanded by the **PROCURING ENTITY** for the efficient and effective safeguarding of the **PROCURING ENTITY**'s properties.
  - 1.2. That the **SUPPLIER** shall undertake to execute the contract with the **PROCURING ENTITY** within thirty (30) days from receipt of the Notice to Proceed (NTP) in accordance with the agreed terms and conditions and all other provisions contained in the rules of bidding.
2. The **SUPPLIER** shall provide the **PROCURING ENTITY** with duly licensed security guards:
  - 2.1. Who are at least 5'4" in height (male) and 5'2" (female), weight within normal range as indicated in the Body Mass Index (BMI);
  - 2.2. Who are physically and psychologically fit and qualified to guard and to protect the personnel and property of the **PROCURING ENTITY** and its premises/installations;

- 2.3. With Personal History Statement (PHS) in hard copy; whole body in complete security guard uniform and family pictures; and, local & national clearances in hard and scanned copy to be submitted to the **PROCURING ENTITY** thru the Security Department;
- 2.4. Who had undergone Background Investigation by the **SUPPLIER**.
  - 2.4.1. Background/Life style check should be conducted every six (6) months and the report shall be submitted to SD Head;
- 2.5. Who passed the Comprehensive Bank and Armored Security Training Course (CBASTRAC) conducted by the Bank Security Management Association (BSMA) or any authorized training centers and other related trainings required by the **PROCURING ENTITY** such as but not limited to First-aid Training, Rescue and Emergency Training, Bomb Identification Seminar, Crowd Control, VIP Protection etc. In case of insufficient CBASTRAC trained security guards, the **SUPPLIER** may post security guards without CBASTRAC training provided that the Head Guard of each field unit should be CBASTRAC trained who shall ensure that the security guards without CBASTRAC training are coached while awaiting training. Provided further that posted security guards without CBASTRAC training shall attend the training within 90-days from the date of actual posting and submit to the **PROCURING ENTITY** the corresponding training certificates thereafter;
- 2.6. For LBP Plaza, the ratio of CBASTRAC trained security guards must be at least 50 percent of the total guards to be posted, provided, that the said security guards without CBASTRAC training shall attend the training within 90-days from the date of actual posting and subsequently submit to the **PROCURING ENTITY** the corresponding training certificates thereafter;
- 2.7. Who are experienced and trained in escort security services for field units with LBP-owned armored vehicle; and
- 2.8. Who have passed the screening and interview by the **SUPPLIER** as supervised and witnessed by the **PROCURING ENTITY**.
3. The **SUPPLIER** shall maintain reserve guards of at least 10 percent (10%) of the total deployment in their roster at no cost to the **PROCURING ENTITY**;
4. Upon due notification from the **PROCURING ENTITY**, premise guard/s shall be deployed by the **SUPPLIER** to the following installations under the Group covered by the contract:
  - 4.5. Newly-opened Branches;
  - 4.6. Field Units;
  - 4.7. Properties leased by the **PROCURING ENTITY**;
  - 4.8. Mobile Branches & Mobile ATMs; and
  - 4.9. Other installations that are managed and owned by the **PROCURING ENTITY**.
5. The number of security guards and number of days may be increased or decreased, in the exigency of the service and/or the need of the security situation at the post, as may be determined by the **PROCURING ENTITY**. Increase and decrease in the number of guards shall be implemented within 24 hours and within two (2) days, respectively, upon prior notice by the **PROCURING ENTITY**;

6. The areas of assignment of the security guards shall be determined by the **PROCURING ENTITY** in connection with the enforcement of its policies, rules and regulations;
7. Security guards who are related to an employee of the **PROCURING ENTITY** up to the third (3<sup>rd</sup>) degree of affinity or consanguinity shall not be assigned /posted together at the same Branch /Field Unit /Installation;
8. The **PROCURING ENTITY** may, at its own discretion, and for whatever reason/s, demand the replacement of any guard or guards posted at the **PROCURING ENTITY's** premises/ installations, in which case the **SUPPLIER** shall, upon notice by the **PROCURING ENTITY**, cause replacement within 24 hours of the security guard/s concerned;
9. Any security guard shall be perpetually disqualified from reassignment to any other post in any premises/installations of the **PROCURING ENTITY** due to the following:
  - 9.1. Involvement in any untoward incident, whether or not affecting the **PROCURING ENTITY**; and
  - 9.2. Commits acts inimical or prejudicial to the interest of the **PROCURING ENTITY** or its personnel.
10. The **SUPPLIER** shall discipline and supervise the security guards in accordance with the rules and regulations of the Philippine National Police and its Supervisory Office for Security and Investigation Agency (PNP-SOSIA); and the **SUPPLIER** shall assume the responsibility of paying the **PROCURING ENTITY** ONE THOUSAND PESOS (P1,000.00) for every guard caught/found sleeping while on guarding duty or not on post; ONE THOUSAND PESOS (P1,000.00) per security guard absent without official leave (AWOL); and, TWO THOUSAND PESOS (P2,000.00) per day for every lacking guard complement. The penalties shall be collected by the Field Unit where the guard is assigned against the billing of the **SUPPLIER** for the succeeding month after the discovery of the violation/s. The guard concerned shall be relieved in accordance with paragraph 8 hereof.
11. Security Guards to be detailed/assigned at the **PROCURING ENTITY's** premises/installations, in view of a new contract, shall have passed the screening and interview by the **SUPPLIER** as supervised and witnessed by the **PROCURING ENTITY** prior to deployment.
12. At least seven (7) working days before the assumption of the contract and deployment of security guards by the **SUPPLIER**, the **PROCURING ENTITY** shall be provided with the written schedule of: (a) guard assignments to include the reserve guards indicating the names of security guard(s), time schedule, and premises to be guarded; and (b) firearms deployment complete with the corresponding documents, i. e., licenses of the firearms issued to the **SUPPLIER**, and, c) the appropriate and corresponding documentary requirements/clearances, i.e., identification cards, NBI/PNP clearances, medical certificate, drug test results, and neuro-psychiatric clearance attesting to the guards' physical/mental fitness.
13. Security guard replacements and relievers shall come from the reserve guards as provided in paragraph 3 of the TOR and who have already passed the screening process. New replacement and reliever guards shall also be screened in accordance with paragraph 12 of the TOR;

14. Overtime detail is subject to prior written authorization of the **PROCURING ENTITY**. Overtime duty of guard shall not exceed twelve (12) hours within a 24-hour period;
15. The **SUPPLIER** shall provide, at the minimum, each of the security guards on duty with duly licensed firearms issued in the name to the **SUPPLIER** and sufficient ammunitions as follows:
  - 15.1. Premise Guards - One (1) 9mm pistol and at least two (2) shotguns of make acceptable to the **PROCURING ENTITY** for every field unit. During the actual duty, the guard with issued shotgun will no longer be issued a hand gun or vice versa; **NOTE: Interim provision of one (1) caliber .38 service hand gun of reputable make /brand acceptable to the PROCURING ENTITY shall be allowed for the first sixty (60) days of deployment while the release papers and firearms from the PNP-FEO are processed by the security agency concerned.**
  - 15.2. Escort guards who will be deployed in the **PROCURING ENTITY's** owned armored vehicles – M16 rifles or its equivalent, Level III bullet proof vests and steel helmets;
  - 15.3. For Mindanao Field Units – The **SUPPLIER** shall provide at least one M-16 rifle or its equivalent per field unit. Equivalent shall mean rifle (AK-47, etc.) using 5.56mm ammunition provided with the approval of PNP-SOSIA or Firearms and Explosives Office (FEO); **NOTE: If the PNP-FEO or SOSIA disapproves the request (in writing), The same provision for paragraph 14.1 shall apply.**
  - 15.4. The **SUPPLIER** shall provide adequate weapons/original ammunitions –twelve for each shotgun, 21 in 3 magazines for each 9mm pistol and 90 in 3 magazines for each M16 rifle -- which shall at all times be in the possession of the security guards on duty (with corresponding accessories such as magazine/ammo pouches and holsters/slings for firearms) who shall be subject to rules and regulations of the Philippine National Police or other proper authorities governing the use of such firearms/weapons/ammunitions.
  - 15.5. The **SUPPLIER** expressly agrees to pay to the **PROCURING ENTITY** a fine in the amount of FIVE HUNDRED PESOS (P500.00) per day for every firearm issued to its security guard found not in accordance with the agreed specifications and description or for every security guard found with defective or without firearm, and/or ONE HUNDRED PESOS (P100.00) per day for every bullet found less than the number provided for above and for every lacking accessories required. The penalty shall commence from the date that the deficiency was discovered by the **PROCURING ENTITY** and will end on the day that the **SUPPLIER** shall have rectified the findings as duly acknowledged by the Head/Representative of the Field Unit of the **PROCURING ENTITY**. The penalties shall be collected by the Field Unit where the guard is assigned against the billing of the **SUPPLIER** for the succeeding month after the discovery of the shortage/defect/s.
  - 15.6. The **SUPPLIER**, subject to the approval of the **PROCURING ENTITY**, shall implement reshuffling of Security Guards to areas of the same wage rate for at least once every contract year.
16. The **SUPPLIER** shall closely check and monitor the security guards in the performance of their duties and responsibilities by conducting inspection at any time of the day or night. It shall ensure that the guards are properly discharging their duties, in

proper/complete uniform, and are not committing any act or acts prejudicial to the interest of the **PROCURING ENTITY**. For this purpose the **SUPPLIER** binds itself to conduct inspections on a weekly, bi-monthly or monthly basis as determined by the **PROCURING ENTITY**. The reports, duly acknowledged/signed by the Head/Representative of the Field Unit of the **PROCURING ENTITY**, shall reach the LBP - Security Department (LBP-SD) at the end of each month, whichever is applicable.

17. The **SUPPLIER**, through its designated representative or supervisor, shall coordinate with the **PROCURING ENTITY's** in-house security officers to ensure effective coordination and implementation of all security measures adopted by the **PROCURING ENTITY**. Representatives of the **PROCURING ENTITY** and the **SUPPLIER** shall have regular monthly meetings or as the need arises to discuss problems and recommendations to further improve the security services. The monthly meeting shall be held every last Thursday of the month or as the need arises and at a time and place that shall be agreed upon by both parties. Both the **PROCURING ENTITY** and the **SUPPLIER** shall establish and maintain effective liaising with the nearest police station/substation or precinct to ensure positive police response at all times.
18. The **SUPPLIER** shall assume full responsibility for any and all liability, cause, or cause of action, claim or claims that may be filed under the Labor Laws, Employees Compensation Law or other pertinent laws, which may hereinafter be enacted.
19. The **SUPPLIER** shall comply with existing government laws, policies, rules and regulations governing its business and operations.
20. **SUPPLIER** shall submit a duly notarized statement together with the following certified true copies of current and valid documents to the **PROCURING ENTITY**. Any false statements or misrepresentations shall result in sanctions covered by the Procurement Law (R.A. 9184) and all other applicable Laws of the Philippines:
  - ✓ Copy (in color ink) of firearms licenses or Long Regular Registration (LRR) under the ownership of the **SUPPLIER**;
  - ✓ Certification from the Firearms and Explosives Office (FEO) that the **SUPPLIER's** firearms existed in the Firearms Information Management System (FIMS) Masterfile;
  - ✓ Certificate of "No Derogatory Records" issued either by the PNP-SOSIA /Regional SOSIA /PADPAO;
  - ✓ Not less than two (2) Certificates of Satisfactory Performance from its clients wherein one (1) of which must be issued by no less than a Commercial Bank operating in the Philippines. Date of issuance for certificates issued by the commercial bank clients shall be within sixty (60) calendar days before the date of bidding while for the other certificate shall be within January to November 2021, respectively;
  - ✓ Copy (in color ink) of the **SUPPLIER's** License to Operate;
  - ✓ Has deployed with at least 1:3 firearm-to-guard ratio in any case for about 200 security guards.
21. The security guards of the **SUPPLIER** are not employees of the **PROCURING ENTITY** and accordingly, the **PROCURING ENTITY** cannot be held liable/responsible for any claim or claims for compensation or for personal injury or damage, including death, caused to or by any person whosoever;
22. The **SUPPLIER** warrants that it is operationally capable of discharging its duties and obligations under this contract, and has the sufficient number of personnel, firearms,

