

Agency Estimate for Security Guards 1 January 2023-31 December 2023				1st shift	2nd Shift	3rd Shift	Single Posts	TOTAL
				7:00AM-3:00PM	3:00PM-11:00PM	11:00PM-7:00AM	7:00AM-3:00PM	
				Daily Wage Rate				
Cost Distribution				380.00	380.00	380.00	380.00	
MANDATORY FIELDS								
A	Estimated Equivalent Monthly Rate			EEMR (Factor= 393.8 days)				
	1.1	Ordinary Working days		297				
	1.2	Regular Holidays	12 regular holidays x 200%	24				
	1.3	Restdays	52 rest days x 130%	67.6				
	1.4	Special Holidays	4 special days x 130%	5.2				
	Total for 12 months			393.8				
	Equivalent Monthly Rate			Total/12				
B	Night Differential							
	2.1	Ordinary Working days	(380 x 10% x no. of hours/8 hours) x (297/12)					
	2.2	Regular Holidays	(380 x 10% x no. of hours/8 hours) x (24/12)					
	2.3	Rest days	(380 x 10% x no. of hours/8 hours) x (67.6/12)					
	2.4	Special Holidays	(380 x 10% x no. of hours/8 hours) x (5.2/12)					
	Total Equivalent Monthly Night Shift Differential Pay			Sum of 2.1 to 2.4				
C	Other Benefits							
	3.1	13th Month pay per month	(Daily Wage x 365/12)/12					
	3.2	5-day Service Incentive Leave per month	(Daily Wage x 5 days)/12					
	3.3	Uniform Allowance						
	3.4	Retirement Benefit	(Daily Wage x 22.5)/12. To be billed to UP Baguio if					
	Total Other Benefits			Sum of 3.1 to 3.4				
D	TOTAL MONTHLY AMOUNT DIRECTLY TO SECURITY GUARDS							
E	OTHER BENEFITS TO GOVERNMENT IN FAVOR OF SECURITY GUARD							
	4.1	SSS Premium-Employer Share*	SSS Range of PhP (12,250.00 - 12,749.99)					
	4.2	SSS EC-Employer Share						
	4.3	PHILHEALTH-Employer Share*	4.5% of Equivalent Monthly Rate/2					
	4.4	PAG-IBIG Employer Share						
	Total Other benefits to Government and NGO in Favor of Security Guard							
F	TOTAL AMOUNT TO SECURITY GUARD AND GOV'T			D + E				
G	Number of guards				9	11	10	3
H	Payment per shift			F X G				
I	Contract Period			12 months	12 months	12 months	12 months	
J	Per shift for 12 months			H x 12 months				
K	Administrative Fee			J x _% (not less than 20% of J)				
L	Less Administrative Fee only)			K x 12				
M	Total Cost for 33 guards for 01 January 2023 to 31 December			J + K + L				
N	Total cost for 33 guards per month			M/12				

Subject to change if there are new issuances regarding the monthly contribution of employees

Name of Company:

Name of Bidder/ Authorized Representative:

Name of Bidder/ Authorized Representative: