

UNIVERSITY OF THE PHILIPPINES BAGUIO					
PROCUREMENT OF 12-MONTH JANITORIAL SERVICES CONTRACT (1 January 2023 to 31 December 2023)					
COST DISTRIBUTION					
				(34 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				248.00	
Daily wage				380.00	
A. Monthly Wage					Daily Wage x No. of Days/12 Months (380 x 248 /12 months)
B. Others					
	B.1 13th Month Pay				Basic Monthly Wage/12 months
	B.2 (5) Days Incentive Pay				Daily Basic Wage x 5/12 months (Daily Basic Wage x 5/12 months (380 x 5/12)
	B.3 Separation Pay				Basic Wage x 22.5 days/12 (380 x 22.5 days /12 months).To be billed whenever an employee is separated from service or at the end of the contract period whichever comes first.
	B.4 SSS Premium*				SSS bracket based on Monthly Wage (A)
	B.5 State Insurance Fund (EC)				
	B.6 PhilHealth Contribution*				4.5% of Monthly Wage/2
	B.7 Pag-ibig Fund				Maximum Contribution
	B.8 Total Others				
C. Total amount to Janitor/s and Government per month					Total A + B (B.8)
D. Total amount to Janitor/s and Government per year					C X 34 Janitors/Janitress x 12 months
E. ADD: Extra SATURDAYS (5) Janitors/Janitress per year					Daily Wage x 130% x 5 janitors/janitress x 52 Saturdays in 2023
F: Extra SUNDAYS (5) Janitors/Janitress per year					Daily Wage x 130% x 5 janitors/janitress x 53 Sundays ( including Holidays)
G. Total Amount per year					Total D + E
H. Administrative Cost					Min of 10% of G
I. VALUE ADDED TAX					G X 12%
J. TOTAL COST FOR (32) Janitors/Janitress per year					Total F + G + H
K. TOTAL COST PER MONTH					I/12 months

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Name of Company:

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Name of Bidder/ Authorized Representative:

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Name of Bidder/ Authorized Representative: