

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: OCOO2021-01**

To: **Duty Free Philippines Corporation**  
**Fiestamall, Columbia Complex,**  
**Ninoy Aquino Avenue, Parañaque City**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month]  
[year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**Jurat**

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

**[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant**

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Identification Card No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
MCLE Compliance No. \_\_\_\_\_  
PTR No. \_\_, [date issued], [place issued]  
IBP No. \_\_, [date issued], [place issued]

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Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

## Omnibus Sworn Statement (Revised)

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**Jurat**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Identification Card No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

MCLE Compliance No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

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Book No. \_\_\_\_

Series of \_\_\_\_.

## Appendix C

### FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

|   |                           | Year 20____ |
|---|---------------------------|-------------|
| 1 | Total Assets              |             |
| 2 | Current Assets            |             |
| 3 | Total Liabilities         |             |
| 4 | Current Liabilities       |             |
| 5 | Net Worth (1-3)           |             |
| 6 | Net Working Capital (2-4) |             |

The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets – current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

**NFCC = PhP** \_\_\_\_\_

Submitted by:

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**BID FORM**

Date: \_\_\_\_\_  
Project Identification No. : **OCOO 2021-01**

To: **Engr. Joel R. Perez**  
**Duty Free Philippines Corporation**  
**Fiestamall, Columbia Complex,**  
**Ninoy Aquino Avenue, Parañaque City**

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, *[state applicable Lot]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**PRICE SCHEDULE**  
**Wage Order No. NCR-22**

Name of Bidder \_\_\_\_\_ Project ID No. OCOO2021-01-01 Page \_\_\_\_ of \_\_\_\_

| A                                      | B                                      | C             | D                    | E  | F             | G                 | H                       |
|--|--|---------------|----------------------|--|---------------|-------------------|-------------------------|
| AREA                                   | DESCRIPTION                            | NO. OF GUARDS | DAILY RATE PER GUARD | GUARD'S ACCUMULATED HOURS OF EXTENDED DUTY PER DAY | RATE PER HOUR | TOTAL NO. OF DAYS | TOTAL PRICE (C x D) x G |
| FIESTAMALL STORE/<br>FORWARD WAREHOUSE | Day Shift (8hr duty/day)               | 24            |                      | ---  | ---           | 365               |                         |
|  | Night Shift (8hr duty/day)             | 0             |                      | ---  | ---           | 365               |                         |
|  | Duty beyond regular but less than 8hrs |               |                      | 60   |               | 365               |                         |
| NAIA T2                                | Day Shift (8hr duty/day)               | 5             |                      | ---  | ---           | 365               |                         |
|  | Night Shift (8hr duty/day)             | 4             |                      | ---  | ---           | 365               |                         |
|  | Duty beyond regular but less than 8hrs |               |                      | 33   |               | 365               |                         |
| NAIA T3 (Landside, Airside, Departure) | Day Shift (8hr duty/day)               | 8             |                      | ---  | ---           | 365               |                         |
|  | Night Shift (8hr duty/day)             | 7             |                      | ---  | ---           | 365               |                         |
|  | Duty beyond regular but less than 8hrs |               |                      | 60   |               |                   |                         |
| LUXE MOA                               | Day Shift (8hr duty/day)               | 6             |                      | ---  | ---           | 365               |                         |
|  | Night Shift (8hr duty/day)             | 3             |                      | ---  | ---           | 365               |                         |
|  | Duty beyond regular but less than 8hrs |               |                      | 36.5   |               |                   |                         |
| <b>TOTAL</b>                           |  |               |                      |  |               |                   |                         |



**Appendix E  
Lot 1 - Manila**

**\*Note:**

- **For Applicable taxes, please refer to ITB Clause 28.6.**
- **In case of overtime, rate should be inclusive of SSS and Administrative Overhead increments with 12% VAT.**
- **For purposes of computation, where applicable, all figures should be rounded off to a maximum of two (2) decimal places.**

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**PRICE SCHEDULE**  
**Wage Order No. NCR-22**

