

UNIVERSITY OF THE PHILIPPINES BAGUIO  
PROCUREMENT OF 12-MONTH SECURITY SERVICES CONTRACT

COST DISTRIBUTION SCHEDULE

25 security guards			REMARKS
Number of days worked per week			7 days
Number of hours worked per day			8 hours
Number of days per year			393.8 days
Daily wage	350.00		Minimum wage in CAR
A. TOTAL MONTHLY WAGE			Daily wage x (393.8/12)
ADD: OTHER BENEFITS			
13th Month Pay			Daily Wage x 365 days/12/12
5 days Incentive Pay			Daily Wage x 5 days/12
Night Differential		-	10% of regular hourly rate x 8 hours or Basic monthly wage x 10% x 1/3
Uniform Allowance			R.A. 5847
Retirement Benefit			R.A. 7641 (Daily Wage x 22.5 days/12)
SSS Premium			SSS bracket of 10,250.00 - 10,749.99
PhilHealth Contribution		-	3.50%/2 of basic pay
State Insurance Fund (EC)			SSS bracket of 1,000.00 - 14,500.00
Pag-Ibig Fund			Maximum Contribution
B. TOTAL OTHER BENEFITS		-	
C. TOTAL AMOUNT TO SECURITY GUARD & GOVT. (OTHER BENEFITS)		-	Total A + B
D. AGENCY FEE (Administrative Overhead and Margin (equal to or not less than 20%))		-	Not less than 20% of C
E. TOTAL		-	Total C + D
F. VALUE ADDED TAX		-	D x 12% (BIR Revenue MC No. 39 - 2007)
G. MONTHLY CONTRACT AMOUNT PER SECURITY GUARD		-	Total E + F
H. TOTAL COST FOR (25) SECURITY GUARDS PER MONTH		-	G x 25 Security Guards
I. TOTAL COST FOR (25) SECURITY GUARDS FOR TWELVE (12) MONTHS		-	H x 12 Months

I hereby certify that I have computed the above:

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Printed Name, Position and Signature of  
Bidder's Authorized Representative

\_\_\_\_\_  
Date

