

ANNEX A

Agency Estimate for Janitorial Services 16 January 2024 to 15 January 2025			
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		261.00	
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*			SSS bracket of Php 8,250.00 -8,749.99
State Insurance Fund (EC)			
PhilHealth Contribution*			5 % of Estimated 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. Overtime: (5) Janitors/Janitress every Regular Saturdays			Daily Wage x130%x 5 janitors/janitress x Regular Saturdays in 16 January 2024 to 15 January 2025
F. Overtime: (5) Janitors/Janitress every Regular Sundays			Daily Wage x130%x 5 janitors/janitress x Regular Sundays in 16 January 2024 to 15 January 2025
G. Total Amount per year			Total D + E+F
H. Administrative Cost			Minimum of 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
APPROVED BUDGET FOR THE CONTRACT			

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

- 1 * Daily Wage and Other Benefits is subject to adjustment if there are new issuances from government oversight agencies. Billings on Other Benefits due to government in favor of the janitors/janitresses shall be adjusted based on the actual remittance to the government agency but not to exceed the amount indicated herein per janitor/janitress
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PREPARED BY: _____

NAME OF AUTHORIZED REPRESENTATIVE: _____

NAME OF AGENCY: _____

DATE: _____