Name of Bidder \_\_\_\_\_ Project ID No. OCOO2021-01-02 Page \_\_\_\_ of \_\_\_\_

| A                                  | B                                      | C             | D                    | E  | F             | G                 | H                       |
|------------------------------------|--|---------------|----------------------|--|---------------|-------------------|-------------------------|
| AREA                               | DESCRIPTION                            | NO. OF GUARDS | DAILY RATE PER GUARD | GUARD'S ACCUMULATED HOURS OF EXTENDED DUTY PER DAY | RATE PER HOUR | TOTAL NO. OF DAYS | TOTAL PRICE (C x D) x G |
| <b>NFM PERIMETER/ EHA BUILDING</b> | Day Shift (8hr duty/day)               | 16            |                      | ---  | ---           | 365               |                         |
|                                    | Night Shift (8hr duty/day)             | 7             |                      | ---  | ---           | 365               |                         |
|                                    | Duty beyond regular but less than 8hrs |               |                      | 74   |               | 365               |                         |
| <b>INTEGRATED WAREHOUSE</b>        | Day Shift (8hr duty/day)               | 13            |                      | ---  | ---           | 365               |                         |
|                                    | Night Shift (8hr duty/day)             | 3             |                      | ---  | ---           | 365               |                         |
|                                    | Duty beyond regular but less than 8hrs |               |                      | 39.5   |               | 365               |                         |
| <b>NAIA T1</b>                     | Day Shift (8hr duty/day)               | 12            |                      | ---  | ---           | 365               |                         |
|                                    | Night Shift (8hr duty/day)             | 10            |                      | ---  | ---           | 365               |                         |
|                                    | Duty beyond regular but less than 8hrs |               |                      | 84   |               | 365               |                         |
| <b>TOTAL</b>                       |  |               |                      |  |               |                   |                         |

**\*Note:**

- For Applicable taxes, please refer to ITB Clause 28.6
- In case of overtime, rate should be inclusive of SSS and Administrative Overhead increments with 12% VAT.
- For purposes of computation, where applicable, all figures should be rounded off to a maximum of two (2) decimal places.

**Appendix E**  
**Lot 2 - Manila**

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**PRICE SCHEDULE**  
**Wage Order No. RBIII-22**

Name of Bidder \_\_\_\_\_ Project ID No. OCOO2021-01-03 Page \_\_\_ of \_\_\_

| A                | B                                      | C             | D                    | E  | F             | G                 | H                       |
|------------------|--|---------------|----------------------|--|---------------|-------------------|-------------------------|
| AREA             | DESCRIPTION                            | NO. OF GUARDS | DAILY RATE PER GUARD | GUARD'S ACCUMULATED HOURS OF EXTENDED DUTY PER DAY | RATE PER HOUR | TOTAL NO. OF DAYS | TOTAL PRICE (C x D) x G |
| DFPC CLARK STORE | Day Shift (8hr duty/day)               | 3             |                      | ---  | ---           | 365               |                         |
|                  | Night Shift (8hr duty/day)             | 2             |                      | ---  | ---           | 365               |                         |
|                  | Duty beyond regular but less than 8hrs |               |                      | 20   |               | 365               |                         |
| <b>TOTAL</b>     |  |               |                      |  |               |                   |                         |

**\*Note:**

- For Applicable taxes, please refer to ITB Clause 28.6
- In case of overtime, rate should be inclusive of SSS and Administrative Overhead increments with 12% VAT.
- For purposes of computation, where applicable, all figures should be rounded off to a maximum of two (2) decimal places.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**PRICE SCHEDULE**  
**Wage Order No. RTWPB-RXI-20**

Name of Bidder \_\_\_\_\_ Project ID No. OCOO2021-01-04 Page \_\_\_ of \_\_\_

| A                | B                                      | C             | D                    | E  | F             | G                 | H                       |
|------------------|--|---------------|----------------------|--|---------------|-------------------|-------------------------|
| AREA             | DESCRIPTION                            | NO. OF GUARDS | DAILY RATE PER GUARD | GUARD'S ACCUMULATED HOURS OF EXTENDED DUTY PER DAY | RATE PER HOUR | TOTAL NO. OF DAYS | TOTAL PRICE (C x D) x G |
| DFPC DAVAO STORE | Day Shift (8hr duty/day)               | 4             |                      | ---  | ---           | 365               |                         |
|                  | Night Shift (8hr duty/day)             | 1             |                      | ---  | ---           | 365               |                         |
|                  | Duty beyond regular but less than 8hrs |               |                      | 17   |               | 365               |                         |
| <b>TOTAL</b>     |  |               |                      |  |               |                   |                         |

