



BIDS AND AWARDS COMMITTEE

Double Dragon Tower, *DD Meridian Park Avenue*

EDSA Extension, Pasay City

Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Security Services for the Department of Foreign Affairs for the period of 01 February to 31 December 2025 (Early Procurement Activity)
Reference : PB-GS-22-2024
ABC : PhP 111,222,226.88
Date : 26 December 2024

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following amendments to the bid documents and further clarification on matters related to the procurement of the DFA Security Services for the period 01 February to 31 December 2025:

1. Technical Specifications:

Old Version	Amendment
<ul style="list-style-type: none">Item III. Section A, No.1 <p>The Contractor shall be a corporation or company duly organized and existing under Philippine laws, a member in good standing of the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO), and has been duly licensed by appropriate government authorities, including a valid accreditation and License to Operate (LTO) from the PNP-Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) for a minimum of five (5) years.</p>	<ul style="list-style-type: none">Item III. Section A, No.1 <p>The Contractor shall be a corporation or company duly organized and existing under Philippine laws, a member in good standing of the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO), and has been duly licensed by appropriate government authorities, including a License to Operate (LTO) and Certificate of No Pending Case from the PNP-Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) for a minimum of five (5) years.</p>
<ul style="list-style-type: none">Item III. Section C, No.26 <p>The DOLE clearance shall include the DOLE Certificate of Registration in compliance with DOLE DO 174 series of 2017 and Certificates of Compliance on General Labor Standards and on Occupational Safety and Health Standards per DOLE DO No.131 series of 2013.</p>	<ul style="list-style-type: none">Item III. Section C, No.26 <p>The DOLE clearance of no pending case shall include the DOLE Certificate of Registration with DOLE DO 174 series of 2017.</p>


Attached is a copy of the updated Technical Specifications with the above information already incorporated in the document.

2. Standard Template of Cost Distribution

The template is attached herein as **Annex A**. ISU wishes to note the following:

- The Department follows the DOLE Advisory No. 001-2010 in determining the number of “days in a year”, that is 395 days for personnel rendering service for seven days per week; 313 days for those who render service for six days per week; and 261 days for those who render service for five days per week.
 - Administrative Cost is set at 20% in compliance with DOLE DO No. 150-16.
 - PhilHealth premium contribution computed at 5%.
 - Inclusion of a 10% contingency on the monthly rate of security personnel to cover the cost of increases in wages and premium contributions (such as Philhealth, Pag-ibig, and SSS).
3. Any existing DOLE issuances related to wage increases that are effective during the security service contract period, prospective bidders are requested to use the applicable wage rates in the computation of their respective bidding price.
4. In the event that prospective bidders have submitted the same amount of bidding price, the winning bidder will be determined by way of a toss coin.

For the information and guidance of all concerned.



EDGAR B. BADAJOS
Assistant Secretary
and BAC Chairperson

PARTICULARS		DFA MAIN BUILDING		DFA TEMPORARY HEADQUARTERS		DFA ASEANA			
Number of Personnel		3		39		28			
Daily Basic Salary Rate		PHP		PHP		PHP			
Number of Days per Year	Days worked per week:	Required No. of Personnel		Required No. of Personnel		Required No. of Personnel			
395	7- Day Shift	2		29		8			
395	7 - Night Shift		1		10		5		
313	6 - Day Shift							10	
261	5 - Day Shift								5
REIMBURSABLE COSTS									
(A) Payable Directly to Security Personnel									
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:									
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)									
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP							

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Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CONSULAR OFFICES								
		NCR EAST (MEGAMALL)			NCR CENTRAL (GALLERIA)			NCR WEST (MANILA)		
Number of Personnel		6			3			5		
Daily Basic Salary Rate		PHP			PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	2			1			2		
395	7 - Night Shift		1			1			1	
313	6 - Day Shift			3			1			2
261	5 - Day Shift									
REIMBURSABLE COSTS										
(A) Payable Directly to Security Personnel										
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)										
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL							PHP			

NCR

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CONSULAR OFFICES								
		NCR SOUTH (ALABANG)			NCR NORTHEAST (ALI MALL)			NCR NORTH (NOVALICHES)		
Number of Personnel		4			5			4		
Daily Basic Salary Rate		PHP			PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			2			2		
395	7 - Night Shift		1			1			1	
313	6 - Day Shift			2			2			1
261	5 - Day Shift									
REIMBURSABLE COSTS										
(A) Payable Directly to Security Personnel										
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)										
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP								

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Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		BAGUIO COTTAGE		CO BAGUIO		
Number of Personnel		2		4		
Daily Basic Salary Rate		PHP		PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel		Required No. of Personnel		
395	7- Day Shift	1		1		
395	7 - Night Shift		1		1	
313	6 - Day Shift					2
REIMBURSABLE COSTS						
(A) Payable Directly to Security Personnel						
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:						
SSS Premiums		PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)						
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP				

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Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO LA UNION			CO CALASIAO			CO SAN NICOLAS		
Number of Personnel		4			4			4		
Daily Basic Salary Rate		PHP			PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			1			1		
395	7 - Night Shift		1			1			1	
313	6 - Day Shift			2			2			2
REIMBURSABLE COSTS										
(A) Payable Directly to Security Personnel										
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)										
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP								

REGION 1

Cost Distribution DFA Security Services (February to December 2025)

REGION 1

PARTICULARS		CO CANDON		
Number of Personnel		3		
Daily Basic Salary Rate		PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel		
395	7- Day Shift	1		
395	7 - Night Shift		1	
313	6 - Day Shift			1
REIMBURSABLE COSTS				
(A) Payable Directly to Security Personnel				
Ave. Pay/Month		PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP
COLA		PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)				
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP
GRAND TOTAL				

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO TUGUEGARAO			CO SANTIAGO		
Number of Personnel		4			4		
Daily Basic Salary Rate		PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			1		
395	7 - Night Shift		1			1	
313	6 - Day Shift			2		2	
REIMBURSABLE COSTS							
(A) Payable Directly to Security Personnel							
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	
COLA		PHP	PHP	PHP	PHP	PHP	
Overtime Pay		PHP	PHP	PHP	PHP	PHP	
Sub-Total		PHP	PHP	PHP	PHP	PHP	
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	
SSS Premiums		PHP	PHP	PHP	PHP	PHP	
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	
Sub-Total		PHP	PHP	PHP	PHP	PHP	
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	
CONTRACT PERIOD (MONTHS)							
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	
GRAND TOTAL		PHP					

