

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

COST DISTRIBUTION SCHEDULE

	(26 Janitors/Janitress)	Remarks
Number of days worked per week	5.00	
Number of hours worked per day	8.00	
Number of days worked per year	261.00	
Daily wage	350.00	
A. Monthly Wage		Daily wage x No. of Days/12 Months
B. Others		
13th Month Pay	-	Basic Monthly Wage/12 months
(5) Days Incentive Pay		Daily Basic Wage x 5/12 months
Retirement Benefit		RA 7641: Basic wage x 22.5 days/12
SSS Premium		SSS bracket of Php 7,250.00-7749.99
PhilHealth Contribution		Daily Basic wage/2 for Monthly Basic Salary of P 10,000
State Insurance Fund (EC)		SSS bracket of 1,000-14,500.00
Pag-ibig Fund		Maximum Contribution
Total	-	
C. Total amount to Janitor/& Gov't.	-	Total A + B
D. Agency Fee (Administrative Overhead Margin)		= or not > 25% of D
E. Total	-	Total C+ D
F. Value Added Tax	-	E x 12%
G. Monthly Contract Amount per janitor/janitress	-	Total E+ F
H. Total Cost for 26 Janitors/janitress per month	-	G x 26 Janitors/Janitress
I. Total Cost for 26 Janitors/Janitress per year		H x 12 Months
J. Add: Extra Saturdays for 12 Janitors/janitress		Daily Basic Wage x 130% of daily basic wage x 12 Janitors/Janitress x 48 Saturdays, May 1, June 12, August 21 & December 21 are Holidays
K. Total Amount for 12 months	-	Total I+J
L. Monthly Total Cost for 26 Janitors/Janitress	-	K/12

I hereby certify that I have computed the above:

Name of Company/Bidder

Printed Name, Position and Signature of
Bidder’s Authorized Representative

Date