

UNIVERSITY OF THE PHILIPPINES BAGUIO
PROCUREMENT OF TWELVE MONTHS JANITORIAL SERVICES
UPB-BID-EPA2022-01
(1 January 2022 to 31 December 2022)

COST DISTRIBUTION

Number of Janitors:	32 Janitors/Janitress	
Number of days worked per week	5	2
Number of hours worked per day	8	8
Number of days worked per year	248	95
Daily wage	350.00	455.00
A. Monthly Wage		Daily Wage x No. of Days/12 Months (350 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 (350 x 5/12)
B.3	Retirement Benefit	Basic Wage x 22.5 days/12 (350 x 22.5 days /12 months)
B.4	SSS Premium*	SSS bracket of PhP 7,250.00 -7,749.99
B.5	State Insurance Fund (EC)	SSS bracket of 3,250.00 -14,500.00
B.6	PhilHealth Contribution*	4% 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.8
D. Total amount to Janitor/s and Government per year		C X 32 Janitors/Janitress x 12 months
E. ADD: Extra SATURDAYS (5) Janitors/Janitress per		Daily Wage x 130% x 5 janitors/janitress x 48 days
F. ADD: Extra SUNDAYS (5) Janitors/Janitress per year		Daily Wage x 130% x 5 janitors/janitress x 47 days
G. Total Amount per year		Total D + E+F
H. Administrative Cost		Max of 20% of F
I. Value Added Tax		H X 12%
J. Total Cost for (42) Janitors/Janitress per year		Total G + H+ I
K. Total Cost per Month		J/12 months

*Subject to change if there are new issuances regarding the monthly contribution of employees

Signature: _____
Name of Representative: _____
Company Name: _____
Address: _____
Date: _____