REGION 2

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO ANGELES			CO SAN FERNANDO			CO MALOLOS		
Number of Personnel		4			7			4		
Daily Basic Salary Rate		PHP			PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			2			1		
395	7 - Night Shift		1			1			1	
313	6 - Day Shift			2			4			2
REIMBURSABLE COSTS										
(A) Payable Directly to Security Personnel										
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)										
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP								

REGION 3

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO PANIQUI			CO BALANGA			CO OLONGAPO		
Number of Personnel		3			3			4		
Daily Basic Salary Rate		PHP			PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			1			1		
395	7 - Night Shift		1			1			1	
313	6 - Day Shift			1			1			2
REIMBURSABLE COSTS										
(A) Payable Directly to Security Personnel										
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)										
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL						PHP				

REGION 3

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO LIPA			CO LUCENA			CO SAN PABLO		
Number of Personnel		4			4			4		
Daily Basic Salary Rate		PHP			PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			1			1		
395	7 - Night Shift		1			1			1	
313	6 - Day Shift			2			2			2
REIMBURSABLE COSTS										
(A) Payable Directly to Security Personnel										
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)										
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP								

REGIONAL - A

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO ANTIPOLO			CO DASMARIÑAS		
Number of Personnel		4			4		
Daily Basic Salary Rate		PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			1		
395	7 - Night Shift		1			1	
313	6 - Day Shift			2		2	
REIMBURSABLE COSTS							
(A) Payable Directly to Security Personnel							
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	
COLA		PHP	PHP	PHP	PHP	PHP	
Overtime Pay		PHP	PHP	PHP	PHP	PHP	
Sub-Total		PHP	PHP	PHP	PHP	PHP	
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	
SSS Premiums		PHP	PHP	PHP	PHP	PHP	
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	
Sub-Total		PHP	PHP	PHP	PHP	PHP	
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	
CONTRACT PERIOD (MONTHS)							
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	
GRAND TOTAL							

REGIONAL - A

Cost Distribution DFA Security Services (February to December 2025)

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PARTICULARS		CO PUERTO PRINCESA		
Number of Personnel		4		
Daily Basic Salary Rate		PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel		
395	7- Day Shift	1		
395	7 - Night Shift		1	
313	6 - Day Shift			2
REIMBURSABLE COSTS				
(A) Payable Directly to Security Personnel				
Ave. Pay/Month		PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP
COLA		PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)				
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP
GRAND TOTAL		PHP		

Cost Distribution DFA Security Services (February to December 2025)

REGION V

PARTICULARS		CO LEGAZPI		
Number of Personnel		5		
Daily Basic Salary Rate		PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel		
395	7- Day Shift	2		
395	7 - Night Shift		1	
313	6 - Day Shift			2
REIMBURSABLE COSTS				
(A) Payable Directly to Security Personnel				
Ave. Pay/Month		PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP
COLA		PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)				
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP
GRAND TOTAL		PHP		

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO BACOLOD			CO ILOILO			CO ANTIQUE		
Number of Personnel		4			4			3		
Daily Basic Salary Rate		PHP			PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			1			1		
395	7 - Night Shift		1			1			1	
313	6 - Day Shift			2			2			1
REIMBURSABLE COSTS										
(A) Payable Directly to Security Personnel										
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)										
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP								

REG ION V I

Cost Distribution DFA Security Services (February to December 2025)

REGIONAL

PARTICULARS		CO CEBU			CO DUMAGUETE			CO TAGBILARAN		
Number of Personnel		6			4			3		
Daily Basic Salary Rate		PHP			PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	2			1			1		
395	7 - Night Shift		1			1			1	
313	6 - Day Shift			3			2			1
REIMBURSABLE COSTS										
(A) Payable Directly to Security Personnel										
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)										
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP								

Cost Distribution DFA Security Services (February to December 2025)

REGISTRATION

PARTICULARS		CO TACLOBAN		
Number of Personnel		4		
Daily Basic Salary Rate		PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel		
395	7- Day Shift	1		
395	7 - Night Shift		1	
313	6 - Day Shift			2
REIMBURSABLE COSTS				
(A) Payable Directly to Security Personnel				
Ave. Pay/Month		PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP
COLA		PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)				
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP
GRAND TOTAL		PHP		

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO ZAMBOANGA			CO PAGADIAN		
Number of Personnel		4			3		
Daily Basic Salary Rate		PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			1		
395	7 - Night Shift		1			1	
313	6 - Day Shift			2			1
REIMBURSABLE COSTS							
(A) Payable Directly to Security Personnel							
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)							
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP					

REG I O N I X

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO CAGAYAN DE ORO			CO CLARIN		
Number of Personnel		4			4		
Daily Basic Salary Rate		PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			1		
395	7 - Night Shift		1			1	
313	6 - Day Shift			2		2	
REIMBURSABLE COSTS							
(A) Payable Directly to Security Personnel							
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	
COLA		PHP	PHP	PHP	PHP	PHP	
Overtime Pay		PHP	PHP	PHP	PHP	PHP	
Sub-Total		PHP	PHP	PHP	PHP	PHP	
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	
SSS Premiums		PHP	PHP	PHP	PHP	PHP	
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	
Sub-Total		PHP	PHP	PHP	PHP	PHP	
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	
CONTRACT PERIOD (MONTHS)							
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	
GRAND TOTAL		PHP					

REGION X

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO DAVAO			CO TAGUM			DFA MINDANAO
Number of Personnel		5			4			1
Daily Basic Salary Rate		PHP			PHP			PHP
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel			Required No. of Personnel
395	7- Day Shift	2			1			1
395	7 - Night Shift		1			1		
313	6 - Day Shift			2			2	
REIMBURSABLE COSTS								
(A) Payable Directly to Security Personnel								
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)								
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP						

REG I O N X I

Cost Distribution DFA Security Services (February to December 2025)

