

UNIVERSITY OF THE PHILIPPINES BAGUIO
PROCUREMENT OF JANITORIAL SERVICES
COST DISTRIBUTION

	FOR PUBLIC BIDDING 2018 (23 Janitors/Janitress)	Remarks
Number of days worked per week	5	
Number of days worked per day	8	
Number of days worked per year	261	
Daily wage	320.00	
Direct to Janitors/Janitress		
A. Monthly Wage		Daily wage x No. of Days/12 Months (320 x 261/12 months)
B. Others		
13th Month Pay		Basic Monthly Wage/12 months (6,960/12)
(5) Days Incentive Pay		Daily Basic Wage x 5/12 months (Daily Basic Wage x 5/12 months (320 x 5/12)
Retirement Benefit		RA 7641: Basic wage x 22.5 days/12 (320 x 22.5 days /12 months)
SSS Premium		Refer to monthly contribution schedule
PhilHealth Contribution		Refer to monthly contribution schedule
State Insurance Fund (EC)		Refer to monthly contribution schedule
Pag-ibig Fund		Refer to monthly contribution schedule
Total		
C. Total amount to Janitor/& Gov't.		Total A + B
D. Agency Fee (Administrative Overhead Margin)		____ % of C
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 23 Janitors/janitress per month		G x 23 Janitors/Janitress
I. Total Cost for 23 Janitors/Janitress per year		H x 12 Months
J. Add: Extra Saturdays for 7 Janitors/janitress		Daily Basic Wage x 130% of daily basic wage x 7 Janitors/Janitress x 49 Saturdays (320 x 1.30 x7 Janitors x 49)
K. Total Amount for 12 months		Total I + J
L. Monthly Total Cost for 23 Janitors/Janitress		K/12