- ammunitions, and accessories necessary to meet the security requirements of the **PROCURING ENTITY**, and the mobility in conducting regular and surprise inspections.
23. The **SUPPLIER** shall submit a certification under oath monthly that it is paying its security guards assigned to the **PROCURING ENTITY** of their salaries, etc. in accordance with the PADPAO computation for guards salary and benefits and dues based on the government wage orders and other applicable labor laws as well as regularly and timely remit to the SSS, Pag-Ibig and PhilHealth, the contributions of its security guards. Said remittances shall be coursed through any LBP Branch. The **SUPPLIER** shall warrant that it shall furnish each of their security guards assigned at the **PROCURING ENTITY** pay slips of their 24 monthly earnings and deductions.
24. In addition to the Performance Security in the form and amount specified by the **PROCURING ENTITY** in the contract for Security Services, the **SUPPLIER** shall submit /maintain a SURETY BOND in the amount of FIVE MILLION PESOS (P5,000,000.00) per lot to compensate for any loss or damage incurred by the **PROCURING ENTITY**, its personnel or clients due to the fault /negligence or fraudulent act of the assigned security guards. The **SUPPLIER** shall be liable and the SURETY BOND shall indicate that the Surety shall pay the **PROCURING ENTITY** to the extent of the amount insured as follows:
- 22.1. In case of loss, pilferage, damage or breakage of **PROCURING ENTITY**/personnel/client properties due to or attributable to the fault, negligence or fraudulent act of the assigned security guard/s and other personnel of the **SUPPLIER**;
- 22.2. Investigation shall be performed jointly by the **PROCURING ENTITY** and the **SUPPLIER**, with the former as Lead Investigator. In case of differing results of the investigation conducted by both entities, the findings in the investigation of the **PROCURING ENTITY** shall prevail without further judicial determination of fault, negligence or fraud;
- 22.3. Any loss or damage incurred by the **PROCURING ENTITY** shall be paid by the **SUPPLIER** and payment thereof shall be sourced at the **PROCURING ENTITY**'s option, from the Performance Security or SURETY BOND or from the **SUPPLIER**'s receivables under the Contract for Security Services;
- 22.4. The **SUPPLIER**'s obligation to pay for any loss or damage will not be rendered unenforceable by the Surety's denial of its obligation under the Surety Bond, in which case, the **PROCURING ENTITY** shall have recourse against the **SUPPLIER**'s Performance Security and receivables;
- 22.5. In case the loss or damage is in excess of the amount of the Performance Security, SURETY BOND and receivables, the **SUPPLIER** shall pay the **PROCURING ENTITY** for the unpaid loss or damage within ten (10) days from written demand;
23. In any event, the **SUPPLIER** shall make available the security guard/s concerned as possible witness/es to a case or investigation undertaken or to be undertaken by the **PROCURING ENTITY**. In case of failure of the **SUPPLIER** to present the security guard/s as witness/es on a scheduled hearing, the **PROCURING ENTITY** shall have recourse against the **SUPPLIER**'s Performance Security and receivables of the whole amount involved on a particular case that is subject of the investigation.

24. The **SUPPLIER** shall maintain its good standing as a security and protective agency, financially capable of doing or acting as an independent contractor, and shall obtain/secure all the necessary licenses and permits and comply with laws, ordinances and regulations governing security agencies and their operations. If the **PROCURING ENTITY** has reason/s to believe that the **SUPPLIER** has failed to comply with any law or regulation governing employment of labor and/or security guards/security services and/or remittances of SSS, Pag-Ibig and PHIC contributions, the **PROCURING ENTITY** may then notify the **SUPPLIER** accordingly, and if the latter shall refuse to comply or fail to present satisfactory proof to the contrary within fifteen (15) days from receipt of such notice from the **PROCURING ENTITY**, the **PROCURING ENTITY** shall have the right to immediately terminate this Agreement, the succeeding provisions notwithstanding, without prejudice to any action which the **PROCURING ENTITY** may institute for damages suffered thereby;
25. For and in consideration of the actual security services rendered which is normally on a 5-day workweek posting by the **SUPPLIER** to the **PROCURING ENTITY**, the latter shall pay the former the following:
- 25.1. The day wage and night differential of security guards based on applicable PADPAO rates and other future issuances;
  - 25.2. The corresponding administrative fee based on bid price;
  - 25.3. The applicable VAT; and,
  - 25.4. In case of 6 or 7-day workweek postings, the day wage, shall be adjusted based on applicable PADPAO rates on a 6 or 7-day workweek.
26. The **SUPPLIER** shall use the **PROCURING ENTITY**'s Deposit and ATM Payroll System as follows:
- 26.1. The **SUPPLIER** shall open Payroll Fund Account with maintaining balance equivalent to one (1) month salary of all guards deployed where the fund for ATM payroll shall be debited every payroll date; and,
  - 26.2. The **SUPPLIER** shall ensure that all security guards deployed will open an individual LBP ATM payroll account where salaries will be credited through Payment Account System Validation (PACSVL) which shall be covered by a separate Memorandum of Agreement (MOA) and executed before deployment.
27. The **SUPPLIER** warrants that it shall pay all security guards their compensation and benefits in accordance with applicable law(s), rules and regulations of the Philippines.
28. In case a new law or regulation is promulgated or enacted increasing the Minimum Wage, Workmen's Compensation and Allowances of workers including security guards, the rate shall be adjusted in accordance with the new wage order. To this end, the **SUPPLIER** shall notify the **PROCURING ENTITY** of the effectivity of such a new wage rate.
29. The **PROCURING ENTITY** warrants the grant of FREE (one set) UNIFORM per guard for every year of satisfactory performance by the **SUPPLIER**;
30. The **PROCURING ENTITY** warrants the grant of a FIVE THOUSAND PESOS (P5,000.00) hazard allowance per guard for every year. The **SUPPLIER** shall release the hazard allowance to the guards not earlier than the 15<sup>th</sup> day of November and not later than the 20<sup>th</sup> day of December. Payment shall be in line with the existing guidelines and policies of the **PROCURING ENTITY**'s Personnel Administration Department (PAD);



31. The **PROCURING ENTITY** also warrants the provision of lodging /accommodation to security guards deployed during the conduct of Mobile Branches and Mobile ATMs operations that require more than two (2) days stay at the area;
32. After the expiration or termination of this Agreement, the **PROCURING ENTITY** may issue a clearance from any responsibility in favor of the **SUPPLIER** only after resolution of all pending claims for losses and damages, if any;
33. This contract may be pre-terminated by the **PROCURING ENTITY** on any of the following grounds:
  - 33.1 Violation of or non-compliance by the **SUPPLIER** with any of the terms and conditions of the contract;
  - 33.2 Unsatisfactory or poor performance of security services as determined by the **PROCURING ENTITY**;
  - 33.3 Failure of the **SUPPLIER** to equip each security guards with any of the required security gadgets such as firearms, ammunitions, metal detectors, cellular phones/radios, and service motor vehicle as determined by the **PROCURING ENTITY**;
  - 33.4 Failure of the **SUPPLIER** to submit inspection reports for four (4) successive reporting periods;
  - 33.5 Failure of the **SUPPLIER** to comply with the statutory benefits of the guards, i.e., prompt payment of 5-day incentive leave pay and 13<sup>th</sup> month pay, etc., and the grant of FREE (one set) UNIFORM for every year of satisfactory performance of its guards;
  - 33.6 In case of misrepresentation on material facts and documents during the bidding and after the award of contract;
  - 33.7 Involvement of **SUPPLIER's** security guard(s) in robbery, theft, or other crimes and fraudulent acts at any field of the **PROCURING ENTITY**, as determined by findings in the investigation performed jointly by the **PROCURING ENTITY** and **SUPPLIER**, with the former as the Lead Investigator;
  - 33.8 Loss of trust and confidence on the **SUPPLIER** for whatever cause; and,
  - 33.9 In case of violation of any provisions above, the **PROCURING ENTITY** may initiate the blacklisting process in accordance with RA 9184.
34. The **SUPPLIER** shall pay an indemnification fee for loss of business opportunity due to the closure of the Bank or a halt in banking operations resulting from events directly caused or attributed to the **SUPPLIER'S** security guards. The amount shall be based on the current total annual Business Unit Earnings (BUE) of the unit concerned divided by the number of working days for the year. The fee shall be collected by the Field Unit where the guard is assigned and will be charged against the billing of the **SUPPLIER** for the succeeding month;
35. The **SUPPLIER** shall conduct annual firearms proficiency training for the security guards assigned at the **PROCURING ENTITY** using their **SUPPLIER**-issued firearms. The **SUPPLIER** shall then submit the results of the training as well as the certificates issued by the training entity as proof of completion from the training to form part of the validation process conducted by the **PROCURING ENTITY**;

36. The **SUPPLIER** shall maintain a response team on a 24-hour basis to immediately act on any security situation at any field unit upon receipt of a notification from the **PROCURING ENTITY**. The **SUPPLIER** shall regularly submit to the **PROCURING ENTITY** the names and contact numbers of personnel in the response team;
  37. The **SUPPLIER** shall assure the **PROCURING ENTITY** that all his guards to be deployed have undergone related trainings such as but not limited to First-aid Training, Rescue and Emergency Training, Bomb Identification Seminar, Crowd Control, VIP Protection, etc;
  38. The **SUPPLIER** shall shoulder the expenses in the conduct of annual drug testing of all his deployed guards and surprise random drug test upon request of the **PROCURING ENTITY** to be facilitated by authorized /accredited drug testing centers. The result of which shall be submitted to the **PROCURING ENTITY** within fifteen (15) working days after the conduct of the drug test.
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**COST DISTRIBUTION**

National Capital Region &amp; LBP Plaza &amp; Other Installation

**WAGE ORDER NO. NCR - 22**

Effective November 22, 2018

Days Work per Week

No. of days/year

	<b>7 days</b> 393.80 8 Hours work/day Night Shift		<b>7 days</b> 393.80 8 Hours work/day Day Shift		<b>5 days</b> 261.00 8 Hours work/day Day Shift	
<b>Amount to Guard</b>						
New Daily Wage	Php	537.00	Php	537.00	Php	537.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	17,622.55	Php	17,622.55	Php	11,679.75
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,762.26				
13th Month Pay (DW x365/12/12)	Php	1,361.15	Php	1,361.15	Php	1,361.15
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	223.75	Php	223.75	Php	223.75
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>21,486.37</b>	<b>Php</b>	<b>19,724.12</b>	<b>Php</b>	<b>13,781.32</b>
<b>Amount to Government in Favor of Guard</b>						
Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	1,006.88	Php	1,006.88	Php	1,006.88
SSS Premium	Php	1,657.50	Php	1,487.50	Php	977.50
PhilHealth Contribution	Php	352.45	Php	352.45	Php	233.60
State Insurance Fund	Php	30.00	Php	30.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>3,146.83</b>	<b>Php</b>	<b>2,976.83</b>	<b>Php</b>	<b>2,327.98</b>
<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	<b>Php</b>	<b>24,633.20</b>	<b>Php</b>	<b>22,700.94</b>	<b>Php</b>	<b>16,109.30</b>
<b>B. AGENCY FEE (20%)</b> ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN	Php	4,926.64	Php	4,540.19	Php	3,221.86
<b>C. VALUE ADDED TAX</b> [AGENCY FEE X 12% VAT-RMC-39-2007]	Php	591.20	Php	544.82	Php	386.62
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	<b>Php</b>	<b>30,151.04</b>	<b>Php</b>	<b>27,785.95</b>	<b>Php</b>	<b>19,717.78</b>
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	<b>Php</b>	<b>45,226.56</b>	<b>Php</b>	<b>41,678.93</b>	<b>Php</b>	<b>29,576.67</b>

LBP BRANCHES COVERED

LBP Plaza &amp; Other Installation

**COST DISTRIBUTION**

National Capital Region

**WAGE ORDER NO. NCR - 22**

Effective November 22, 2018

Days Work per Week

No. of days/year

Days Work per Week	7 days		7 days		5 days	
No. of days/year	393.80		393.80		261.00	
	8 Hours work/day Night Shift		8 Hours work/day Day Shift		8 Hours work/day Day Shift	
<b>Amount to Guard</b>						
New Daily Wage	Php	537.00	Php	537.00	Php	537.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	17,622.55	Php	17,622.55	Php	11,679.75
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,762.26				
13th Month Pay (DW x365/12/12)	Php	1,361.15	Php	1,361.15	Php	1,361.15
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	223.75	Php	223.75	Php	223.75
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	Php	21,486.37	Php	19,724.12	Php	13,781.32
<b>Amount to Government in Favor of Guard</b>						
Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	1,006.88	Php	1,006.88	Php	1,006.88
SSS Premium	Php	1,657.50	Php	1,487.50	Php	977.50
PhilHealth Contribution	Php	352.45	Php	352.45	Php	233.60
State Insurance Fund	Php	30.00	Php	30.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	Php	3,146.83	Php	2,976.83	Php	2,327.98
<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	Php	24,633.20	Php	22,700.94	Php	16,109.30
<b>B. AGENCY FEE (20%)</b>	Php	4,926.64	Php	4,540.19	Php	3,221.86
ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN						
<b>C. VALUE ADDED TAX</b>	Php	591.20	Php	544.82	Php	386.62
[AGENCY FEE X 12% VAT-RMC-39-2007]						
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	30,151.04	Php	27,785.95	Php	19,717.78
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	45,226.56	Php	41,678.93	Php	29,576.67

LBP BRANCHES COVERED

North National Capital Region (NNCR)

**COST DISTRIBUTION**

South NCR

**WAGE ORDER NO. NCR - 22**

Effective November 22, 2018

Days Work per Week

No. of days/year

**7 days**  
393.80  
8 Hours work/day  
Night Shift

**7 days**  
393.80  
8 Hours work/day  
Day Shift

**5 days**  
261.00  
8 Hours work/day  
Day Shift

**Amount to Guard**

New Daily Wage

Ave Pay/Month (DWxNo. of Days per Year/12)

Night Differential Pay (Ave. Pay/mo x 10%)

13th Month Pay (DW x365/12/12)

COLA - (P10x377/12)

5 Days Incentive Pay (DW + COLA x 5/12)

Uniform Allowance

Hazard allowance (P5,000/12)