PARTICULARS		CO GENERAL SANTOS			CO KIDAPAWAN		
Number of Personnel		4			6		
Daily Basic Salary Rate		PHP			PHP		
Number of Days per Year	Days worked per week:	Required No. of Personnel			Required No. of Personnel		
395	7- Day Shift	1			1		
395	7 - Night Shift		1			2	
313	6 - Day Shift			2			3
REIMBURSABLE COSTS							
(A) Payable Directly to Security Personnel							
Ave. Pay/Month		PHP	PHP	PHP	PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP	PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP	PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP	PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP	PHP	PHP	PHP
COLA		PHP	PHP	PHP	PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP	PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP	PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP	PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP	PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP	PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP	PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP	PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP	PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)							
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP	PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL		PHP					

R E G I O N A L

Cost Distribution DFA Security Services (February to December 2025)

REGISTRATION

PARTICULARS		CO BUTUAN		
Number of Personnel		3		
Daily Basic Salary Rate		PHP 370.00		
Number of Days per Year	Days worked per week:	Required No. of Personnel		
395	7- Day Shift	1		
395	7 - Night Shift		1	
313	6 - Day Shift			1
REIMBURSABLE COSTS				
(A) Payable Directly to Security Personnel				
Ave. Pay/Month		PHP	PHP	PHP
Night Differential Pay		PHP	PHP	PHP
13th Month Pay - 1/12 of basic salary		PHP	PHP	PHP
5 Days - Service Incentive Leave Pay		PHP	PHP	PHP
Uniform Allowance		PHP	PHP	PHP
COLA		PHP	PHP	PHP
Overtime Pay		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
(B) Payable to the government employee share of:		PHP	PHP	PHP
SSS Premiums		PHP	PHP	PHP
SSS Mandatory Provident Fund		PHP	PHP	PHP
Philhealth Premiums		PHP	PHP	PHP
ECC Insurance Premiums		PHP	PHP	PHP
Pag-ibig Fund Contribution		PHP	PHP	PHP
Retirement Benefit (RA 7641)		PHP	PHP	PHP
Sub-Total		PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B		PHP	PHP	PHP
ADMINISTRATIVE COST - 20%		PHP	PHP	PHP
VALUE ADDED TAX (VAT) - 12%		PHP	PHP	PHP
RATE/HEAD/MONTH		PHP	PHP	PHP
CONTRACT PERIOD (MONTHS)				
10% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS		PHP	PHP	PHP
CONTRACT RATE		PHP	PHP	PHP
TOTAL MONTHLY RATE		PHP	PHP	PHP
GRAND TOTAL		PHP		

Technical Specifications

**SECURITY SERVICES FOR THE DEPARTMENT OF FOREIGN AFFAIRS FOR THE
PERIOD 1 FEBRUARY TO 31 DECEMBER 2025
APPROVED BUDGET FOR THE CONTRACT (ABC) - PHP 111,222,226.88**

I.	<p>BACKGROUND</p> <p>The Department intends to procure for the period 1 February to 31 December 2025 the security services of a private entity to protect and safeguard its facilities and installations, the persons and properties in its premises against threats and unlawful acts of any person, provide emergency response to mitigate the effects of any natural and man-made crises, and maintain peace and order in its premises.</p>	
II.	<p>OBJECTIVE</p> <p>To provide qualified private security services for the Department from a company that has the necessary manpower, equipment, training, experience, financial resources, and capability to provide the needed protection for the Department's assets and interests to ensure continuing and unhampered operations and provision of public services.</p>	
III.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>A. Qualifications of the Contractor</p> <p>1. The Contractor shall be a corporation or company duly organized and existing under Philippine laws, a member in good standing of the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO), and has been duly licensed by appropriate government authorities, including a License to Operate (LTO) and Certificate of No Pending Case from the PNP-Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) for a minimum of five (5) years.</p>	
	<p>2. The Contractor shall have the necessary capability, expertise, equipment, manpower, financial resources and experience to provide the security requirements of the Department and all its offices nationwide including the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-Aseana, DFA Mindanao, DFA Consular Offices (COs), and DFA Baguio Cottage, as well as other offices that may be created and/or opened, for the duration of the contract and any extensions thereof.</p>	
	<p>B. Scope of Work</p> <p>The Contractor shall provide the required number and quality of security personnel, equipment, and services, such as, but not limited to, the following:</p> <p>1. Trained and qualified security personnel according to the manpower requirements of the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA Mindanao, DFA COs, and DFA Baguio Cottage;</p> <p>2. All the necessary paraphernalia and personal protective equipment for every security personnel deployed in the Department and its offices;</p> <p>3. Install, and ensure proper maintenance of all the pieces of equipment enumerated in the Technical Specifications;</p>	

	<ol style="list-style-type: none"> 4. Protection of the properties and other proprietary interest of the Department against theft, robbery, arson, trespass, espionage, sabotage, riot, insurrection, destruction or damage, and other wrongful and/or unlawful acts; 5. Implementation of regulations, rules, guidelines and policies laid down by the Department in pursuit of its operations; 6. Regulate the entry of persons, vehicles, deliveries and/or equipment into the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao, and DFA Baguio Cottage utilizing any Visitor Management System (VMS) or other established protocols as required by the Department; 7. Secure the premises from unauthorized persons found loitering or engaging in unauthorized or unlawful activities within the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao, and DFA Baguio Cottage; 8. Report any incident and/or observation that takes place within the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage; 9. Secure all ingress and egress within the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage, and inspect and verify all cargoes, goods, and materials coming in and out of the said DFA offices; and 10. Assist and submit spot reports in cases of unauthorized and unlawful activities, and emergencies such as accidents, fire, typhoons, earthquakes and other natural calamities. 	
	<p>C. Contractor's Obligation</p> <ol style="list-style-type: none"> 1. The Contractor shall render twenty-four hours a day, seven days a week (24x7) services to secure and safeguard the Department's operations and assets, including, but not limited to, furniture, equipment, motor vehicles, cash, documents, personnel and their belongings, as well as visitors and guests within its premises, from threats, hazards, risks, including sabotage, theft, pilferage, robbery, and other unlawful acts. 	
	<ol style="list-style-type: none"> 2. The Contractor shall provide the Department with professional, highly-trained trained, duly licensed, and bonded security personnel who possess the following qualifications: <ol style="list-style-type: none"> a. Filipino citizen; b. Completed at least seventy-two (72) units of college education; c. Physically, mentally and medically fit, with no pre-existing medical conditions and cleared from any communicable or infectious diseases, as evidenced by a medical certificate issued within the last two (2) months; 	