**\*Note:**

- For Applicable taxes, please refer to ITB Clause 28.6
- In case of overtime, rate should be inclusive of SSS and Administrative Overhead increments with 12% VAT.
- For purposes of computation, where applicable, all figures should be rounded off to a maximum of two (2) decimal places.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix E**  
**Lot 5 – OTHER STORE OUTLETS**

**PRICE SCHEDULE**  
**Wage Order No. RB VI-25**

Name of Bidder \_\_\_\_\_ Project ID No. OCOO2021-01-05 Page \_\_\_ of \_\_\_

| A                         | B                                      | C             | D                    | E  | F             | G                 | H                       |
|---------------------------|--|---------------|----------------------|--|---------------|-------------------|-------------------------|
| AREA                      | DESCRIPTION                            | NO. OF GUARDS | DAILY RATE PER GUARD | GUARD'S ACCUMULATED HOURS OF EXTENDED DUTY PER DAY | RATE PER HOUR | TOTAL NO. OF DAYS | TOTAL PRICE (C x D) x G |
| <b>DFPC KALIBO STORE</b>  | Day Shift<br>(8hr duty/day)            | 1             |                      | ---  | ---           | 365               |                         |
|                           | Night Shift<br>(8hr duty/day)          | 1             |                      | ---  | ---           | 365               |                         |
|                           | Duty beyond regular but less than 8hrs |               |                      | 8  |               | 365               |                         |
| <b>DFPC BACOLOD STORE</b> | Day Shift<br>(8hr duty/day)            | 1             |                      | ---  | ---           | 365               |                         |
|                           | Night Shift<br>(8hr duty/day)          | 1             |                      | ---  | ---           | 365               |                         |
|                           | Duty beyond regular but less than 8hrs |               |                      | 8  |               | 365               |                         |
| <b>DFPC ILOILO STORE</b>  | Day Shift<br>(8hr duty/day)            | 1             |                      | ---  | ---           | 365               |                         |
|                           | Night Shift<br>(8hr duty/day)          | 1             |                      | ---  | ---           | 365               |                         |
|                           | Duty beyond regular but less than 8hrs |               |                      | 8  |               | 365               |                         |
| <b>TOTAL</b>              |  |               |                      |  |               |                   |                         |

**Appendix E**  
**Lot 5 – OTHER STORE OUTLETS**

**\*Note:**

- For Applicable taxes, please refer to ITB Clause 28.6
- In case of overtime, rate should be inclusive of SSS and Administrative Overhead increments with 12% VAT.
- For purposes of computation, where applicable, all figures should be rounded off to a maximum of two (2) decimal places.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix F**  
**Lots 1 & 2 - Manila**

**Cost Distribution Per Month**  
**(Per Wage Order No. NCR-22)**

| Days Worked Per Week<br>No. of Days/year        | Day Shift<br>7 days<br>393.80<br>8 hrs work/day | Night Shift<br>7 days<br>393.80<br>8hrs work/day |
|---|---|--|
| Amount to Guard                                 |   |  |
| New Daily Wage                                  | 537.00  | 537.00   |
| Average Pay Per Month                           | 17,622.55                                       | 17,622.55  |
| Night Differential Pay                          | ---   | 1,762.26   |
| 13 <sup>th</sup> Month Pay                      | 1,361.15  | 1,361.15   |
| 5 Days Incentive Leave Pay                      | 223.75  | 223.75   |
| Uniform Allowance                               | 100.00  | 100.00   |
| <b>Total Amount Directly to Guard</b>           | <b>19,307.45</b>                                | <b>21,069.70</b>                                 |
| Amount to Gov't. In Favor of Guard              |   |  |
| Retirement Benefit                              | 1,006.88  | 1,006.88   |
| SSS Premium                                     | 1,440.00  | 1,560.00   |
| Philhealth Contribution                         | 245.01  | 245.01   |
| State Insurance Fund                            | 30.00   | 30.00  |
| Pag-Ibig Fund                                   | 100.00  | 100.00   |
| <b>Total Amount to Gov't. in Favor of Guard</b> | <b>2,821.89</b>                                 | <b>2,941.89</b>                                  |
| <b>Total Amount to Guard and Gov't.</b>         | <b>22,129.33</b>                                | <b>24,011.59</b>                                 |
| <b>Administrative Overhead and Margin</b>       |   |  |
| <b>Value Added Tax</b>                          |   |  |
| <b>CONTRACT RATE PER GUARD</b>                  |   |  |