Overtime Pay

Php	537.00	Php	537.00	Php	537.00
Php	17,622.55	Php	17,622.55	Php	11,679.75
Php	1,762.26				
Php	1,361.15	Php	1,361.15	Php	1,361.15
Php	-	Php	-	Php	-
Php	223.75	Php	223.75	Php	223.75
Php	100.00	Php	100.00	Php	100.00
Php	416.67	Php	416.67	Php	416.67
<b>Php</b>	<b>21,486.37</b>	<b>Php</b>	<b>19,724.12</b>	<b>Php</b>	<b>13,781.32</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)

SSS Premium

PhilHealth Contribution

State Insurance Fund

Pagibig Fund

Php	1,006.88	Php	1,006.88	Php	1,006.88
Php	1,657.50	Php	1,487.50	Php	977.50
Php	352.45	Php	352.45	Php	233.60
Php	30.00	Php	30.00	Php	10.00
Php	100.00	Php	100.00	Php	100.00
<b>Php</b>	<b>3,146.83</b>	<b>Php</b>	<b>2,976.83</b>	<b>Php</b>	<b>2,327.98</b>

**A. TOTAL AMOUNT TO GUARD AND GOV'T.****B. AGENCY FEE (20%)**

ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

**C. VALUE ADDED TAX**

[AGENCY FEE X 12% VAT-RMC-39-2007]

Php	24,633.20	Php	22,700.94	Php	16,109.30
Php	4,926.64	Php	4,540.19	Php	3,221.86
Php	591.20	Php	544.82	Php	386.62

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

Php	30,151.04	Php	27,785.95	Php	19,717.78
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**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

Php	45,226.56	Php	41,678.93	Php	29,576.67
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**LBP BRANCHES COVERED**

South National Capital Region (SNCR)

**COST DISTRIBUTION**

Region 2

**WAGE ORDER NO. RTWPB-02-19**

Effective November 25, 2018

Days Work per Week

No. of days/year

**7 days**  
393.80  
8 Hours work/day  
Night Shift

**7 days**  
393.80  
8 Hours work/day  
Day Shift

**5 days**  
261.00  
8 Hours work/day  
Day Shift

**Amount to Guard**

<b>New Daily Wage</b>	Php	370.00	Php	370.00	Php	370.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	12,142.17	Php	12,142.17	Php	8,047.50
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,214.22				
13th Month Pay (DW x365/12/12)	Php	937.85	Php	937.85	Php	937.85
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	154.17	Php	154.17	Php	154.17
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>14,965.07</b>	<b>Php</b>	<b>13,750.85</b>	<b>Php</b>	<b>9,656.18</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	693.75	Php	693.75	Php	693.75
SSS Premium	Php	1,147.50	Php	1,020.00	Php	680.00
PhilHealth Contribution	Php	242.84	Php	242.84	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>2,194.09</b>	<b>Php</b>	<b>2,066.59</b>	<b>Php</b>	<b>1,683.75</b>

<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	<b>Php</b>	<b>17,159.16</b>	<b>Php</b>	<b>15,817.44</b>	<b>Php</b>	<b>11,339.93</b>
<b>B. AGENCY FEE (20%)</b> ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN	Php	3,431.83	Php	3,163.49	Php	2,267.99
<b>C. VALUE ADDED TAX</b> [AGENCY FEE X 12% VAT-RMC-39-2007]	Php	411.82	Php	379.62	Php	272.16
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	<b>Php</b>	<b>21,002.81</b>	<b>Php</b>	<b>19,360.55</b>	<b>Php</b>	<b>13,880.07</b>
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	<b>Php</b>	<b>31,504.22</b>	<b>Php</b>	<b>29,040.83</b>	<b>Php</b>	<b>20,820.11</b>

**LBP BRANCHES COVERED**

Alicia, Aparri, Bambang, Basco, Cabagan, Cabarroguis, Cauayan, Ilagan,  
Lagawe, Luna, Roxas, San Isidro, Sanchez Mira, Santiago, Santiago  
Acquired Asset, Solano, Solano Lending, Tabuk, Tuguegarao 1,  
Tuguegarao 1 Lending, Tuguegarao 2, San Mateo EO, Tuao

**COST DISTRIBUTION**

Region 1

**WAGE ORDER NO. 20**

Effective April 30, 2019

Days Work per Week

No. of days/year

Effective April 30, 2013						
Days Work per Week		7 days		7 days		5 days
No. of days/year		393.80		393.80		261.00
		8 Hours work/day		8 Hours work/day		8 Hours work/day
		Night Shift		Day Shift		Day Shift
<b>Amount to Guard</b>						
New Daily Wage	Php	340.00	Php	340.00	Php	340.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	11,157.67	Php	11,157.67	Php	7,395.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,115.77	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	861.81	Php	861.81	Php	861.81
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	141.67	Php	141.67	Php	141.67
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	Php	13,793.57	Php	12,677.81	Php	8,915.14
<b>Amount to Government in Favor of Guard</b>						
Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	637.50	Php	637.50	Php	637.50
SSS Premium	Php	1,062.50	Php	935.00	Php	637.50
PhilHealth Contribution	Php	223.15	Php	223.15	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	Php	2,033.15	Php	1,905.65	Php	1,585.00
<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	Php	15,826.73	Php	14,583.46	Php	10,500.14
<b>B. AGENCY FEE (20%)</b>	Php	3,165.35	Php	2,916.69	Php	2,100.03
ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN						
<b>C. VALUE ADDED TAX</b>	Php	379.84	Php	350.00	Php	252.00
[AGENCY FEE X 12% VAT-RMC-39-2007]						
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	19,371.91	Php	17,850.15	Php	12,852.17
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	29,057.87	Php	26,775.23	# Php	19,278.26
<b>LBP BRANCHES COVERED</b>						
Provinces of Ilocos Norte, Ilocos Sur, La Union and Pangasinan and Cities of Laoag, Batac, Vigan, Candon, San Fernando, Urdaneta, Dagupan, San Carlos and Alaminos.						

Annex E5

N

**COST DISTRIBUTION**

Region 2- Basco

**WAGE ORDER NO. RTWPB-02-19**

Effective November 25, 2018

Days Work per Week

No. of days/year

**7 days**

393.80

8 Hours work/day

Night Shift

**7 days**

393.80

8 Hours work/day

Day Shift

**5 days**

261.00

8 Hours work/day

Day Shift

**Amount to Guard**

New Daily Wage

Php	537.00	Php	537.00	Php	537.00
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Ave Pay/Month (DWxNo. of Days per Year/12)

Php	17,622.55	Php	17,622.55	Php	11,679.75
-----	-----------	-----	-----------	-----	-----------

Night Differential Pay (Ave. Pay/mo x 10%)

Php	1,762.26
-----	----------

13th Month Pay (DW x365/12/12)

Php	1,361.15	Php	1,361.15	Php	1,361.15
-----	----------	-----	----------	-----	----------

COLA - (P10x377/12)

Php	-	Php	-	Php	-
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5 Days Incentive Pay (DW + COLA x 5/12)

Php	223.75	Php	223.75	Php	223.75
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Uniform Allowance

Php	100.00	Php	100.00	Php	100.00
-----	--------	-----	--------	-----	--------

Hazard allowance (P5,000/12)

Php	416.67	Php	416.67	Php	416.67
-----	--------	-----	--------	-----	--------

Overtime Pay

Php	21,486.37	Php	19,724.12	Php	13,781.32
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**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)

Php	1,006.88	Php	1,006.88	Php	1,006.88
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SSS Premium

Php	1,657.50	Php	1,487.50	Php	977.50
-----	----------	-----	----------	-----	--------

PhilHealth Contribution

Php	352.45	Php	352.45	Php	233.60
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State Insurance Fund

Php	30.00	Php	30.00	Php	10.00
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Pagibig Fund

Php	100.00	Php	100.00	Php	100.00
-----	--------	-----	--------	-----	--------

Php	3,146.83	Php	2,976.83	Php	2,327.98
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**A. TOTAL AMOUNT TO GUARD AND GOV'T.**

Php	24,633.20	Php	22,700.94	Php	16,109.30
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**B. AGENCY FEE (20%)**

Php	4,926.64	Php	4,540.19	Php	3,221.86
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ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

**C. VALUE ADDED TAX**

Php	591.20	Php	544.82	Php	386.62
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[AGENCY FEE X 12% VAT-RMC-39-2007]

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

Php	30,151.04	Php	27,785.95	Php	19,717.78
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**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

Php	45,226.56	Php	41,678.93	Php	29,576.67
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LBP BRANCHES COVERED

Basco

Annex EG



**COST DISTRIBUTION**

Region 3A

**WAGE ORDER NO. RBIII - 21**

Effective August 01, 2018

Days Work per Week

No. of days/year

<b>7 days</b>	<b>7 days</b>	<b>5 days</b>
393.80	393.80	261.00
<i>8 Hours work/day</i>	<i>8 Hours work/day</i>	<i>8 Hours work/day</i>
<i>Night Shift</i>	<i>Day Shift</i>	<i>Day Shift</i>

**Amount to Guard**

New Daily Wage	Php	420.00	Php	420.00	Php	420.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	13,783.00	Php	13,783.00	Php	9,135.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,378.30				
13th Month Pay (DW x365/12/12)	Php	1,064.58	Php	1,064.58	Php	1,064.58
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	175.00	Php	175.00	Php	175.00
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>16,917.55</b>	<b>Php</b>	<b>15,539.25</b>	<b>Php</b>	<b>10,891.25</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	787.50	Php	787.50	Php	787.50
SSS Premium	Php	1,275.00	Php	1,190.00	Php	765.00
PhilHealth Contribution	Php	275.66	Php	275.66	Php	200.00
State Insurance Fund	Php	30.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>2,468.16</b>	<b>Php</b>	<b>2,363.16</b>	<b>Php</b>	<b>1,862.50</b>

**A. TOTAL AMOUNT TO GUARD AND GOV'T.** **Php 19,385.71** **Php 17,902.41** **Php 12,753.75**

**B. AGENCY FEE (20%)** **Php 3,877.14** **Php 3,580.48** **Php 2,550.75**

ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

**C. VALUE ADDED TAX** **Php 465.26** **Php 429.66** **Php 306.09**

[AGENCY FEE X 12% VAT-RMC-39-2007]

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)** **Php 23,728.11** **Php 21,912.55** **Php 15,610.59**

**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)** **Php 35,592.17** **Php 32,868.83** **Php 23,415.89**

**LBP BRANCHES COVERED**

Angeles, Apalit, Balanga, Balagtas, Baliuag, San Ildefonso EO, Clark, Dinalupihan, Dau, Iba, Malolos Plaza, Malolos Hi-way, Meycauayan, Olongapo, San Jose Del Monte, San Fernando, Sta maria, Subic, Subic Lending, Mariveles, LZLC Bataan, West San Fernando, Guagua, Pulilan

Annex E-7

**COST DISTRIBUTION**

Region 3 B

**WAGE ORDER NO. RBIII - 21 (Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac, Zambales Provinces)**

Effective August 01, 2018

Days Work per Week

No. of days/year

**7 days**

393.80

8 Hours work/day

Night Shift

**7 days**

393.80

8 Hours work/day

Day Shift

**5 days**

261.00

8 Hours work/day

Day Shift

**Amount to Guard**

New Daily Wage

Php	420.00	Php	420.00	Php	420.00
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Ave Pay/Month (DWxNo. of Days per Year/12)

Php	13,783.00	Php	13,783.00	Php	9,135.00
-----	-----------	-----	-----------	-----	----------

Night Differential Pay (Ave. Pay/mo x 10%)

Php	1,378.30				
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13th Month Pay (DW x365/12/12)

Php	1,064.58	Php	1,064.58	Php	1,064.58
-----	----------	-----	----------	-----	----------

COLA - (P10x377/12)

Php	-	Php	-	Php	-
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5 Days Incentive Pay (DW + COLA x 5/12)

Php	175.00	Php	175.00	Php	175.00
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Uniform Allowance

Php	100.00	Php	100.00	Php	100.00
-----	--------	-----	--------	-----	--------

Hazard allowance (P5,000/12)

Php	416.67	Php	416.67	Php	416.67
-----	--------	-----	--------	-----	--------

Overtime Pay

<b>Php</b>	<b>16,917.55</b>	<b>Php</b>	<b>15,539.25</b>	<b>Php</b>	<b>10,891.25</b>
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**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)

Php	787.50	Php	787.50	Php	787.50
-----	--------	-----	--------	-----	--------

SSS Premium

Php	1,275.00	Php	1,190.00	Php	765.00
-----	----------	-----	----------	-----	--------

PhilHealth Contribution

Php	275.66	Php	275.66	Php	200.00
-----	--------	-----	--------	-----	--------

State Insurance Fund

Php	30.00	Php	10.00	Php	10.00
-----	-------	-----	-------	-----	-------

Pagibig Fund

Php	100.00	Php	100.00	Php	100.00
-----	--------	-----	--------	-----	--------

<b>Php</b>	<b>2,468.16</b>	<b>Php</b>	<b>2,363.16</b>	<b>Php</b>	<b>1,862.50</b>
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**A. TOTAL AMOUNT TO GUARD AND GOV'T.**