	<ul style="list-style-type: none"> d. Not less than twenty-one (21) years of age but not more than fifty-five (55); e. Height of at least 5'4" for male and 5'2" for female uniformed guards and safety guards; f. Must have no derogatory record or pending administrative, civil or criminal cases filed against him or her; g. Must have passed the standard neuro-psychiatric test required by the Philippine National Police (PNP); h. Must have passed the drug test conducted by any government forensic laboratories or by any of the drug-testing laboratories accredited and monitored by the Department of Health (DOH) to safeguard the quality of test results; i. Must be courteous, hardworking, and cooperative, and possesses good moral character; j. Must speak and understand the local dialect in the place of assignment; and k. Select security personnel shall be supplied with the appropriate licensed firearms. <p>The Contractor shall ensure that the information supplied by the security personnel in their respective application forms and documentary requirements are true, correct and properly vetted. In the event that ISU finds the security personnel to have presented incorrect/false information and/or submitted spurious documents, it is the Contractor's obligation to immediately find a replacement.</p>	
	<p>3. The Contractor shall ensure that security personnel have undergone within the last three (3) months the following training programs with the corresponding certifications and/or licenses from duly-licensed and reputable training facilities or institutions:</p> <ul style="list-style-type: none"> a. Proper customer relations; b. Proper communication and report writing; c. Proper handling of firearms; d. Fire-fighting, search and rescue operations, evacuation, general emergency procedures, and crowd disturbance management (CDM); e. Philippine Red Cross first aid administration and basic-life support course; <p>The Contractor shall also ensure that security personnel assigned to the DFA must have undergone pre-licensing training programs for new recruits with PNP-SOSIA accredited training institutions, and a yearly refresher training programs for security personnel with more than one (1) year experience.</p> <p>The Contractor shall submit certified true copies of the certification and/or license issued by the training facilities and institutions.</p>	

	<p>4. The Contractor shall submit, within fifteen (15) days from receipt of the Notice to Proceed (NTP), the employee file of each security guard with complete attachments such as, but not limited to, resume, and valid clearances issued by the following: National Bureau of Investigation (NBI), Philippine National Police (PNP), and barangay.</p> <p>The Contractor shall also submit a Medical Certificate including drug test results from Department of Health (DOH) accredited drug testing laboratories and neuro-psychiatric test results.</p> <p>No personnel, including relievers, shall be deployed without valid clearances and medical certificates and the Contractor shall ensure that all clearances and certificates of its personnel will remain to be valid for the duration of the contract.</p>	
	<p>5. The Contractor shall, for the duration of the Contract, conduct at least two (2) security risk assessments of all Department facilities, including the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage. The Contractor shall submit written reports, within one (1) week, after the assessment to the Intelligence and Security Unit (ISU) of the Office of the Secretary (OSEC).</p>	
	<p>6. The Contractor shall provide, at no cost to its personnel, three (3) sets of proper uniforms and paraphernalia, including identification cards countersigned by the company's representative as required under DOLE Labor Advisory No.11 S.2014.</p>	
	<p>7. The Contractor shall also provide logbooks for each security post for use in the reporting of incidents and observations taking place in the security post's area of responsibility. Specific incidents shall be reported to ISU through a memorandum within twenty-four (24) hours from the occurrence of the incident.</p> <p>All logbooks shall be the property of the Department, to be turned over to the Head of ISU upon completion of the contract.</p> <p>The Contractor shall submit a written report on any reported loss, theft, pilferage or illegal act, and any investigation on the same, occurring within the premises, to ISU including the final outcome of the Contractor's own in-house investigation.</p>	
	<p>8. For the DFA Temporary Office at the DD Tower Inc., and DFA-ASEANA, the Contractor shall provide at all times, and at its own expense, equipment as listed in Annex A. The Contractor shall surrender all data storage units to ISU for destruction at the end of the contract.</p>	
	<p>9. For each CO, the Contractor shall provide, at its own expense, the items listed in Annex B.</p>	
	<p>10. The Contractor shall guarantee that all of the equipment listed in Annexes A and B are delivered in the DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage within seven (7) working days before the start of the Contract. Equipment that will require installation shall be delivered and installed within fifteen (15) calendar days from the</p>	

	effectivity of the Contract.	
	11. The Department shall have the right to inspect and test the capabilities of all of the equipment listed in Annexes A and B and reserves its right to refuse acceptance of inoperable and inadequate equipment.	
	12. The Contractor shall bear the cost of repair, maintenance, replacement and loss of all equipment under its contract with the Department.	
	13. The Contractor shall submit the following to ISU fifteen (15) days after the commencement of the Contract and ensure compliance by its personnel, unless otherwise instructed by ISU: <ul style="list-style-type: none"> a. Security plan for DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA Building, DFA COs, and DFA Baguio Cottage, in consideration of the security of human and physical resources, contingency plan for various risks and other related security concerns; b. Company security personnel operations manual and security protocol. 	
	14. The Contractor shall likewise provide at its own expense, the following additional services for the Department: <ul style="list-style-type: none"> a. Specialized Investigation; b. Liaising with the local police and the Local Government Units (LGUs), in coordination with ISU, for the purpose of referring cases involving breach of security or any unusual incidents occurring within the premises of the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA Building, DFA COs, DFA Mindanao and DFA Baguio Cottage; c. Training and seminars for the detachment officers, shifts-in-charge, safety officers and guards, including on safety and security (e.g. fire safety, earthquake drill), gender sensitivity and anti-sexual harassment policies, at no cost to the participating security personnel. 	
	15. The Contractor shall conduct unit training on firearms proficiency using at least twenty (20) rounds of ammunition per security personnel at training institutions that are duly licensed by the PNP. The first training shall be conducted one (1) month after the Contractor's assumption of duties and obligations under the security Contract, and the second, six (6) months after the first training. All training conducted shall not prejudice the deployment of security personnel as an augmentation force, should the same be deemed necessary by ISU. Certificates of Training indicating that the security personnel have satisfactorily passed shall be submitted to ISU.	
	16. The Contractor shall also conduct drills every five (5) months on all the emergency procedures (fire-fighting, first aid and medical evacuation, earthquake drill and evacuation, search and rescue operations, crowd disturbance management, etc.).	

