



REPUBLIC OF THE PHILIPPINES

Sandiganbayan  
Quezon City

**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL BID BULLETIN NO. SB-BID02-2023**

**April 3, 2023**

**Provision of Third-Party Security Services Personnel and  
K-9 Team for the Sandiganbayan for One (1) Year (2023-2024)**

*[Reference: SB-BID02-2023]*

This Supplemental Bid Bulletin is issued to revise, amend, and/or clarify certain provisions of the Bidding Documents for the above-mentioned procurement project. **Accordingly, this shall form an integral part of the Bidding Documents.**

**Please refer to the attached Revised Cost Distribution Form as Annex “A” of the Bidding Documents.** The revised Form contains the following amendments:

1. Basic Wage rate of Php 400.00 for the security personnel to be stationed in the Sandiganbayan Baguio City Courthouse;
2. Inclusion of Uniform Allowance as per Republic Act (R.A.) No. 5487, or *The Private Security Agency Law*; and
3. Compliance with Section 9 of R.A. No. 11917, or *The Private Security Services Industry Act*, in the determination of administrative overhead cost per security personnel.

For the guidance and information of all concerned.

**(original signed)**

**ATTY. MA. TERESA S. PABULAYAN**

*Executive Clerk of Court IV and  
Chairperson, Bids and Awards Committee*



REPUBLIC OF THE PHILIPPINES  
**SANDIGANBAYAN**  
 QUEZON CITY

**Revised COST DISTRIBUTION FORM**

Item	Particulars			Amount
<b>A.</b>	<b>For QUEZON CITY</b>			
	<b><u>Basic Wage/Integration of COLA: PhP 570.00<sup>1</sup></u></b>			
	<b>Reimbursable Cost</b>	<b>Day Shift</b>	<b>Night Shift</b>	
	<i>1. Average Monthly Wage per Security Personnel</i>			
	a. Basic Wage			
	b. COLA			
	c. 13 <sup>th</sup> Month Pay			
	d. Service Incentive Leave Pay (5 days)			
	e. Night Differential Pay			
	<b>f. Uniform Allowance (R.A. No.5487)</b>			
	<i>2. Monthly Contributions Paid Directly to Government per Security Personnel</i>			
	a. Retirement Benefit			
	b. SSS premiums			
	c. PHILHEALTH Premiums			
	d. State Insurance Fund			
	e. Pag-ibig Fund Contributions			

<sup>1</sup> Wage Order No. NCR-23, accessed at <https://nwpc.dole.gov.ph/wp-content/uploads/2022/05/WO-NCR-23.pdf>

<b>B.</b>	<b>For BAGUIO CITY</b> <b><u>Basic Wage/Integration of COLA: PhP 400.00<sup>2</sup></u></b>			
	<b>Reimbursable Cost</b>	<b>Day Shift</b>	<b>Night Shift</b>	
	<i>1. Average Monthly Wage per Security Personnel</i>			
	a. Basic Wage			
	b. COLA			
	c. 13 <sup>th</sup> Month Pay			
	d. Service Incentive Leave Pay (5 days)			
	e. Night Differential Pay			
	<b>f. Uniform Allowance (R.A. No. 5487)</b>			
	<i>2. Monthly Contributions Paid Directly to Government per Security Personnel</i>			
	a. Retirement Benefit			
	b. SSS premiums			
	c. PHILHEALTH Premiums			
	d. State Insurance Fund			
	e. Pag-ibig Fund Contributions			
<b>C.</b>	<b>K-9 Services</b>			
<b>D.</b>	<b>Administrative Overhead per Security Personnel<sup>3</sup></b>			

<sup>2</sup> Wage Order No. CAR-21 issued on May 23, 2022. Accessed at <https://drive.google.com/file/d/11kMUjG6aOYCs0cSYTcYWBMMSPGxKqbJ0/view>

<sup>3</sup> In the determination of the cost for administrative overhead per security personnel, the Procuring Entity follows Section 9 of R.A. No. 11917 dated July 30, 2022, thus:

.....

Section 9. Administrative Fee of PSAs. — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions. position of GPPB, as contained in its Resolution No. 14-2012, and reiterated through Resolution No. 14-2015 and Circular No. 04-2015, both dated 30 April 2015.

<b>E.</b>	<b><i>Value Added Tax (VAT)</i></b>			
	<b>Total Monthly Rate per Security Personnel</b>			
	<b>TOTAL CONTRACT RATE</b>			PhP

Amount in Words: \_\_\_\_\_

**Authorized Representative**

(Signature above Printed Name): \_\_\_\_\_

Date \_\_\_\_\_