<b>Php</b>	<b>19,385.71</b>	<b>Php</b>	<b>17,902.41</b>	<b>Php</b>	<b>12,753.75</b>
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**B. AGENCY FEE (20%)**

Php	3,877.14	Php	3,580.48	Php	2,550.75
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ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

**C. VALUE ADDED TAX**

Php	465.26	Php	429.66	Php	306.09
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[AGENCY FEE X 12% VAT-RMC-39-2007]

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

<b>Php</b>	<b>23,728.11</b>	<b>Php</b>	<b>21,912.55</b>	<b>Php</b>	<b>15,610.59</b>
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**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

<b>Php</b>	<b>35,592.17</b>	<b>Php</b>	<b>32,868.83</b>	<b>Php</b>	<b>23,415.89</b>
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**LBP BRANCHES COVERED**

Cabanatuan, Cabanatuan Maharlika, Gapan, Guimba, Muñoz (CLSU),  
 Muñoz (Science City), Palayan, San Isidro, San Jose City, Talavera,  
 Camiling, Capas, Concepcion, Paniqui, MONCADA (LEAF), Tarlac City,  
 Tarlac Lending

Annex E-8

**COST DISTRIBUTION**

Region 3 B

**WAGE ORDER NO. RBIII - 21 (Aurora Province)**

Effective August 01, 2018

Days Work per Week

No. of days/year

	<b>7 days</b> 393.80 8 Hours work/day Night Shift		<b>7 days</b> 393.80 8 Hours work/day Day Shift		<b>5 days</b> 261.00 8 Hours work/day Day Shift	
<b>Amount to Guard</b>						
New Daily Wage	Php	369.00	Php	369.00	Php	369.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	12,109.35	Php	12,109.35	Php	8,025.75
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,210.94				
13th Month Pay (DW x365/12/12)	Php	935.31	Php	935.31	Php	935.31
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	153.75	Php	153.75	Php	153.75
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>14,926.02</b>	<b>Php</b>	<b>13,715.08</b>	<b>Php</b>	<b>9,631.48</b>
<b>Amount to Government in Favor of Guard</b>						
Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	691.88	Php	691.88	Php	691.88
SSS Premium	Php	1,147.50	Php	1,020.00	Php	680.00
PhilHealth Contribution	Php	242.19	Php	242.19	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>2,191.57</b>	<b>Php</b>	<b>2,064.07</b>	<b>Php</b>	<b>1,681.88</b>
<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	<b>Php</b>	<b>17,117.58</b>	<b>Php</b>	<b>15,779.15</b>	<b>Php</b>	<b>11,313.36</b>
<b>B. AGENCY FEE (20%)</b>	Php	3,423.52	Php	3,155.83	Php	2,262.67
ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN						
<b>C. VALUE ADDED TAX</b>	Php	410.82	Php	378.70	Php	271.52
[AGENCY FEE X 12% VAT-RMC-39-2007]						
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	<b>Php</b>	<b>20,951.92</b>	<b>Php</b>	<b>19,313.68</b>	<b>Php</b>	<b>13,847.55</b>
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	<b>Php</b>	<b>31,427.88</b>	<b>Php</b>	<b>28,970.52</b>	<b>Php</b>	<b>20,771.33</b>

LBP BRANCHES COVERED

Baler

**COST DISTRIBUTION**

Region 4

**WAGE ORDER NO. RBV-MIMAROPA-09**

Effective September 21, 2018

Days Work per Week

No. of days/year

**7 days**  
393.80  
8 Hours work/day  
Night Shift

**7 days**  
393.80  
8 Hours work/day  
Day Shift

**5 days**  
261.00  
8 Hours work/day  
Day Shift

**Amount to Guard**

New Daily Wage

Php 320.00      Php 320.00      Php 320.00

Ave Pay/Month (DWxNo. of Days per Year/12)

Php 10,501.33      Php 10,501.33      Php 6,960.00

Night Differential Pay (Ave. Pay/mo x 10%)

Php 1,050.13      Php 1,050.13      Php 1,050.13

13th Month Pay (DW x365/12/12)

Php 811.11      Php 811.11      Php 811.11

COLA - (P10x377/12)

Php -      Php -      Php -

5 Days Incentive Pay (DW + COLA x 5/12)

Php 133.33      Php 133.33      Php 133.33

Uniform Allowance

Php 100.00      Php 100.00      Php 100.00

Hazard allowance (P5,000/12)

Php 416.67      Php 416.67      Php 416.67

Overtime Pay

**Php 13,012.58      Php 11,962.45      Php 8,421.11**

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)

Php 600.00      Php 600.00      Php 600.00

SSS Premium

Php 977.50      Php 892.50      Php 595.00

PhilHealth Contribution

Php 210.03      Php 210.03      Php 200.00

State Insurance Fund

Php 10.00      Php 10.00      Php 10.00

Pagibig Fund

Php 100.00      Php 100.00      Php 100.00

**Php 1,897.53      Php 1,812.53      Php 1,505.00**

**A. TOTAL AMOUNT TO GUARD AND GOV'T.**

**Php 14,910.11      Php 13,774.98      Php 9,926.11**

**B. AGENCY FEE (20%)**

ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

Php 2,982.02      Php 2,755.00      Php 1,985.22

**C. VALUE ADDED TAX**

[AGENCY FEE X 12% VAT-RMC-39-2007]

Php 357.84      Php 330.60      Php 238.23

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

**Php 18,249.97      Php 16,860.58      Php 12,149.56**

**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

**Php 27,374.96      Php 25,290.87      Php 18,224.34**

**LBP BRANCHES COVERED**

Calapan, Calapan LC, Pinamalayan, Roxas, Mamburao, Odiongan,  
Sablayan

Annex E 10

**COST DISTRIBUTION**

Region 4

**WAGE ORDER NO. IVA-18 (Component Cities & First Class Municipalities)**

Effective September 21, 2018

Days Work per Week

No. of days/year

**7 days**

393.80

8 Hours work/day  
Night Shift**7 days**

393.80

8 Hours work/day  
Day Shift**5 days**

261.00

8 Hours work/day  
Day Shift**Amount to Guard**

New Daily Wage

Php	373.00	Php	373.00	Php	373.00
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Ave Pay/Month (DWxNo. of Days per Year/12)

Php	12,240.62	Php	12,240.62	Php	8,112.75
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Night Differential Pay (Ave. Pay/mo x 10%)

Php	1,224.06
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13th Month Pay (DW x365/12/12)

Php	945.45	Php	945.45	Php	945.45
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COLA - (P10x377/12)

Php	-	Php	-	Php	-
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5 Days Incentive Pay (DW + COLA x 5/12)

Php	155.42	Php	155.42	Php	155.42
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Uniform Allowance

Php	100.00	Php	100.00	Php	100.00
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Hazard allowance (P5,000/12)

Php	416.67	Php	416.67	Php	416.67
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Overtime Pay

<b>Php</b>	<b>15,082.22</b>	<b>Php</b>	<b>13,858.15</b>	<b>Php</b>	<b>9,730.29</b>
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**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)

Php	699.38	Php	699.38	Php	699.38
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SSS Premium

Php	1,147.50	Php	1,020.00	Php	680.00
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PhilHealth Contribution

Php	244.81	Php	244.81	Php	200.00
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State Insurance Fund

Php	30.00	Php	10.00	Php	10.00
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Pagibig Fund

Php	100.00	Php	100.00	Php	100.00
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<b>Php</b>	<b>2,221.69</b>	<b>Php</b>	<b>2,074.19</b>	<b>Php</b>	<b>1,689.38</b>
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**A. TOTAL AMOUNT TO GUARD AND GOV'T.**

<b>Php</b>	<b>17,303.90</b>	<b>Php</b>	<b>15,932.34</b>	<b>Php</b>	<b>11,419.67</b>
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**B. AGENCY FEE (20%)**

Php	3,460.78	Php	3,186.47	Php	2,283.93
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ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

**C. VALUE ADDED TAX**

Php	415.29	Php	382.38	Php	274.07
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[AGENCY FEE X 12% VAT-RMC-39-2007]

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

<b>Php</b>	<b>21,179.97</b>	<b>Php</b>	<b>19,501.18</b>	<b>Php</b>	<b>13,977.68</b>
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**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

<b>Php</b>	<b>31,769.96</b>	<b>Php</b>	<b>29,251.77</b>	<b>Php</b>	<b>20,966.52</b>
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**LBP BRANCHES COVERED**Batangas City, Lipa, Tanauan, Nasugbu, Lemery, Santo Tomas, Rosario,  
San Juan, Bauan, Balayan, Kumintang, San Jose

**COST DISTRIBUTION**

Region 4A

**WAGE ORDER NO. 18**

Effective April 28, 2019

Days Work per Week

No. of days/year

7 days 393.80 8 Hours work/day Night Shift	7 days 393.80 8 Hours work/day Day Shift	5 days 261.00 8 Hours work/day Day Shift
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**Amount to Guard**

New Daily Wage	Php	400.00	Php	400.00	Php	400.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	13,126.67	Php	13,126.67	Php	8,700.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,312.67	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	1,013.89	Php	1,013.89	Php	1,013.89
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	166.67	Php	166.67	Php	166.67
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	Php	16,136.56	Php	14,823.89	Php	10,397.22

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	750.00	Php	750.00	Php	750.00
SSS Premium	Php	1,232.50	Php	1,105.00	Php	722.50
PhilHealth Contribution	Php	262.53	Php	262.53	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	Php	2,355.03	Php	2,227.53	Php	1,782.50

<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	Php	18,491.59	Php	17,051.42	Php	12,179.72
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<b>B. AGENCY FEE (20%)</b>	Php	3,698.32	Php	3,410.28	Php	2,435.94
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ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

<b>C. VALUE ADDED TAX</b>	Php	443.80	Php	409.23	Php	292.31
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[AGENCY FEE X 12% VAT-RMC-39-2007]

<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	22,633.70	Php	20,870.94	Php	14,907.98
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<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	33,950.56	Php	31,306.41	# Php	22,361.97
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**LBP BRANCHES COVERED**

CAVITE : Imus

RIZAL : Cainta, Taytay

Annex E-12

**COST DISTRIBUTION**

Region 4A

**WAGE ORDER NO. 18**

Effective April 28, 2019

Days Work per Week

No. of days/year

	<b>7 days</b> 393.80 8 Hours work/day Night Shift		<b>7 days</b> 393.80 8 Hours work/day Day Shift		<b>5 days</b> 261.00 8 Hours work/day Day Shift	
<b>Amount to Guard</b>						
New Daily Wage	Php	373.00	Php	373.00	Php	373.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	12,240.62	Php	12,240.62	Php	8,112.75
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,224.06	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	945.45	Php	945.45	Php	945.45
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	155.42	Php	155.42	Php	155.42
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>15,082.21</b>	<b>Php</b>	<b>13,858.15</b>	<b>Php</b>	<b>9,730.28</b>
<b>Amount to Government in Favor of Guard</b>						
Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	699.38	Php	699.38	Php	699.38
SSS Premium	Php	1,147.50	Php	1,020.00	Php	680.00
PhilHealth Contribution	Php	244.81	Php	244.81	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>2,201.69</b>	<b>Php</b>	<b>2,074.19</b>	<b>Php</b>	<b>1,689.38</b>
<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	<b>Php</b>	<b>17,283.90</b>	<b>Php</b>	<b>15,932.34</b>	<b>Php</b>	<b>11,419.66</b>
<b>B. AGENCY FEE (20%)</b>	Php	3,456.78	Php	3,186.47	Php	2,283.93
ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN						
<b>C. VALUE ADDED TAX</b>	Php	414.81	Php	382.38	Php	274.07
[AGENCY FEE X 12% VAT-RMC-39-2007]						
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	<b>Php</b>	<b>21,155.49</b>	<b>Php</b>	<b>19,501.18</b>	<b>Php</b>	<b>13,977.66</b>
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	<b>Php</b>	<b>31,733.24</b>	<b>Php</b>	<b>29,251.77</b>	<b># Php</b>	<b>20,966.50</b>

**LBP BRANCHES COVERED**

CAVITE : Rosario CEZ, Cavite City, Dasmarinas, Tagaytay, Trece

RIZAL : Antipolo

**COST DISTRIBUTION**

Region 4A

**WAGE ORDER NO. 18**

Effective April 28, 2019

Days Work per Week

No. of days/year

**7 days**  
393.80  
8 Hours work/day  
Night Shift

**7 days**  
393.80  
8 Hours work/day  
Day Shift

**5 days**  
261.00  
8 Hours work/day  
Day Shift

**Amount to Guard**

<b>New Daily Wage</b>	Php	373.00	Php	373.00	Php	373.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	12,240.62	Php	12,240.62	Php	8,112.75
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,224.06	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	945.45	Php	945.45	Php	945.45
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	155.42	Php	155.42	Php	155.42
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay	Php	15,082.21	Php	13,858.15	Php	9,730.28

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	699.38	Php	699.38	Php	699.38
SSS Premium	Php	1,147.50	Php	1,020.00	Php	680.00
PhilHealth Contribution	Php	244.81	Php	244.81	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	Php	2,201.69	Php	2,074.19	Php	1,689.38

<b>A. TOTAL AMOUNT TO GUARD AND GOVT</b>	Php	17,283.90	Php	15,932.34	Php	11,419.66
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<b>B. AGENCY FEE (20%)</b>	Php	3,456.78	Php	3,186.47	Php	2,283.93
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ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

<b>C. VALUE ADDED TAX</b>	Php	414.81	Php	382.38	Php	274.07
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[AGENCY FEE X 12% VAT-RMC-39-2007]

<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	21,155.49	Php	19,501.18	Php	13,977.66
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<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	31,733.24	Php	29,251.77	# Php	20,966.50
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**LBP BRANCHES COVERED**

CAVITE : GMA

RIZAL : TANAY



**COST DISTRIBUTION**

Region 4A

**WAGE ORDER NO. 18**

Effective April 28, 2019

Days Work per Week

No. of days/year

7 days 393.80 8 Hours work/day Night Shift	7 days 393.80 8 Hours work/day Day Shift	5 days 261.00 8 Hours work/day Day Shift
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**Amount to Guard**

New Daily Wage	Php	373.00	Php	373.00	Php	373.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	12,240.62	Php	12,240.62	Php	8,112.75
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,224.06	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	945.45	Php	945.45	Php	945.45
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	155.42	Php	155.42	Php	155.42
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	Php	15,082.21	Php	13,858.15	Php	9,730.28

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	699.38	Php	699.38	Php	699.38
SSS Premium	Php	1,147.50	Php	1,020.00	Php	680.00
PhilHealth Contribution	Php	244.81	Php	244.81	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	Php	2,201.69	Php	2,074.19	Php	1,689.38

<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	Php	17,283.90	Php	15,932.34	Php	11,419.66
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<b>B. AGENCY FEE (20%)</b>	Php	3,456.78	Php	3,186.47	Php	2,283.93
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ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

<b>C. VALUE ADDED TAX</b>	Php	414.81	Php	382.38	Php	274.07
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[AGENCY FEE X 12% VAT-RMC-39-2007]

<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	21,155.49	Php	19,501.18	Php	13,977.66
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<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	31,733.24	Php	29,251.77	# Php	20,966.50
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**LBP BRANCHES COVERED**

RIZAL : Binangonan

**COST DISTRIBUTION**

Region 4A

**WAGE ORDER NO. 18**

Effective April 28, 2019

Days Work per Week

No. of days/year

Days Work per Week	7 days	7 days	5 days
No. of days/year	393.80	393.80	261.00
	8 Hours work/day Night Shift	8 Hours work/day Day Shift	8 Hours work/day Day Shift
<b>Amount to Guard</b>			
New Daily Wage	Php 320.00	Php 320.00	Php 320.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php 10,501.33	Php 10,501.33	Php 6,960.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php 1,050.13	Php -	Php -
13th Month Pay (DW x365/12/12)	Php 811.11	Php 811.11	Php 811.11
COLA - (P10x377/12)	Php -	Php -	Php -
5 Days Incentive Pay (DW + COLA x 5/12)	Php 133.33	Php 133.33	Php 133.33
Uniform Allowance	Php 100.00	Php 100.00	Php 100.00
Hazard allowance (P5,000/12)	Php 416.67	Php 416.67	Php 416.67
Overtime Pay			
	Php 13,012.58	Php 11,962.44	Php 8,421.11
<b>Amount to Government in Favor of Guard</b>			
Retirement Pay (R.A. 7641) (DWx22.5/12)	Php 600.00	Php 600.00	Php 600.00
SSS Premium	Php 977.50	Php 892.50	Php 595.00
PhilHealth Contribution	Php 210.03	Php 210.03	Php 200.00
State Insurance Fund	Php 10.00	Php 10.00	Php 10.00
Pagibig Fund	Php 100.00	Php 100.00	Php 100.00
	Php 1,897.53	Php 1,812.53	Php 1,505.00
<b>A. TOTAL AMOUNT TO GUARD AND GOVT.</b>	Php 14,910.10	Php 13,774.97	Php 9,926.11
<b>B. AGENCY FEE (20%)</b>	Php 2,982.02	Php 2,754.99	Php 1,985.22
ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN			
<b>C. VALUE ADDED TAX</b>	Php 357.84	Php 330.60	Php 238.23
[AGENCY FEE X 12% VAT-RMC-39-2007]			
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php 18,249.97	Php 16,860.56	Php 12,149.56
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php 27,374.95	Php 25,290.85	Php 18,224.34

**LBP BRANCHES COVERED**

PALAWAN : Brooke's Point, Coron, Puerto Princesa Br. &amp; EO

**COST DISTRIBUTION**

Region 4B

**WAGE ORDER NO. RBV-MIMAROPA-09**

Effective September 21, 2018

Days Work per Week

No. of days/year

<b>7 days</b>	<b>7 days</b>	<b>5 days</b>
393.80	393.80	261.00
8 Hours work/day Night Shift	8 Hours work/day Day Shift	8 Hours work/day Day Shift

**Amount to Guard**

New Daily Wage	Php	320.00	Php	320.00	Php	320.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	10,501.33	Php	10,501.33	Php	6,960.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,050.13				
13th Month Pay (DW x365/12/12)	Php	811.11	Php	811.11	Php	811.11
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	133.33	Php	133.33	Php	133.33
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>13,012.58</b>	<b>Php</b>	<b>11,962.45</b>	<b>Php</b>	<b>8,421.11</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	600.00	Php	600.00	Php	600.00
SSS Premium	Php	977.50	Php	892.50	Php	595.00
PhilHealth Contribution	Php	210.03	Php	210.03	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>1,897.53</b>	<b>Php</b>	<b>1,812.53</b>	<b>Php</b>	<b>1,505.00</b>

**A. TOTAL AMOUNT TO GUARD AND GOV'T.**

<b>Php</b>	<b>14,910.11</b>	<b>Php</b>	<b>13,774.98</b>	<b>Php</b>	<b>9,926.11</b>
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**B. AGENCY FEE (20%)**

ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

Php	2,982.02	Php	2,755.00	Php	1,985.22
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**C. VALUE ADDED TAX**

[AGENCY FEE X 12% VAT-RMC-39-2007]

Php	357.84	Php	330.60	Php	238.23
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**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

Php	18,249.97	Php	16,860.58	Php	12,149.56
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**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

Php	27,374.96	Php	25,290.87	Php	18,224.34
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LBP BRANCHES COVERED

Boac

Annex E-17

**COST DISTRIBUTION**

Region 4A

**WAGE ORDER NO. IVA-18 (Component Cities & First Class Municipalities)**

Effective September 21, 2018

Days Work per Week

No. of days/year

**7 days**  
393.80  
8 Hours work/day  
Night Shift

**7 days**  
393.80  
8 Hours work/day  
Day Shift

**5 days**  
261.00  
8 Hours work/day  
Day Shift

**Amount to Guard**

New Daily Wage	Php	373.00	Php	373.00	Php	373.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	12,240.62	Php	12,240.62	Php	8,112.75
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,224.06				
13th Month Pay (DW x365/12/12)	Php	945.45	Php	945.45	Php	945.45
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	155.42	Php	155.42	Php	155.42
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>15,082.22</b>	<b>Php</b>	<b>13,858.15</b>	<b>Php</b>	<b>9,730.29</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	699.38	Php	699.38	Php	699.38
SSS Premium	Php	1,147.50	Php	1,020.00	Php	680.00
PhilHealth Contribution	Php	244.81	Php	244.81	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>2,201.69</b>	<b>Php</b>	<b>2,074.19</b>	<b>Php</b>	<b>1,689.38</b>

**A. TOTAL AMOUNT TO GUARD AND GOV'T.**

Php 17,283.90    Php 15,932.34    Php 11,419.67

**B. AGENCY FEE (20%)**

Php 3,456.78    Php 3,186.47    Php 2,283.93

ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

**C. VALUE ADDED TAX**

Php 414.81    Php 382.38    Php 274.07

[AGENCY FEE X 12% VAT-RMC-39-2007]

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

Php 21,155.49    Php 19,501.18    Php 13,977.68

**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

Php 31,733.24    Php 29,251.77    Php 20,966.52

**LBP BRANCHES COVERED**

Lucena, San Pedro, Bifian, Lucena AC, Lopez EO, Mulanay, Catanauan, Atimonan, UPLB Agrarian (AOC), UPLB LAC-1, Infanta, Cabuyao, Calamba Branch, Calamba EO, San Pablo, Gumaca, Calamba AC, Lucena AC, Candelaria, Sta Cruz, Sta Cruz Capitol, Sta Rosa Branch, Sta Rosa EO, Real Quezon, Tayabas, Quezon

Annex E-18

**COST DISTRIBUTION**

Region 4A

**WAGE ORDER NO. IVA-18 (Second & Third Class Municipalities)**

Effective September 21, 2018

Days Work per Week

No. of days/year

**7 days**

393.80

8 Hours work/day

Night Shift

**7 days**

393.80

8 Hours work/day

Day Shift

**5 days**

261.00

8 Hours work/day

Day Shift

**Amount to Guard**

New Daily Wage

Php	347.00	Php	347.00	Php	347.00
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Ave Pay/Month (DWxNo. of Days per Year/12)

Php	11,387.38	Php	11,387.38	Php	7,547.25
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Night Differential Pay (Ave. Pay/mo x 10%)

Php	1,138.74
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13th Month Pay (DW x365/12/12)

Php	879.55	Php	879.55	Php	879.55
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COLA - (P10x377/12)

Php	-	Php	-	Php	-
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5 Days Incentive Pay (DW + COLA x 5/12)

Php	144.58	Php	144.58	Php	144.58
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Uniform Allowance

Php	100.00	Php	100.00	Php	100.00
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Hazard allowance (P5,000/12)

Php	416.67	Php	416.67	Php	416.67
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Overtime Pay

Php	14,066.92	Php	12,928.19	Php	9,088.05
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**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)

Php	650.63	Php	650.63	Php	650.63
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SSS Premium

Php	1,062.50	Php	977.50	Php	637.50
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PhilHealth Contribution

Php	227.75	Php	227.75	Php	200.00
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State Insurance Fund

Php	10.00	Php	10.00	Php	10.00
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Pagibig Fund

Php	100.00	Php	100.00	Php	100.00
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Php	2,050.88	Php	1,965.88	Php	1,598.13
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**A. TOTAL AMOUNT TO GUARD AND GOV'T.**

Php	16,117.80	Php	14,894.06	Php	10,686.18
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**B. AGENCY FEE (20%)**

Php	3,223.56	Php	2,978.81	Php	2,137.24
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ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

**C. VALUE ADDED TAX**

Php	386.83	Php	357.46	Php	256.47
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[AGENCY FEE X 12% VAT-RMC-39-2007]

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

Php	19,728.19	Php	18,230.33	Php	13,079.88
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**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

Php	29,592.29	Php	27,345.50	Php	19,619.82
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**LBP BRANCHES COVERED**

Siniloan, Nagcarlan, Lucban

Annex E-19

**COST DISTRIBUTION**

Region 5

**WAGE ORDER NO. RBV-19**

Effective September 21, 2018

Days Work per Week

No. of days/year

<b>7 days</b>	<b>7 days</b>	<b>5 days</b>
393.80	393.80	261.00
8 Hours work/day Night Shift	8 Hours work/day Day Shift	8 Hours work/day Day Shift

**Amount to Guard**

New Daily Wage	Php	310.00	Php	310.00	Php	310.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	10,173.17	Php	10,173.17	Php	6,742.50
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,017.32				
13th Month Pay (DW x365/12/12)	Php	785.76	Php	785.76	Php	785.76
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	129.17	Php	129.17	Php	129.17
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>12,622.08</b>	<b>Php</b>	<b>11,604.77</b>	<b>Php</b>	<b>8,174.10</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	581.25	Php	581.25	Php	581.25
SSS Premium	Php	935.00	Php	850.00	Php	552.50
PhilHealth Contribution	Php	203.46	Php	203.46	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>1,829.71</b>	<b>Php</b>	<b>1,744.71</b>	<b>Php</b>	<b>1,443.75</b>

**A. TOTAL AMOUNT TO GUARD AND GOV'T.**

<b>Php</b>	<b>14,451.79</b>	<b>Php</b>	<b>13,349.48</b>	<b>Php</b>	<b>9,617.85</b>
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**B. AGENCY FEE (20%)**

ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

Php	2,890.36	Php	2,669.90	Php	1,923.57
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**C. VALUE ADDED TAX**

[AGENCY FEE X 12% VAT-RMC-39-2007]

Php	346.84	Php	320.39	Php	230.83
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**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

<b>Php</b>	<b>17,688.99</b>	<b>Php</b>	<b>16,339.76</b>	<b>Php</b>	<b>11,772.25</b>
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**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

<b>Php</b>	<b>26,533.49</b>	<b>Php</b>	<b>24,509.64</b>	<b>Php</b>	<b>17,658.38</b>
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**LBP BRANCHES COVERED**

Labo, Daet, Sipocot, Naga, Naga Rotonda, Pili, Tigaon, Goa, Iriga,  
Polangui, Ligao, Daraga, Legazpi, Sorsogon, Irosin, Tabaco, Virac,  
Masbate, Cataingan, San Andres, Naga lending