	<p>The drill, which shall be evaluated by ISU personnel, shall give priority to security personnel who are directly involved in search and rescue operations.</p>	
	<p>17. The Contractor shall provide two hundred forty-six (246) security personnel to the Department, in accordance with Annex C. In the event that there is a need to increase or decrease the number of security guards, subject to availability of funds and the usual accounting and auditing procedures, the Contractor shall comply with the changes in personnel. The following designated security personnel of the Contractor shall be approved by the ISU and shall render duty to the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA Building, DFA COs, DFA Mindanao and DFA Baguio Cottage on day and night shifts, each shift consisting of twelve (12) hours, eight (8) hours regular work time, four (4) hours overtime:</p> <p><u>DFA Temporary Office at the DD Tower Inc.</u></p> <ul style="list-style-type: none"> a. One (1) Detachment Commander who shall be at least a Lieutenant in the reserve force of the AFP/PNP and one (1) Deputy Detachment Commanders with appropriate training and certification as Security and Safety Officers. b. Three (3) Detachment Shift-in-Charge/Detective-Investigators on day and night shifts. They shall be duly licensed as security officers and have at least three (3) years of experience in investigation or intelligence work from any government law enforcement or military agency (in this instance, the age requirement may be waived), and shall have training in, and possess certifications for security, firefighting, and safety. c. One (1) Head Guard at Main Entrance d. Two (2) security-drivers. e. Eighteen (18) safety guards. <p><u>DFA-Aseana</u></p> <ul style="list-style-type: none"> f. Four (4) passport security escorts, who have Duty Detailed Order (DDO) and appropriate permits to provide protection during passport pick-up and delivery to DFA-ASEANA and DFA COs in NCR. <p>The rest of the security personnel shall be deployed to the existing posts in the DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage on 12-hour shifts, eight (8) hours regular work time, four (4) hours overtime, based on ISU-approved work schedules.</p>	
	<p>18. At least twenty percent (20%) of the security force shall be female guards.</p>	
	<p>19. The Contractor shall seek the approval of the ISU for the deployment of any new security personnel to replace incumbent personnel due to resignation, removal or dismissal as the case may be. The Contractor shall likewise provide orientation briefings</p>	

	for the new security personnel before deployment.	
	<p>20. The Contractor shall make available, at its own expense, at least ten (10) relievers who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day, or are otherwise unable to report for duty.</p> <p>The relievers shall have the same qualifications and undergo the same security clearances as prescribed in the Technical Specifications.</p>	
	<p>21. The Contractor shall assign a timekeeper to render day-to-day time-keeping and other accounting duties. The Contractor shall ensure that security personnel time-keeping shall be conducted through biometric scan machines/devices.</p>	
	<p>22. The Contractor shall assign an area inspector from its main office who shall inspect the provision of services, and report to ISU on a weekly basis, to ensure that services rendered are according to requirements as indicated in the Terms of Reference.</p>	
	<p>23. The Contractor shall not require any security personnel to render continued service beyond twelve (12) hours, except in emergency situations upon approval by ISU. A violation of this condition shall be considered sufficient ground to terminate the contract.</p>	
	<p>24. The Contractor shall not remove, replace, or transfer any of its assigned guards without the prior clearance/approval of the Director of Security/Head of ISU which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matters of disciplinary action toward the personnel of the Contractor, ISU shall cooperate with the Contractor or vice versa by means of mutual consultation.</p>	
	<p>25. The Contractor shall ensure the timely and correct payment of salaries and allowances of their security personnel every month for services rendered to ensure the efficient delivery of services, as required by law and supported by documentation.</p> <p>The Contractor shall likewise ensure that their security personnel receive the appropriate legal benefits in case of work-related incidents, injuries or sickness.</p>	
	<p>26. The Contractor shall submit, within fifteen (15) days after the issuance of the Notice to Proceed, the BIR, DOLE, NLRC, Pag-IBIG, PhilHealth and SSS clearances or certifications from the appropriate government offices that the Contractor is compliant with the relevant rules and regulations of the Government Offices, there is no pending case against the Contractor, and that premium payments, where required, are updated up to 31 November 2024.</p> <p>The DOLE clearance of no pending case shall include the DOLE Certificate of Registration in compliance with DOLE DO 174 series of 2017.</p> <p>The Contractor must fully comply with DOLE DO 150-16 and all other relevant labor laws, rules, and regulations.</p>	

	The clearances mentioned should be presented during the Post-Qualification Conference.	
	<p>27. The Contractor shall guarantee that all guards deployed in the Department's Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage for the duration of the contract are regular employees of the company.</p> <p>The Contractor shall not deploy trainees.</p>	
	<p>28. The Contractor shall assume full responsibility for any loss or damage to the DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage property, personnel, or third persons, caused by or attributed to the security personnel's fault, negligence or misbehavior within the Department's premises.</p> <p>The Contractor shall undertake to reimburse the Department for any damages, injuries and losses (stolen supplies/equipment).</p>	
	<p>29. The Contractor shall guarantee that all equipment required under the Contract are at all times in working order, and remain in the DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage for the entire duration of the contract unless withdrawal is approved by the Director of Security, ISU and/or the Head of ISU.</p>	
	<p>30. The Department shall conduct spot inspections of the services rendered by the Contractor's security personnel to determine the quality, acceptability of the services rendered, and guards' readiness at all times.</p>	
	<p>31. The Contractor and its security personnel shall comply with the security and safety rules and regulations, security protocols, and office decorum of the Department.</p>	
	<p>32. The Contractor's security personnel shall only be allowed access to the premises of the Department's Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage during their respective work schedules and shall be confined only within their respective assigned areas of work/responsibility unless required to reinforce other areas in response to an emergency situation or need.</p>	
	<p>33. The Contractor shall immediately replace any of the security personnel whose deployment in the Department's Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage is found prejudicial to the Department's interest. The Department shall have the prerogative to remove and ban said security personnel from entry into its premises.</p>	
	<p>34. The Contractor shall at all times enforce strict discipline among its security personnel and ensure that they extend courtesy towards the Department's personnel, visitors and clientele.</p>	
	<p>35. The Contractor shall authorize the Department, upon the latter's request, to inspect and have access to the Contractor's books and</p>	

	<p>records including its payroll, SSS, Pag-ibig, Philhealth and other government-mandated contributions and remittances.</p> <p>The Contractor shall also submit to ISU a monthly certification attesting to the proper payment of their personnel and monthly mandatory contributions.</p>	
	<p>36. The Contractor shall submit the security personnel's biometric scanned daily time records within one (1) week after the billing period as basis for payment.</p>	
	<p>37. The Contractor shall indemnify the Department against claims or actions filed by the Contractor's personnel where the Department is made a co-respondent/defendant. In the event where the Department is subjected to any judicial or administrative action filed by the Contractor's personnel, the Contractor shall shoulder all legal expenses that would be incurred by the Department in its defense. The selection of the counsel, if needed, shall be at the sole discretion of the Department.</p>	
	<p>38. There shall be no employer-employee relationship between the Department and the Contractor's security personnel, agents, representatives, or subcontractors.</p>	
	<p>39. The Contractor shall ensure that the number of required security personnel on duty shall always be maintained.</p>	
	<p>40. On the day of the effectivity of the Contract, the Contractor shall submit to ISU the list of security personnel to be deployed to the Department, including their work schedules and Personal History Statements (PHS).</p> <p>The Contractor shall abide by the turn-over procedures to be provided by ISU.</p>	
	<p>41. The Contractor and its personnel shall observe the provisions of the Republic Act No. 10173 or the Data Privacy Act of 2012 in handling information obtained from the DFA. In addition, the Contractor and its personnel, with ISU's supervision, shall be responsible for the destruction of all the data secured from the DFA after the termination of this Contract.</p>	
	<p>42. The Contractor shall not assign or transfer any or all of its rights and obligations herein to any third party without the prior written consent of the DFA.</p>	
	<p>43. The Contractor must include in the bid proposal/cost breakdown contingencies for wage increase, premium/contribution increase, overtime payment and other miscellaneous expenses for the duration of the contract, in compliance with labor laws.</p> <p>The Contractor shall submit during the contract implementation the cost breakdown and other justifications for payment requirements such as, but not limited to, new wage orders, increase in premiums/contributions.</p>	

	<p>D. Schedule of Requirements</p> <p>All the required security personnel shall be deployed, and equipment, vehicles, etc. shall be made available and/or installed and ready for rendering services at all DFA offices on the first day of the effectivity of the contract, except as described in Annex D.</p> <p>Unless otherwise stated above, the Contractor shall submit to the DFA within fifteen (15) calendar days from the receipt of the Notice to Proceed, all supporting documents showing the Contractor's compliance with the Technical Parameters indicated in the Implementing Guidelines of RA 9184 for the Procurement of Security and Janitorial Services.</p>	
IV.	<p>Contract Duration</p> <p>The Contract enters into effect on 01 February to 31 December 2025, subject to possible extensions based on the existing Procurement Laws and Regulations.</p>	
V.	<p>Reservation</p> <p>The Department reserves the right to amend this Term of Reference, specifically Annex A,C,D, and other provisions in relation thereto, in the event of modifications in the official listings of any DFA Offices, including the transfer of any DFA Offices, opening or closing of Consular Offices, and reassignment of security personnel due to changes in security requirements within the Contract Duration.</p> <p>Thus, all actual charges applicable shall be adjusted from the monthly billing.</p> <p>For this purpose, the Contractor shall provide a price breakdown of its offer reflecting those for DFA Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage.</p>	
VI.	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement the contents of which shall be subject to approval of the Department, to be submitted to ISU prior to commencement of the service. This clause shall survive the termination of the Contract.</p>	
VII.	<p>Bid Offer</p> <p>The Bid Form shall be accompanied by a detailed cost breakdown as follows:</p> <ol style="list-style-type: none"> a. Amount to be paid by the Contractor directly to each personnel b. Remittances to be paid to government in favor of each personnel (SSS, Philhealth, Pag-ibig and others) c. Administrative Cost (20%) d. Contingency (Increase in wage, premiums and other items) e. Value-Added Tax f. Rate per personnel per month g. Required number of personnel h. Total amount per month 	

	<p>i. Total Contract Price</p> <p>The Contractor shall submit separate cost breakdowns for the Department's Headquarters, DFA Temporary Office at the DD Tower Inc., DFA-ASEANA, DFA COs, DFA Mindanao and DFA Baguio Cottage.</p> <p>The Contractor shall submit as part of its bid, an undertaking to pay their security guards the prescribed benefits provided by law in compliance with Section 7.2 of DOLE DO 150-16.</p>	
VIII.	<p>Terms of Payment</p> <ol style="list-style-type: none"> 1. Payments shall be made within thirty (30) working days upon receipt of the bi-monthly invoice, separated as follows: <ol style="list-style-type: none"> a. DFA Headquarters, DFA Temporary Office at the DD Tower Inc. and DFA-ASEANA; and b. DFA COs in the NCR and Regional/Provincial DFA COs, DFA Mindanao and DFA Baguio Cottage. 2. Invoices must contain complete requirements as evaluated by Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) prior to issuance of List of Due and Demandable Accounts Payable (LDDAP). 3. The bi-monthly invoices shall be submitted within fifteen (15) days from the end of every billing month and shall contain: (1) The fixed billed amount equivalent to twenty-two (22) equal installments of the Total Contract Price; (2) Adjustments in the billable amount should there be an increase/decrease in the number of security personnel deployed on site as required herein; and (3) Additional services. <p>No additional services, including additional equipment or posting of security personnel, shall be billed without the prior written request of the End User for such services.</p> 4. Upon the Contractor's receipt of the payment for the corresponding billing period, no additional claims thereon shall be entertained and any amount not otherwise indicated in its previous billings shall be considered waived. The Contractor shall assume sole liability for any amounts due to its personnel or any third person which has not been accounted for in its previous invoices, as a result of the Contractor's exclusion thereof, for any reason. 5. All payments shall be inclusive of all applicable taxes and other lawful charges. 6. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment. 	

