

ANNEX A

Agency Estimate for Security Guards 16 January 2024 to 15 January 2025				Ist Shift	2nd Shift	Single Posts			TOTAL
				7:00AM - 7:00 PM	7:00PM - 7:00 AM	7:00AM - 7:00 PM	7:00PM - 7:00 AM	9:00AM - 9:00PM	
				Daily Wage Rate					
COST DISTRIBUTION				400.00	400.00	400.00	400.00	400.00	
A	Equivalent Monthly Rate *		EEMR (Factor= 394.4 days)*						
	1.1	Ordinary Working days		295					
	1.2	Regular Holidays	12 regular holidays x 200%	67.6					
	1.3	Restdays	52 rest days x 130%	24					
	1.4	Special Holidays	5 special days x 130%	7.8					
	Total for 12 months *			394.4					
	Equivalent Monthly Rate		Total/12						
B	Overtime Pay								
	2.1	Ordinary Working days							
	2.2	Regular Holidays							
	2.3	Rest days							
	2.4	Special Holidays							
	Total Overtime								
C	Total Basic Pay and Overtime								
D	Night Shift Differential								
	2.1	Ordinary Working days							
	2.2	Regular Holidays							
	2.3	Rest days							
	2.4	Special Holidays							
	Total Equivalent Monthly Night Shift Differential Pay		Sum of 2.1 to 2.4						
	Total								
F	Other Benefits								
	3.1	13th Month pay per month	(Daily Wage x no. of days/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 the SSC/PSA established a Retirement Plan and proof of deposit and payment to Retirement Trust Fund						
	Total Other Benefits		Sum of 3.1 to 3.4						
G	TOTAL MONTHLY AMOUNT DIRECTLY TO SECURITY GUARDS								
H	OTHER BENEFITS TO GOVERNMENT IN FAVOR OF SECURITY GUARD								
	4.1	SSS Premium-Employer Share*	Following SSS Premium Contribution for CY 2024						
	4.2	Mandatory Provident Fund							
	4.3	SSS EC-Employer Share							
	4.4	PHILHEALTH-Employer Share*	5% of Equivalent Monthly Rate/2						
	4.5	PAG-IBIG Employer Share							
	Total Other benefits to Government and NGO in Favor of Security Guard								
I	TOTAL AMOUNT TO SECURITY GUARD AND GOV'T		G + H						
J	Required number of guards			8	8	4	1	1	22
K	Monthly Payment per shift		H X J						
L	Administrative Fee		K x _ % (not less than 20% of H)						
M	12% VAT (Imposed on Administrative Fee only)		L x 12						
N	Total Cost for 22 guards per month		K + L + M						
O	Contract Period			12 months	12 months	12 months	12 months	12 months	
P	Total cost for 22 guards for 12 months		N X 12						
Additional Notation/Instruction									
1 * Daily Wage and Other Benefits is subject to adjustment if there are new issuances from government oversight agencies.									
2 Billings on Other Benefits due to government in favor of the security guard (item H) shall be adjusted based on the actual remittance to the government agency but not to exceed the amount indicated herein per security guard.									

ANNEX A

PREPARED BY:

NAME OF AUTHORIZED REPRESENTATION:

NAME OF AGENCY:

DATE