**COST DISTRIBUTION**

Region 6

**WAGE ORDER NO. 25**

Effective November 26, 2019

Days Work per Week

No. of days/year

**7 days**  
393.80  
8 Hours work/day  
Night Shift

**7 days**  
393.80  
8 Hours work/day  
Day Shift

**5 days**  
261.00  
8 Hours work/day  
Day Shift

**Amount to Guard**

<b>New Daily Wage</b>	Php	395.00	Php	395.00	Php	395.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	12,962.58	Php	12,962.58	Php	8,591.25
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,296.26	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	1,001.22	Php	1,001.22	Php	1,001.22
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	164.58	Php	164.58	Php	164.58
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay	Php	15,941.31	Php	14,645.05	Php	10,273.72

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	740.63	Php	740.63	Php	740.63
SSS Premium	Php	1,232.50	Php	1,105.00	Php	722.50
PhilHealth Contribution	Php	259.25	Php	259.25	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	# Php	100.00	# Php	100.00
	Php	2,342.38	Php	2,214.88	Php	1,773.13

<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	Php	18,283.68	Php	16,859.93	Php	12,046.84
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<b>B. AGENCY FEE (20%)</b>	Php	3,656.74	Php	3,371.99	Php	2,409.37
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ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

<b>C. VALUE ADDED TAX</b>	Php	438.81	Php	404.64	Php	289.12
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[AGENCY FEE X 12% VAT-RMC-39-2007]

<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	22,379.23	Php	20,636.55	Php	14,745.33
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<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	33,568.84	Php	30,954.82	# Php	22,118.00
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**LBP BRANCHES COVERED**

Entire Region 6

**COST DISTRIBUTION**

Region 7

**WAGE ORDER NO. 22**

Effective January 5, 2020

Days Work per Week

No. of days/year

**7 days**  
393.80  
8 Hours work/day  
Night Shift

**7 days**  
393.80  
8 Hours work/day  
Day Shift

**5 days**  
261.00  
8 Hours work/day  
Day Shift

**Amount to Guard**

<b>New Daily Wage</b>	Php	356.00	Php	356.00	Php	356.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	11,682.73	Php	11,682.73	Php	7,743.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,168.27	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	902.36	Php	902.36	Php	902.36
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	148.33	Php	148.33	Php	148.33
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>14,418.37</b>	<b>Php</b>	<b>13,250.09</b>	<b>Php</b>	<b>9,310.36</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	667.50	Php	667.50	Php	667.50
SSS Premium	Php	1,105.00	Php	977.50	Php	637.50
PhilHealth Contribution	Php	233.65	Php	233.65	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>2,116.15</b>	<b>Php</b>	<b>1,988.65</b>	<b>Php</b>	<b>1,615.00</b>

**A. TOTAL AMOUNT TO GUARD AND GOV'T.**      **Php 16,534.52**      **Php 15,238.75**      **Php 10,925.36**

**B. AGENCY FEE (20%)**      **Php 3,306.90**      **Php 3,047.75**      **Php 2,185.07**

ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

**C. VALUE ADDED TAX**      **Php 396.83**      **Php 365.73**      **Php 262.21**

[AGENCY FEE X 12% VAT-RMC-39-2007]

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**      **Php 20,238.26**      **Php 18,652.23**      **Php 13,372.64**

**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**      **Php 30,357.38**      **Php 27,978.34**      **# Php 20,058.96**

**SP BRANCHES COVERED**

Bohol Branch, Jagna (Bohol) Branch, Siquijor (Larena) Branch, Talibon Branch,  
 Zamboanga Branch, Ubay (Bohol) Branch lite, Camotes Island.

Annex E-92



**COST DISTRIBUTION**

Region 7

**WAGE ORDER NO. 22**

Effective January 5, 2020

Days Work per Week

No. of days/year

7 days 393.80 8 Hours work/day Night Shift	7 days 393.80 8 Hours work/day Day Shift	5 days 261.00 8 Hours work/day Day Shift
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**Amount to Guard**

New Daily Wage	Php	404.00	Php	404.00	Php	404.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	13,257.93	Php	13,257.93	Php	8,787.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,325.79	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	1,024.03	Php	1,024.03	Php	1,024.03
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	168.33	Php	168.33	Php	168.33
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	Php	16,292.75	Php	14,966.96	Php	10,496.03

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	757.50	Php	757.50	Php	757.50
SSS Premium	Php	1,232.50	Php	1,147.50	Php	765.00
PhilHealth Contribution	Php	265.16	Php	265.16	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	Php	2,365.16	Php	2,280.16	Php	1,832.50

<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	Php	18,657.91	Php	17,247.12	Php	12,328.53
<b>B. AGENCY FEE (20%)</b> ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN	Php	3,731.58	Php	3,449.42	Php	2,465.71
<b>C. VALUE ADDED TAX</b> [AGENCY FEE X 12% VAT-RMC-39-2007]	Php	447.79	Php	413.93	Php	295.88

<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	22,837.29	Php	21,110.47	Php	15,090.12
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<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	34,255.93	Php	31,665.71	# Php	22,635.18
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**LBP BRANCHES COVERED**

Balamban Branch, Banilad Branch, Bantayan Branch, Barili Branch, Carcar Branch,  
 CEBU BOC Branch, Cebu Capitol Branch, Cebu-Osmeña branch, Cebu LC, Consolacion Branch,  
 La Consolacion LC, Danao Branch, Laulapu, Mandaue City hall, Mandaue Branch, MEPZA Branch  
 Plaza Independencia Branch,

Annex F-23

**COST DISTRIBUTION**

Region 7

**WAGE ORDER NO. 22**

Effective January 5, 2020

Days Work per Week

No. of days/year

		<b>7 days</b> 393.80 8 Hours work/day Night Shift	<b>7 days</b> 393.80 8 Hours work/day Day Shift	<b>5 days</b> 261.00 8 Hours work/day Day Shift
<b>Amount to Guard</b>				
New Daily Wage	Php	366.00	Php 366.00	Php 366.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	12,010.90	Php 12,010.90	Php 7,960.50
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,201.09	Php -	Php -
13th Month Pay (DW x365/12/12)	Php	927.71	Php 927.71	Php 927.71
COLA - (P10x377/12)	Php	-	Php -	Php -
5 Days Incentive Pay (DW + COLA x 5/12)	Php	152.50	Php 152.50	Php 152.50
Uniform Allowance	Php	100.00	Php 100.00	Php 100.00
Hazard allowance (P5,000/12)	Php	416.67	Php 416.67	Php 416.67
Overtime Pay				
	<b>Php</b>	<b>14,808.87</b>	<b>Php 13,607.78</b>	<b>Php 9,557.38</b>
<b>Amount to Government in Favor of Guard</b>				
Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	686.25	Php 686.25	Php 686.25
SSS Premium	Php	1,105.00	Php 1,020.00	Php 680.00
PhilHealth Contribution	Php	240.22	Php 240.22	Php 200.00
State Insurance Fund	Php	10.00	Php 10.00	Php 10.00
Pagibig Fund	Php	100.00	Php 100.00	Php 100.00
	<b>Php</b>	<b>2,141.47</b>	<b>Php 2,056.47</b>	<b>Php 1,676.25</b>
<b>A. TOTAL AMOUNT TO GUARD AND GOV.</b>	<b>Php</b>	<b>16,950.33</b>	<b>Php 15,664.24</b>	<b>Php 11,233.63</b>
<b>B. AGENCY FEE (20%)</b>	Php	3,390.07	Php 3,132.85	Php 2,246.73
ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN				
<b>C. VALUE ADDED TAX</b>	Php	406.81	Php 375.94	Php 269.61
[AGENCY FEE X 12% VAT-RMC-39-2007]				
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	<b>Php</b>	<b>20,747.21</b>	<b>Php 19,173.03</b>	<b>Php 13,749.96</b>
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	<b>Php</b>	<b>31,120.81</b>	<b>Php 28,759.55</b>	<b># Php 20,624.94</b>

**LBP BRANCHES COVERED**

Bais Branch, Bayawan Branch, Bogo Branch, Dumaguete Branch,  
Dumaguete LC, Guihulungan Branch, Moaboaal (Cebu) Branch, Naga city (Cebu) Branch,  
Tagbilaran Branch, Tagbilaran City Hall, Toledo

Annex E-24

**COST DISTRIBUTION**

Region 8

**WAGE ORDER NO. 21**

Effective August 18, 2019

Days Work per Week

No. of days/year

7 days 393.80 8 Hours work/day Night Shift	7 days 393.80 8 Hours work/day Day Shift	5 days 261.00 8 Hours work/day Day Shift
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**Amount to Guard**

New Daily Wage	Php 325.00	Php 325.00	Php 325.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php 10,665.42	Php 10,665.42	Php 7,068.75
Night Differential Pay (Ave. Pay/mo x 10%)	Php 1,066.54	Php -	Php -
13th Month Pay (DW x365/12/12)	Php 823.78	Php 823.78	Php 823.78
COLA - (P10x377/12)	Php -	Php -	Php -
5 Days Incentive Pay (DW + COLA x 5/12)	Php 135.42	Php 135.42	Php 135.42
Uniform Allowance	Php 100.00	Php 100.00	Php 100.00
Hazard allowance (P5,000/12)	Php 416.67	Php 416.67	Php 416.67
Overtime Pay			
	<b>Php 13,207.83</b>	<b>Php 12,141.28</b>	<b>Php 8,544.62</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php 609.38	Php 609.38	Php 609.38
SSS Premium	Php 977.50	Php 892.50	Php 595.00
PhilHealth Contribution	Php 213.31	Php 213.31	Php 200.00
State Insurance Fund	Php 10.00	Php 10.00	Php 10.00
Pagibig Fund	Php 100.00	Php 100.00	Php 100.00
	<b>Php 1,910.18</b>	<b>Php 1,825.18</b>	<b>Php 1,514.38</b>

<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	<b>Php 15,118.01</b>	<b>Php 13,966.47</b>	<b>Php 10,058.99</b>
<b>B. AGENCY FEE (20%)</b> ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN	Php 3,023.60	Php 2,793.29	Php 2,011.80
<b>C. VALUE ADDED TAX</b> [AGENCY FEE X 12% VAT-RMC-39-2007]	Php 362.83	Php 335.20	Php 241.42
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	<b>Php 18,504.44</b>	<b>Php 17,094.96</b>	<b>Php 12,312.21</b>
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	<b>Php 27,756.67</b>	<b>Php 25,642.44</b>	<b># Php 18,468.31</b>

**LBP BRANCHES COVERED**

Entire Region 8

**COST DISTRIBUTION**

Region 9

**WAGE ORDER NO. 20**

Effective July 30, 2018

Days Work per Week

No. of days/year

**7 days**  
393.80  
8 Hours work/day  
Night Shift

**7 days**  
393.80  
8 Hours work/day  
Day Shift

**5 days**  
261.00  
8 Hours work/day  
Day Shift

**Amount to Guard**

New Daily Wage	Php	316.00	Php	316.00	Php	316.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	10,370.07	Php	10,370.07	Php	6,873.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,037.01	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	800.97	Php	800.97	Php	800.97
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	131.67	Php	131.67	Php	131.67
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay	Php	12,856.38	Php	11,819.37	Php	8,322.31

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	592.50	Php	592.50	Php	592.50
SSS Premium	Php	977.50	Php	892.50	Php	595.00
PhilHealth Contribution	Php	207.40	Php	207.40	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	# Php	100.00	# Php	100.00
	Php	1,887.40	Php	1,802.40	Php	1,497.50

<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	Php	14,743.78	Php	13,621.77	Php	9,819.81
<b>B. AGENCY FEE (20%)</b>	Php	2,948.76	Php	2,724.35	Php	1,963.96
ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN						
<b>C. VALUE ADDED TAX</b>	Php	353.85	Php	326.92	Php	235.68
[AGENCY FEE X 12% VAT-RMC-39-2007]						
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	18,046.39	Php	16,673.05	Php	12,019.44
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	27,069.58	Php	25,009.58	# Php	18,029.16

**LBP BRANCHES COVERED**

Entire Region IX (Zamboanga Peninsula)

**COST DISTRIBUTION**

Region ARMM

**WAGE ORDER NO. BARM-01**

Effective 1 January 2020

Days Work per Week

No. of days/year

**7 days**  
393.80  
8 Hours work/day  
Night Shift

**7 days**  
393.80  
8 Hours work/day  
Day Shift

**5 days**  
261.00  
8 Hours work/day  
Day Shift

**Amount to Guard**

<b>New Daily Wage</b>	Php	300.00	Php	300.00	Php	300.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	9,845.00	Php	9,845.00	Php	6,525.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	984.50	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	760.42	Php	760.42	Php	760.42
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	125.00	Php	125.00	Php	125.00
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>12,231.58</b>	<b>Php</b>	<b>11,247.08</b>	<b>Php</b>	<b>7,927.08</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	562.50	Php	562.50	Php	562.50
SSS Premium	Php	935.00	Php	850.00	Php	552.50
PhilHealth Contribution	Php	200.00	Php	200.00	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>1,807.50</b>	<b>Php</b>	<b>1,722.50</b>	<b>Php</b>	<b>1,425.00</b>