ANNEX A
EQUIPMENT FOR THE DFA MAIN BUILDING/TEMPORARY OFFICE AT THE DD TOWER INC.
AND DFA-ASEANA

QUANTITY	EQUIPMENT	PARTICULARS
2	Vehicles (1 Pickup Truck and 1 Van)	Unmarked, at least 2020 model, in good running condition, with well-functioning air-conditioning system, equipped with high-definition dashboard camera and Global Positioning Systems (GPS), supplied with fuel of at least two hundred (200) liters per vehicle per month, and with assigned drivers of the contractor; for the OFFICIAL USE of ISU personnel and for Department medical, safety and security emergencies. Drivers shall submit trip-tickets on the vehicle usage to the Head of ISU and Director for Security on a weekly basis.
4	Portable Metal Detectors	Two (2) for the DFA Temporary Office at the DD Tower Inc., two (2) for DFA-Aseana
150	Portable Handheld Radios Specs: Frequency - VHF 136 to 174 MHz / UHF 350 to 390 MHz Power - 5 watts VHF / 4 watts UHF Range - up to 50 km at line of sight Frequency Programming - Manual Keypad Channel Capacity - 99 Channels	Top brand handheld radios such as Motorola, Kenwood, HYT or Harris, each with microphone, earpiece, charger and corresponding accessories, twelve (12) units of which shall be used by the Search and Rescue Team in case of emergencies, three (3) units to be issued to ISU security personnel
2	Base Stations	Capable of operating within at least a four (4) kilometer radius, in two (2) different frequencies, located at the DFA Temporary Office at the DD Tower Inc.
1	VHF/FM radio repeater system	With a minimum power output of fifty (50) watts and phone patch capability to be securely installed at the rooftop of the DFA Temporary Office at the DD Tower Inc.
27	9mm Caliber Handguns	From a licensed gun manufacturer/s One (1) handgun for every two (2) security personnel on day shift duty.
16	Shotguns	From a licensed gun manufacturer/s One (1) shotgun for every security personnel on night shift duty
8	Handcuffs	Four (4) for the DFA Temporary Office at the DD Tower Inc., Four (4) for DFA-Aseana
6	Watchman Key Detectors	Three (3) for the DFA Temporary Office at the DD Tower Inc., Three (3) for DFA-Aseana
2	Time-in System	One (1) for the DFA Temporary Office at the DD Tower Inc., one (1) for DFA-Aseana
16	Portable Tear Gas Canisters	For use of the Crisis and Disaster Management (CDM) Group; eight (8) for the DFA Temporary Office at the DD Tower Inc., eight (8) for DFA-Aseana

16	Crowd Management and Anti-Riot Equipment	For use of the CDM Group; Eight (8) for the DFA Temporary Office at the DD Tower Inc., eight (8) for DFA-Aseana
4	Oxygen Breathing Apparatus (unexpired)	Three (3) oxygen tank supply, to be stored at the Clinic of the DFA Temporary Office at the DD Tower Inc., and one (1) at DFA-Aseana
15	Rain Coats	For the guards manning the entrances,, perimeter wall/fence and those involved in traffic management
15	Rain Boots	For the guards manning the entrances, perimeter wall/fence and those involved in traffic management
4	Traffic Vests	For the guards manning the main entrance
2	Cameras	Digital, with video recording capability of at least 32GB of storage space for each camera
2	Binoculars	One (1) for DFA Temporary Office at the DD Tower Inc., one (1) for DFA-Aseana
6	Portable Emergency Searchlight Specs: 2M long range spotlight	Three (3) for the DFA Temporary Office at the DD Tower Inc., three (3) for DFA-Aseana
6	Fire Axes	Three (3) for the DFA Temporary Office at the DD Tower Inc., three (3) for DFA-Aseana
6	Firefighting Helmets	Three (3) for the DFA Temporary Office at the DD Tower Inc., three (3) for DFA-Aseana
6	Firefighting Boots	Three (3) pairs for the DFA Temporary Office at the DD Tower Inc., three (3) pairs for DFA-Aseana
6	Fire Fighting Suits/Jackets	Three (3) pairs for the DFA Temporary Office at the DD Tower Inc., three (3) pairs for DFA-Aseana
6	Safety Hand Gloves	Three (3) pairs for the DFA Temporary Office at the DD Tower Inc., three (3) pairs for DFA-Aseana
6	Dust Masks	Three (3) for the DFA Temporary Office at the DD Tower Inc., three (3) for DFA-Aseana
6	Safety Goggles	Three (3) for the DFA Temporary Office at the DD Tower Inc., three (3) for DFA-Aseana
6	Fire Blankets	Three (3) for the DFA Temporary Office at the DD Tower Inc., three (3) for DFA-Aseana
6	Fire Buckets	Three (3) for the DFA Temporary Office at the DD Tower Inc., three (3) for DFA-Aseana
6	Rescue Gloves	Three (3) pairs for the DFA Temporary Office at the DD Tower Inc., three (3) pairs for DFA-Aseana
16	Rescue Helmets	Eight (8) pairs for the DFA Temporary Office at the DD Tower Inc., eight (8) pairs

		for DFA-Aseana
16	Reflective Jackets	Eight (8) for the DFA Temporary Office at the DD Tower Inc., eight (8) for DFA-Aseana
12	Tactical Bags	Six (6) for the DFA Temporary Office at the DD Tower Inc., six (6) for DFA-Aseana, to contain small tools and other items necessary during the search and rescue operations
12	Demolition Hammers	Six (6) for the DFA Temporary Office at the DD Tower Inc., six (6) for DFA-Aseana
10	Folding Stretchers	Five (5) for the DFA Temporary Office at the DD Tower Inc., five (5) for DFA-Aseana
4	Firearms vaults with lock	Gun depository; Two (2) for the DFA Temporary Office at the DD Tower Inc., two (2) for DFA-Aseana
2	Shoulder-type Megaphones	With batteries; One (1) for the DFA Temporary Office at the DD Tower Inc., one (1) for DFA-Aseana
2	Voice Recorders	With batteries; one (1) for the DFA Temporary Office at the DD Tower Inc., one (1) for DFA-Aseana
2	Desktop Computers	For the reportorial requirements of the contractor; with internet capability, with new printer; exclusively for the use of the Security Detachment; one (1) for the DFA Temporary Office at the DD Tower Inc., one (1) for DFA-Aseana
1	Photocopying machine/printer	For the use of the Security Detachment
3	30-m measuring tapes	Two (2) for the DFA Temporary Office at the DD Tower Inc., one (1) for DFA-Aseana
2	Heavy duty collapsible tent with wheels (3mx4.5m)	One (1) for the DFA Temporary Office at the DD Tower Inc., one (1) for DFA-Aseana

