

UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City

BID BULLETIN NO. 01


Bid Reference no.: UPB-BID2022-EPA2023-03

This *Bid Bulletin* for the Project *Procurement of Twelve (12) Month-Janitorial Services* is issued to clarify, modify and/or amend the item in the Bidding Documents.

REFERENCE	AMENDMENT/ CHANGE/ CLARIFICATION
Philippine Bidding Documents Bid Reference No.: UPB-BID2022-EPA2023-03	Philippine Bidding Documents Bid Reference No.: UPB-BID2022-EPA2023-03
I. Invitation Bid Bid opening shall be at 10:30 AM on 03 November 2022 (Thursday) at University of the Philippines Baguio, Governor Pack Road, Baguio City	 Bid opening shall be at 9:00 AM on 03 November 2022 (Thursday) at University of the Philippines Baguio, Governor Pack Road, Baguio City
III. Bid Data Sheet Certification from DOLE of No Pending Case	 Certification from DOLE of No Pending Case as of 31 August 2022
VII. Technical Specifications The Service Provider must have at least a 5-year track record and experience (past and present) in providing janitorial services in at least two of the following: 1. Government Agencies 2. Malls and department stores 3. Commercial banks	 The Service Provider must have at least a 5-year track record and experience (past and present) in providing janitorial services in at least two of the following: 1. Universities 2. Colleges 3. Government Agencies 4. Hospitals 5. other public or private entities
	Please refer to the attached Cost Distribution for the Janitorial Services

Date of Issue: 27 October 2022


JOEL M. ADDAWE

BAC Chairperson 

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			260.00	
Daily wage *			400.00	
A. Monthly Wage				Daily Wage x No. of Days/12 Months (400 x 260 /12 months)
B. Others				
	13th Month Pay			Basic Monthly Wage/12 months
	(5) Days Incentive Pay			Daily Basic Wage x 5/12 months (Daily Basic Wage x 5/12 months (400 x 5/12)
	Separation Pay			Basic Wage x 22.5 days/12 (400 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.
	SSS Premium*			to abide/ follow current SSS Premium Schedule
	State Insurance Fund (EC)			
	PhilHealth Contribution*			4.5% of Monthly Wage/2
	Pag-ibig Fund			Maximum Contribution
	Total OTHERS			
C. Total amount to Janitor/s and Government per month				Total A + B
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 x130%x 5 Janitors/janitress x Regular Saturdays in 2023
F: Extra SUNDAYS (5) Janitors/Janitress per year				Daily Wage x 130%x 5 Janitors/janitress x Regular Saturdays in 2023
G. Total Amount per year				Total D + E+F
H. Administrative Cost				Minimum 10% of G
I. VALUE ADDED TAX				(G + H) x 12%
J. TOTAL COST FOR (34) 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

Prepared by: _____

Name of Authorized Representative: _____

Name of Company: _____

Date: _____