<b>A. TOTAL AMOUNT TO GUARD AND GOVT.</b>	<b>Php</b>	<b>14,039.08</b>	<b>Php</b>	<b>12,969.58</b>	<b>Php</b>	<b>9,352.08</b>
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<b>B. AGENCY FEE (20%)</b>	Php	2,807.82	Php	2,593.92	Php	1,870.42
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ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

<b>C. VALUE ADDED TAX</b>	Php	336.94	Php	311.27	Php	224.45
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[AGENCY FEE X 12% VAT-RMC-39-2007]

<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	<b>Php</b>	<b>17,183.84</b>	<b>Php</b>	<b>15,874.77</b>	<b>Php</b>	<b>11,446.95</b>
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<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	<b>Php</b>	<b>25,775.76</b>	<b>Php</b>	<b>23,812.16</b>	<b># Php</b>	<b>17,170.43</b>
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**LBP BRANCHES COVERED**

Basilan, Bongao, Jolo, WAO, Marawi

**COST DISTRIBUTION**

Region 10

**WAGE ORDER NO. NCR - 22**

Effective November 22, 2018

Days Work per Week

No. of days/year

<b>7 days</b>	<b>7 days</b>	<b>5 days</b>
393.80	393.80	261.00
8 Hours work/day Night Shift	8 Hours work/day Day Shift	8 Hours work/day Day Shift

**Amount to Guard**

New Daily Wage	Php	365.00	Php	365.00	Php	365.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	11,978.08	Php	11,978.08	Php	7,938.75
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,197.81				
13th Month Pay (DW x365/12/12)	Php	925.17	Php	925.17	Php	925.17
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	152.08	Php	152.08	Php	152.08
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>14,769.82</b>	<b>Php</b>	<b>13,572.01</b>	<b>Php</b>	<b>9,532.68</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	684.38	Php	684.38	Php	684.38
SSS Premium	Php	1,105.00	Php	1,020.00	Php	680.00
PhilHealth Contribution	Php	239.56	Php	239.56	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	Php	100.00	Php	100.00
	<b>Php</b>	<b>2,138.94</b>	<b>Php</b>	<b>2,053.94</b>	<b>Php</b>	<b>1,674.38</b>

**A. TOTAL AMOUNT TO GUARD AND GOV'T.**

	Php	16,908.75	Php	15,625.95	Php	11,207.06
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**B. AGENCY FEE (20%)**

ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

	Php	3,381.75	Php	3,125.19	Php	2,241.41
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**C. VALUE ADDED TAX**

[AGENCY FEE X 12% VAT-RMC-39-2007]

	Php	405.81	Php	375.02	Php	268.97
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**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)**

	Php	20,696.31	Php	19,126.16	Php	13,717.44
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**MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

	Php	31,044.47	Php	28,689.24	Php	20,576.16
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**LBP BRANCHES COVERED**

Aglayan, ATM Gateway CDO, Butuan, Cabadbaran, Camiguin,  
 Capistrano, Carmen, El Salvador, Limketkai, Claver, Dinagat, Don Carlos,  
 Gingoog City, Gingoog LEAF Subong, Gingoog LEAF Mags, Iligan,  
 Kapatagan, Kibawe LEAF, Manolo Fortich, Malaybalay, Malaybalay  
 Lending Ctr, Maigo, Maramag, Marawi, Kibawe (Bukidnon) Branch  
 Lite, JC Aquino Bukidnon

Annex F-28

**COST DISTRIBUTION**

Region 11

**WAGE ORDER NO. NCR - 22**

Effective November 22, 2018

Days Work per Week

No. of days/year

7 days 393.80 8 Hours work/day Night Shift	7 days 393.80 8 Hours work/day Day Shift	5 days 261.00 8 Hours work/day Day Shift
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**Amount to Guard**

New Daily Wage

Php	396.00	Php	396.00	Php	396.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php 12,995.40	Php	12,995.40	Php	8,613.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php 1,299.54				
13th Month Pay (DW x365/12/12)	Php 1,003.75	Php	1,003.75	Php	1,003.75
COLA - (P10x377/12)	Php -	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php 165.00	Php	165.00	Php	165.00
Uniform Allowance	Php 100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php 416.67	Php	416.67	Php	416.67
Overtime Pay					
<b>Php</b>	<b>15,980.36</b>	<b>Php</b>	<b>14,680.82</b>	<b>Php</b>	<b>10,298.42</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)

SSS Premium

PhilHealth Contribution

State Insurance Fund

Pagibig Fund

Php	742.50	Php	742.50	Php	742.50
Php	1,232.50	Php	1,105.00	Php	722.50
Php	259.91	Php	259.91	Php	200.00
Php	10.00	Php	30.00	Php	10.00
Php	100.00	Php	100.00	Php	100.00
<b>Php</b>	<b>2,344.91</b>	<b>Php</b>	<b>2,237.41</b>	<b>Php</b>	<b>1,775.00</b>

**A. TOTAL AMOUNT TO GUARD AND GOV'T.****B. AGENCY FEE (20%)**

ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN

**C. VALUE ADDED TAX**

[AGENCY FEE X 12% VAT-RMC-39-2007]

Php	18,325.27	Php	16,918.23	Php	12,073.42
Php	3,665.05	Php	3,383.65	Php	2,414.68
Php	439.81	Php	406.04	Php	289.76

**MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)****MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)**

Php	22,430.13	Php	20,707.91	Php	14,777.87
Php	33,645.20	Php	31,061.87	Php	22,166.81

**LBP BRANCHES COVERED**

Bajada, Bansalan, Bayugan, Bislig, Caraga south Lending ctr, Davao recto, Digos, Malita, Matanao LEAF, Mati, Matina, Monkayo LEAF, Nabunturan, Panabo, Samal, San France, San pedro, Sulop LEAF, Tagum, Tagum Capitol, Tandag, torres, Toril, Calinan, Monkayo

**COST DISTRIBUTION**

General Santos City, Koronadal, Province of South Cotabato and Sarangani

**WAGE ORDER NO. 21**

Effective February 2, 2020

Days Work per Week

No. of days/year

7 days	7 days	5 days
393.80	393.80	261.00
8 Hours work/day Night Shift	8 Hours work/day Day Shift	8 Hours work/day Day Shift

**Amount to Guard**

<b>New Daily Wage</b>	Php	336.00	Php	336.00	Php	336.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	11,026.40	Php	11,026.40	Php	7,308.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,102.64	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	851.67	Php	851.67	Php	851.67
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	140.00	Php	140.00	Php	140.00
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	<b>Php</b>	<b>13,637.37</b>	<b>Php</b>	<b>12,534.73</b>	<b>Php</b>	<b>8,816.33</b>

**Amount to Government in Favor of Guard**

Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	630.00	Php	630.00	Php	630.00
SSS Premium	Php	1,020.00	Php	935.00	Php	637.50
PhilHealth Contribution	Php	220.53	Php	220.53	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	# Php	100.00	# Php	100.00
	<b>Php</b>	<b>1,980.53</b>	<b>Php</b>	<b>1,895.53</b>	<b>Php</b>	<b>1,577.50</b>

<b>A. TOTAL AMOUNT TO GUARD AND GOV'T.</b>	Php	<b>15,617.90</b>	Php	<b>14,430.26</b>	Php	<b>10,393.83</b>
<b>B. AGENCY FEE (20%)</b>	Php	3,123.58	Php	2,886.05	Php	2,078.77
ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN						
<b>C. VALUE ADDED TAX</b>	Php	374.83	Php	346.33	Php	249.45
[AGENCY FEE X 12% VAT-RMC-39-2007]						
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	<b>19,116.31</b>	Php	<b>17,662.64</b>	Php	<b>12,722.05</b>
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	<b>28,674.47</b>	Php	<b>26,493.96</b>	# Php	<b>19,083.08</b>

**LBP BRANCHES COVERED**

Alabel, GenSan Hi-Way Branch, GenSan Pioneer Branch, Polomolok Branch, DOLE Phils Branch, Calumpang Branch, Gensan Gaisano Branch, Tupi (South Cotabato) Branch, Kabacan Branch, Kidapawan Branch, Isulan Branch, Koronadal (Roxas) Branch, Surallah Branch, Tacurong Branch, Buluan Branch, Koronadal Highway Branch, Lebak Branch, Kidapawan Amas Branch,



**COST DISTRIBUTION**

Province of Maguindanao

**WAGE ORDER NO. 21**

Effective February 2, 2020

Days Work per Week

No. of days/year

	7 days 393.80 8 Hours work/day Night Shift		7 days 393.80 8 Hours work/day Day Shift		5 days 261.00 8 Hours work/day Day Shift	
<b>Amount to Guard</b>						
New Daily Wage	Php	336.00	Php	336.00	Php	336.00
Ave Pay/Month (DWxNo. of Days per Year/12)	Php	11,026.40	Php	11,026.40	Php	7,308.00
Night Differential Pay (Ave. Pay/mo x 10%)	Php	1,102.64	Php	-	Php	-
13th Month Pay (DW x365/12/12)	Php	851.67	Php	851.67	Php	851.67
COLA - (P10x377/12)	Php	-	Php	-	Php	-
5 Days Incentive Pay (DW + COLA x 5/12)	Php	140.00	Php	140.00	Php	140.00
Uniform Allowance	Php	100.00	Php	100.00	Php	100.00
Hazard allowance (P5,000/12)	Php	416.67	Php	416.67	Php	416.67
Overtime Pay						
	Php	13,637.37	Php	12,534.73	Php	8,816.33
<b>Amount to Government in Favor of Guard</b>						
Retirement Pay (R.A. 7641) (DWx22.5/12)	Php	630.00	Php	630.00	Php	630.00
SSS Premium	Php	1,020.00	Php	935.00	Php	637.50
PhilHealth Contribution	Php	220.53	Php	220.53	Php	200.00
State Insurance Fund	Php	10.00	Php	10.00	Php	10.00
Pagibig Fund	Php	100.00	# Php	100.00	# Php	100.00
	Php	1,980.53	Php	1,895.53	Php	1,577.50
<b>A. TOTAL AMOUNT TO GUARD AND GOVT.</b>	Php	15,617.90	Php	14,430.26	Php	10,393.83
<b>B. AGENCY FEE (20%)</b>	Php	3,123.58	Php	2,886.05	Php	2,078.77
ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN						
<b>C. VALUE ADDED TAX</b>	Php	374.83	Php	346.33	Php	249.45
[AGENCY FEE X 12% VAT-RMC-39-2007]						
<b>MINIMUM CONTRACT RATE per GUARD (8HRS DUTY)</b>	Php	19,116.31	Php	17,662.64	Php	12,722.05
<b>MINIMUM CONTRACT RATE per GUARD (12HRS DUTY)</b>	Php	28,674.47	Php	26,493.96	# Php	19,083.08
<b>LBP BRANCHES COVERED</b>						
Parang Maguindanao						

Annex E-21

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist:
  - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
    - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
    - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
    - iii. When the Goods sought to be procured are not available from local suppliers; or
    - iv. When there is a need to prevent situations that defeat competition or restrain trade.
  - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. **Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under ITB Clause 18.

## 7. Subcontracts

The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that subcontracting is not allowed.

## Bid Data Sheet

ITB Clause																															
5.3	<b>A contract shall be considered similar to this Project if it involves bank security-related (armored or premises guards services) completed within the period 10 November 2016 to 10 November 2021.</b>																														
7.1	Subcontracting is not allowed.																														
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.																														
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1"> <thead> <tr> <th>Form of Bid Security</th><th>Minimum Amount of Bid Security</th></tr> </thead> <tbody> <tr> <td rowspan="3">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td><td>Lot 1 PHP 4,071,481.83</td></tr> <tr> <td>Lot 2 5,592,545.62</td></tr> <tr> <td>Lot 3 4,070,320.92</td></tr> <tr> <td rowspan="15">(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td><td>Lot 4 2,549,130.52</td></tr> <tr> <td>Lot 5 1,692,210.07</td></tr> <tr> <td>Lot 6 1,925,179.02</td></tr> <tr> <td>Lot 7 1,402,361.53</td></tr> <tr> <td>Lot 8 1,256,249.52</td></tr> <tr> <td>Lot 9 1,172,928.66</td></tr> <tr> <td>Lot 10 2,039,333.60</td></tr> <tr> <td>Lot 11 1,333,784.50</td></tr> <tr> <td>Lot 12 1,942,694.62</td></tr> <tr> <td>Lot 13 2,159,025.35</td></tr> <tr> <td>Lot 14 1,378,553.64</td></tr> <tr> <td>Lot 15 2,110,608.06</td></tr> <tr> <td>Lot 16 2,758,750.49</td></tr> <tr> <td>Lot 17 2,566,128.42</td></tr> <tr> <td>Lot 18 2,509,924.02</td></tr> <tr> <td rowspan="7">(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>Lot 1 PHP 10,178,704.57</td></tr> <tr> <td>Lot 2 13,981,364.05</td></tr> <tr> <td>Lot 3 10,175,802.30</td></tr> <tr> <td>Lot 4 6,372,826.31</td></tr> <tr> <td>Lot 5 4,230,525.17</td></tr> <tr> <td>Lot 6 4,812,947.55</td></tr> <tr> <td>Lot 7 3,505,903.82</td></tr> </tbody> </table>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	Lot 1 PHP 4,071,481.83	Lot 2 5,592,545.62	Lot 3 4,070,320.92	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	Lot 4 2,549,130.52	Lot 5 1,692,210.07	Lot 6 1,925,179.02	Lot 7 1,402,361.53	Lot 8 1,256,249.52	Lot 9 1,172,928.66	Lot 10 2,039,333.60	Lot 11 1,333,784.50	Lot 12 1,942,694.62	Lot 13 2,159,025.35	Lot 14 1,378,553.64	Lot 15 2,110,608.06	Lot 16 2,758,750.49	Lot 17 2,566,128.42	Lot 18 2,509,924.02	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Lot 1 PHP 10,178,704.57	Lot 2 13,981,364.05	Lot 3 10,175,802.30	Lot 4 6,372,826.31	Lot 5 4,230,525.17	Lot 6 4,812,947.55	Lot 7 3,505,903.82
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W