ANNEX B**EQUIPMENT FOR ALL DFA CONSULAR OFFICES AND BAGUIO COTTAGE**

QUANTITY	EQUIPMENT	PARTICULARS
43	9mm Caliber Handguns	From a licensed gun manufacturer/s One (1) handguns for every CO, one (1) for DFA Baguio Cottage
43	Shotguns	From a licensed gun manufacturer/s One (1) shotgun for every CO with night shift duty, one (1) for DFA Baguio Cottage
86	Portable metal detector	Two (2) units for every CO; one (1) for DFA Baguio Cottage
87	Portable hand-held radio	One (1) unit for every head security guard on duty and one (1) unit for the OIC/AO of every CO; two (2) units for DFA Baguio Cottage
43	Time-in System	One (1) unit for every CO, one (1) for DFA Baguio Cottage
202	Portable tear gas canister	One (1) unit per every security guard on duty
43	Handcuff	One (1) unit for every CO; one (1) unit for DFA Baguio Cottage

**ANNEX C
DEPLOYMENT OF SECURITY GUARDS**

DFA OFFICES		NO. OF GUARDS	DAY SHIFT	NIGHT SHIFT
DFA Temporary Office (DD Tower Inc.)		39	29	10
DFA Main Building		3	2	1
DFA-Aseana		28	23	5
DFA Mindanao		1	1	-
Consular Offices (COs)		173	130	43
DFA Baguio Cottage		2	1	1
GRAND TOTAL		246	186	60
<i>RCOs (details of deployment)</i>		146	109	37
1.	Angeles	4	3	1
2.	Antipolo	4	3	1
3.	Antique	3	2	1
4.	Bacolod	4	3	1
5.	Baguio	4	3	1
6.	Balanga	3	2	1
7.	Bohol	3	2	1
8.	Butuan	3	2	1
9.	Cagayan de Oro City	4	3	1
10.	Calasiao	4	3	1
11.	Candon	3	2	1
12.	Cebu City	6	5	1
13.	Clarin	4	3	1
14.	Cotabato City	6	4	2
15.	Dasmaringas	4	3	1
16.	Davao City	5	4	1
17.	Dumaguete City	4	3	1
18.	General Santos City	4	3	1
19.	Iloilo City	4	3	1
20.	La Union	4	3	1
21.	Legazpi City	5	4	1
22.	Lipa City	4	3	1
23.	Lucena City	4	3	1
24.	Malolos	4	3	1
25.	Olongapo	4	3	1
26.	Pagadian	3	2	1
27.	Pampanga (San Fernando)	7	6	1
28.	Puerto Princesa City	4	3	1
29.	San Nicolas	4	3	1
30.	San Pablo City	4	3	1
31.	Santiago	4	3	1
32.	Tacloban City	4	3	1
33.	Tarlac (Paniqui)	3	2	1
34.	Tagum	4	3	1
35.	Tuguegarao City	4	3	1
36.	Zamboanga City	4	3	1

NCR COs		27	21	6
1.	South (Alabang)	4	3	1
2.	Northeast (Ali Mall)	5	4	1
3.	Central (Galleria)	3	2	1
4.	West (Manila)	5	4	1
5.	East (Megamall)	6	5	1
6.	North (Novaliches)	4	3	1

**ANNEX D
SCHEDULE OF REQUIREMENTS**

ITEM NO.	DESCRIPTION	QTY.	DEPLOYMENT, WEEKS/MONTHS
SECURITY PERSONNEL			
1.	For TEMPORARY OFFICE (DD Tower Inc.)	39	During the first day of the effectivity of the contract
2.	For DFA HEADQUARTERS (2330 Roxas Blvd.)	3	
3.	For DFA-ASEANA	28	
4.	For DFA Mindanao	1	
5.	For Consular Offices (COs)	173	
6.	DFA Baguio Cottage	2	
VEHICLES AND EQUIPMENT (FOR DFA HEADQUARTERS/DFA TEMPORARY OFFICE DD Tower Inc. AND DFA-ASEANA)			During the first day of the effectivity of the contract. Equipment that will require installation shall be delivered and installed within fifteen (15) calendar days from the effectivity of the contract.
1.	Vehicles (Pickup Truck, Van)	2	
2.	Portable Metal Detector	4	
3.	Portable handheld radios with microphone, earpiece, charger and corresponding accessories (one per guard)	150	
4.	Base stations	2	
5.	VHF/FM Radio Repeater System	1	
6.	9MM caliber handguns	27	
7.	Shotguns	16	
8.	Handcuffs	8	
9.	Watchman Key Detector	6	
10.	Biometric Scanning Device	2	
11.	Portable Tear Gas Canisters	16	
12.	Crowd Management and Anti-Riot Equipment	16	
13.	Oxygen Breathing Apparatus	4	
14.	Rain Coats	15	
15.	Rain Boots	15	
16.	Traffic Vests	4	
17.	Cameras	2	
18.	Binoculars	2	
19.	Portable Emergency Search Light	6	
20.	Fire Axes	6	
21.	Firefighting Helmets	6	
22.	Firefighting Boots	6	
23.	Firefighting Suits/Jackets	6	
24.	Safety Hand Gloves	6	
25.	Dust Masks	6	
26.	Safety Goggles	6	
27.	Fire Blankets	6	

28.	Fire Buckets	6	
29.	Rescue Gloves	6	
30.	Rescue Helmets	16	
31.	Reflective Jackets	16	
32.	Tactical Bags	12	
33.	Demolition Hammers	12	
34.	Folding Stretchers	10	
35.	Firearm Vaults with lock	4	
36.	Shoulder-type Megaphones	2	
37.	Voice Recorders	2	
38.	Desktop Computers (Security Detachment)	2	
39.	Photocopying machine/printer	1	
40.	30-m measuring tapes	3	
41.	Collapsible Tent (3mx4.5m)	2	
EQUIPMENT (FOR ALL DFA CONSULAR OFFICES AND DFA BAGUIO COTTAGE)			During the first day of the effectivity of the contract.
42.	9MM caliber handgun	43	
43.	Shotgun	43	
44.	Portable metal detector	86	
45.	Portable hand-held radio	87	
46.	Biometric scanning device	43	
47.	Portable teargas canister	202	
48.	Handcuff	43	