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Cost Distributon for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



**Cost Distribution Per Month**  
**(Per Wage Order No. RBIII-22)**

| Days Worked Per Week<br>No. of Days/year        | Day Shift<br>7 days<br>393.80<br>8 hrs work/day | Night Shift<br>7 days<br>393.80<br>8hrs work/day |
|---|---|--|
| <b>Amount to Guard</b>                          |   |  |
| New Daily Wage                                  | 420.00  | 420.00   |
| Average Pay Per Month                           | 13,783.00                                       | 13,783.00  |
| Night Differential Pay                          | ---   | 1,378.30   |
| 13 <sup>th</sup> Month Pay                      | 1,064.58  | 1,064.58   |
| 5 Days Incentive Leave Pay                      | 175.00  | 175.00   |
| Uniform Allowance                               | 100.00  | 100.00   |
| <b>Total Amount Directly to Guard</b>           | <b>15,122.58</b>                                | <b>16,500.88</b>                                 |
| <b>Amount to Gov't. In Favor of Guard</b>       |   |  |
| Retirement Benefit                              | 787.50  | 787.50   |
| SSS Premium                                     | 1,120.00  | 1,240.00   |
| Philhealth Contribution                         | 191.63  | 191.63   |
| State Insurance Fund                            | 30.00   | 30.00  |
| Pag-Ibig Fund                                   | 100.00  | 100.00   |
| <b>Total Amount to Gov't. in Favor of Guard</b> | <b>2,229.13</b>                                 | <b>2,349.13</b>                                  |
| <b>Total Amount to Guard and Gov't.</b>         | <b>17,351.71</b>                                | <b>18,850.01</b>                                 |
| <b>Administrative Overhead and Margin</b>       |   |  |
| <b>Value Added Tax</b>                          |   |  |
| <b>CONTRACT RATE PER GUARD</b>                  |   |  |

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Cost Distribution for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix F**  
**Lot 4 - Davao**

**Cost Distribution Per Month**  
**(Per Wage Order No. RTWPB XI-20)**

| Days Worked Per Week<br>No. of Days/year        | Day Shift<br>7 days<br>393.80<br>8 hrs work/day | Night Shift<br>7 days<br>393.80<br>8hrs work/day |
|---|---|--|
| Amount to Guard                                 |   |  |
| New Daily Wage                                  | 396.00  | 396.00   |
| Average Pay Per Month                           | 12,995.40                                       | 12,995.40  |
| Night Differential Pay                          | ---   | 1,299.54   |
| 13 <sup>th</sup> Month Pay                      | 1,003.75  | 1,003.75   |
| 5 Days Incentive Leave Pay                      | 165.00  | 165.00   |
| Uniform Allowance                               | 100.00  | 100.00   |
| <b>Total Amount Directly to Guard</b>           | <b>14,264.15</b>                                | <b>15,563.69</b>                                 |
| Amount to Gov't. In Favor of Guard              |   |  |
| Retirement Benefit                              | 742.50  | 742.50   |
| SSS Premium                                     | 1,080.00  | 1,160.00   |
| Philhealth Contribution                         | 180.68  | 180.68   |
| State Insurance Fund                            | 30.00   | 30.00  |
| Pag-Ibig Fund                                   | 100.00  | 100.00   |
| <b>Total Amount to Gov't. in Favor of Guard</b> | <b>2,133.18</b>                                 | <b>2,213.18</b>                                  |
| <b>Total Amount to Guard and Gov't.</b>         | <b>16,397.33</b>                                | <b>17,776.87</b>                                 |
| <b>Administrative Overhead and Margin</b>       |   |  |
| <b>Value Added Tax</b>                          |   |  |
| <b>CONTRACT RATE PER GUARD</b>                  |   |  |