## Technical Specifications

Specifications	Statement of Compliance																											
	<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p>																											
<p>Three (3) Years Security Guard Services for Various LANDBANK Branches and Extension Offices</p> <table><tr><th>Lot No.</th><th>Area</th><th>No. of Guards</th></tr><tr><td>1</td><td>LANDBANK Plaza &amp; Other Installations</td><td>200</td></tr><tr><td>2</td><td>North National Capital Region Branches Group (NNCRBG)</td><td>285</td></tr><tr><td>3</td><td>South National Capital Region Branches Group (SNCRBG)</td><td>232</td></tr><tr><td>4</td><td>Region 1</td><td>201</td></tr><tr><td>5</td><td>Region 2</td><td>125</td></tr><tr><td>6</td><td>Region 3A</td><td>152</td></tr><tr><td>7</td><td>Region 3B</td><td>108</td></tr><tr><td>8</td><td>Region 4</td><td>110</td></tr></table>	Lot No.	Area	No. of Guards	1	LANDBANK Plaza & Other Installations	200	2	North National Capital Region Branches Group (NNCRBG)	285	3	South National Capital Region Branches Group (SNCRBG)	232	4	Region 1	201	5	Region 2	125	6	Region 3A	152	7	Region 3B	108	8	Region 4	110	<p><b>Please state here either "Comply" or "Not Comply"</b></p>
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8	Region 4	110
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10	Region 4B	161
11	Region 5	130
12	Region 6	160
13	Region 7	176
14	Region 8	108
15	Region 9	192
16	Region 10	197
17	Region 11	169
18	Region 12	217

1. **Revised Terms of Reference per attached Annexes D-1 to D-9.**
2. The following documents shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements:
  - 2.1 **Copy (in color ink) of firearms licenses or Long Regular Registration (LRR) under the ownership of the supplier.**
  - 2.2 **Certification from the Firearms and Explosives Office (FEO) that the bidder's firearms existed in the Firearms Information Management System (FIMS) Masterfile.**
  - 2.3 **Certificate of "No Derogatory Records" issued either by the PNP-SOSIA, Regional SOSIA or PADPAO.**
  - 2.4 **Not less than two (2) Certificates of Satisfactory Performance from its clients, one (1) of which must be issued by a Commercial Bank operating in the Philippines. Date of issuance of the certificate from a commercial bank client shall be within sixty (60) calendar days before the date of bidding, while the other certificate shall have been issued within the period January to November 2021.**

11

<p><b>2.5 Copy (in color ink) of the supplier's License to Operate.</b></p> <p>2.6 Certification from bidder that it has deployed with at least 1:3 firearm-to-guard ration in any case for about 200 security guards</p> <p>Non-submission of the above-mentioned document/requirement may result in bidder's post-disqualification.</p>	
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**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

W



## Form No. 2

*Bidder shall accomplish the Schedule of Prices for applicable lots only. The last page of the form must be signed by the Authorized Representative*

### SCHEDULE OF PRICES

**Table 1. Breakdown of Approved Budget for the Contract for Three (3) years Security Guard Service**

Lot No.	LANDBANK Region/Area	Qty. No. of Guards	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 3 Years D (A + B + C) (in Peso)
1	LANDBANK Plaza and Other Installations	200	P 171,756,102.58	28,408,918.59	3,409,070.23	203,574,091.40
2	North National Capital Region Branches Group (NNCRBG)	285	P 228,453,660.92	45,690,732.18	5,482,887.86	279,627,280.96
3	South National Capital Region Branches Group (SNCRBG)	232	P 166,271,279.47	33,254,255.89	3,990,510.71	203,516,046.07
4	Region 1	201	P 104,131,148.80	20,826,229.76	2,499,147.57	127,456,526.13
5	Region 2	125	P 69,126,228.32	13,825,245.66	1,659,029.48	84,610,503.46
6	Region 3A	152	P 81,518,128.49	13,161,448.76	1,579,373.85	96,258,951.10
7	Region 3B	108	P 57,286,010.07	11,457,202.01	1,374,864.24	70,118,076.33
8	Region 4	110	P 51,317,382.42	10,263,476.48	1,231,617.18	62,812,476.08

9	Region 4A	92	P 47,913,752.63	9,582,750.53	1,149,930.06	58,646,433.22
10	Region 4B	161	P 83,306,111.28	16,661,222.26	1,999,346.66	101,966,680.20
11	Region 5	130	P 54,484,660.85	10,896,932.17	1,307,631.86	66,689,224.89
12	Region 6	160	P 79,358,440.36	15,871,688.07	1,904,602.57	97,134,731.00
13	Region 7	176	P 88,195,479.84	17,639,095.97	2,116,691.52	107,951,267.32
14	Region 8	108	P 56,313,465.70	11,262,693.14	1,351,523.18	68,927,682.01
15	Region 9	192	P 86,217,649.48	17,243,529.90	2,069,223.59	105,530,402.97
16	Region 10	197	P 112,694,056.11	22,538,811.22	2,704,657.35	137,937,524.68
17	Region 11	169	P 104,825,507.52	20,965,101.50	2,515,812.18	128,306,421.21
18	Region 12	217	P 102,529,576.13	20,505,915.23	2,460,709.83	125,496,201.19

**Table 2. Breakdown of Financial Bid**

Lot No.	LBP Region/Area	Qty. No. of Guards	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 3 Years D (A + B + C) (in Peso)
1	LANDBANK Plaza and Other Installations	200	P 171,756,102.58			
2	North National Capital Region Branches	285	P 228,453,660.92			



	Group (NNCRBG)					
3	South National Capital Region Branches Group (SNCRBG)	232	P 166,271,279.47			
4	Region 1	201	P 104,131,148.80			
5	Region 2	125	P 69,126,228.32			
6	Region 3A	152	P 81,518,128.49			
7	Region 3B	108	P 57,286,010.07			
8	Region 4	110	P 51,317,382.42			
9	Region 4A	92	P 47,913,752.63			
10	Region 4B	161	P 83,306,111.28			
11	Region 5	130	P 54,484,660.85			
12	Region 6	160	P 79,358,440.36			
13	Region 7	176	P 88,195,479.84			
14	Region 8	108	P 56,313,465.70			
15	Region 9	192	P 86,217,649.48			
16	Region 10	197	P 112,694,056.11			
17	Region 11	169	P 104,825,507.52			

18	Region 12	217	P 102,529,576.13			
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**In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.**

**NOTES:**

1. Approved Budgets for the Contract are based on applicable Wage Orders per attached **Revised Annexes E-1 to E-31** at 7-days and 5-days work per week, to wit:

Lot No.	Area	Wage Order
1	LANDBANK Plaza & Other Installations	NCR 22
2	North National Capital Region Branches Group (NNCRBG)	NCR 22
3	South National Capital Region Branches Group (SNCRBG)	NCR 22
4	Region 1	20
5	Region 2	RTWPB-02-19
6	Region 3A	RBIII-21
7	Region 3B	RBIII-21
8	Region 4	RBV-MIMAROPA-09 & IVA-18
9	Region 4A	18
10	Region 4B	RBV-MIMAROPA-09 & IVA-18
11	Region 5	RBV-19
12	Region 6	25
13	Region 7	NCR-22

*IN*

14	Region 8	21
15	Region 9	20 & BARMM-01
16	Region 10	NCR-22
17	Region 11	NCR-22
18	Region 12	12

2. The number of security guards and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
3. Payment shall be based on actual number of guards deployed and services rendered.
4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using Annexes F-1 to F-64 must also be submitted/attached to this Schedule of Prices.
5. **The detailed breakdown of the ABCs shall be provided to the bidders through Google Drive. The link shall be sent to the registered email addresses of the bidders.**
6. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
7. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

*W*

## **Checklist of Bidding Documents for Procurement of Goods and Services**

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

### Eligibility and Technical Components (PDF File)

- *The Eligibility and Technical Component shall contain documents sequentially arranged as follows:*
  - Eligibility Documents – Class “A”

#### Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
  - Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the Bidding Documents;
  - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR; and

- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Eligibility Documents

2. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).



3. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

#### Financial Eligibility Documents

5. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
  6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
- o Eligibility Documents – Class "B"
7. Duly signed valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
  8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
  9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
12. **Revised Section VII – Specifications with response on compliance and signature of bidder's authorized representative.**
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

○ **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

14. **Copy (in color ink) of firearms licenses or Long Regular Registration (LRR) under the ownership of the supplier.**
15. Certification from the Firearms and Explosives Office (FEO) that the bidder's firearms existed in the Firearms Information Management System (FIMS) Masterfile.
16. **Certificate of "No Derogatory Records" issued either by the PNP-SOSIA, Regional SOSIA or PADPAO.**
17. **Not less than two (2) Certificates of Satisfactory Performance from its clients, one (1) of which must be issued by a Commercial Bank operating in the Philippines. Date of issuance of the certificate from a commercial bank client shall be within sixty (60) calendar days before the date of bidding, while the other certificate shall have been issued within the period January to November 2021.**
18. **Copy (in color ink) of the supplier's License to Operate.**
19. Certification from bidder that the it has deployed with at least 1:3 firearm-to-guard ration in any case for about 200 security guards.
20. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
21. Latest Income Tax Return filed manually or through EFPS.
22. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).



23. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
24. **Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form - Form No. 7).**

Financial Component (PDF File)

- *The Financial Component shall contain documents sequentially arranged as follows:*
  1. Duly filled out Bid Form signed by the Bidder's authorized representative (sample form - Form No.1).
  2. **Duly filled out Revised Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2).**
  3. **Duly filled out Breakdown of Bids signed by the Bidder's authorized representative (Annexes F1 to F64).**

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.





## Guidelines in Breaking Tied Bids During Online Biddings

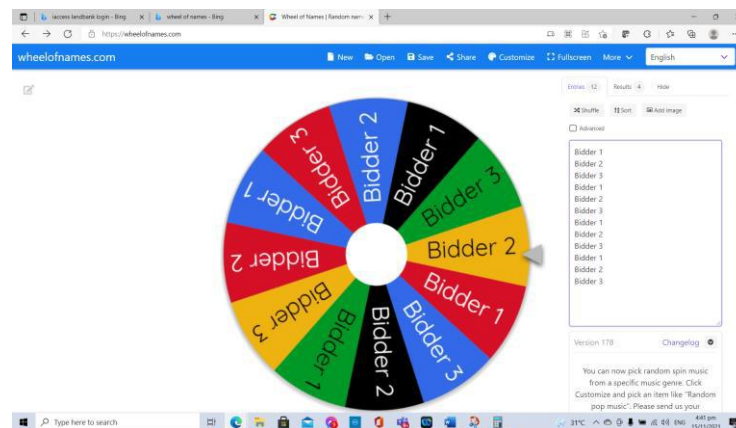
The live conduct of the tie-breaking procedures shall be done via videoconferencing thru MS Teams application.

### A. Spin-A-Wheel (Using an online roulette application at <https://wheelofnames.com/>)

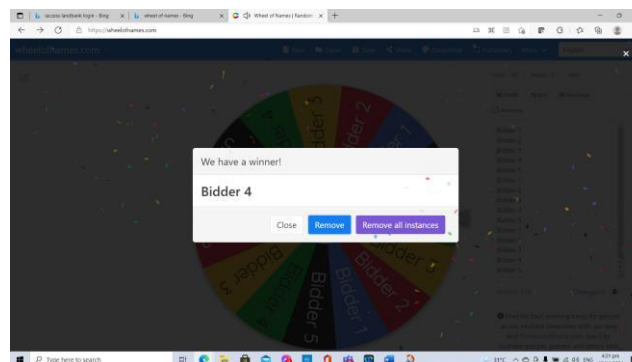
1. The number of segments of the color wheel shall be as follows:

No. of bidders with tied bids	No. of Segment/s per bidder
6-10	2
3-5	4
2	6

Example: 3 Bidders = 12 Segments (3 bidders x 4 segments)



2. The Secretariat shall encode the names of the bidders. After all the names have been encoded and saved in the application, the web link to the same shall be forwarded to the facilitator (either HOSTAD or COA Observer).
3. The facilitator shall click the “spin” button to rotate the wheel.
4. The bidder whose name is indicated in the segment where the pointer has stopped shall be declared as the Lowest Calculated Bidder (LCB).





5. The process shall be repeated to identify the 2<sup>nd</sup> LCB, 3<sup>rd</sup> LCB and so on until the ranking of all bidders has been determined. *(Note: The segment chosen as the LCB or previously ranked bidder shall be removed from the wheel).*