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Cost Distribution for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix F**  
**Lot 5 – OTHER STORE OUTLETS**

**Cost Distribution Per Month**  
**(Per Wage Order No. RBVI-25)**  
**WESTERN VISAYAS – KALIBO, BACOLOD & ILOILO**

| Days Worked Per Week<br>No. of Days/year        | Day Shift<br>7 days<br>393.80<br>8 hrs work/day | Night Shift<br>7 days<br>393.80<br>8hrs work/day |
|---|---|--|
| Amount to Guard                                 |   |  |
| New Daily Wage                                  | 395.00  | 395.00   |
| Average Pay Per Month                           | 12,962.58                                       | 12,962.58  |
| Night Differential Pay                          | ---   | 1,296.26   |
| 13 <sup>th</sup> Month Pay                      | 1,001.22  | 1,001.22   |
| 5 Days Incentive Leave Pay                      | 164.58  | 164.58   |
| Uniform Allowance                               | 100.00  | 100.00   |
| <b>Total Amount Directly to Guard</b>           | <b>14,228.38</b>                                | <b>15,524.64</b>                                 |
| Amount to Gov't. In Favor of Guard              |   |  |
| Retirement Benefit                              | 740.63  | 740.63   |
| SSS Premium                                     | 1,040.00  | 1,160.00   |
| Philhealth Contribution                         | 180.22  | 180.22   |
| State Insurance Fund                            | 30.00   | 30.00  |
| Pag-Ibig Fund                                   | 100.00  | 100.00   |
| <b>Total Amount to Gov't. in Favor of Guard</b> | <b>2,090.85</b>                                 | <b>2,210.85</b>                                  |
| <b>Total Amount to Guard and Gov't.</b>         | <b>16,319.23</b>                                | <b>17,735.49</b>                                 |
| <b>Administrative Overhead and Margin</b>       |   |  |
| <b>Value Added Tax</b>                          |   |  |
| <b>CONTRACT RATE PER GUARD</b>                  |   |  |

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Cost Distribution for and behalf of:

\_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION FOR SITE INSPECTION**

In compliance with the requirements of the Duty Free Philippines Corporation, the  (name of the bidder's firm/company)  hereby certify that we have inspected the premises for the Provision of Security Services for DFPC Stores (OCOO2021-01)  (state applicable Lot)  project.

Name and Signature of authorized representative

Position: \_\_\_\_\_

Bidder's Company Name: \_\_\_\_\_

Attested by:

\_\_\_\_\_  
Procuring Entity's Representative

**REQUEST FOR RECONSIDERATION**

Date of Issuance

**Engr. Joel R. Perez**

Duty Free Philippines Corporation  
Fiestamall, Columbia Complex,  
Ninoy Aquino Avenue, Parañaque City

Dear Sir:

In relation to the results of the Bid Opening/Post-Qualification conducted for the bidding of the **PROVISION OF SECURITY SERVICES FOR DFPC STORES (OCOO2021-01)** (state applicable Lot) held on \_\_\_\_\_ (date and time) at \_\_\_\_\_ (venue) \_\_\_\_\_, we would like to request for reconsideration the decision of “Ineligibility” of our of our firm on the following grounds:

We are hoping for your consideration.

Very truly yours,

Name of the Representative of the Bidder

Position of the Representative

Name of the Bidder

Received by the BAC : \_\_\_\_\_

Date : \_\_\_\_\_

## APPENDIX I

### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, [*Named of the bidder*] agrees to [*state the object of the contract*] in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

for:

for:

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

### **Acknowledgment**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Identification Card No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

#### **NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

MCLE Compliance No. \_\_\_\_\_

PTR No. \_\_\_, *[date issued]*, *[place issued]*

IBP No. \_\_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.