

PROJECT : PROCUREMENT OF JANITORIAL SERVICES FOR CY 2022

BID PROPOSAL

Days of work per week 6 days  
 No. of day/year 313.00  
 (Note: For those who do not work and are not considered paid on Sundays or rest days) 8hrs work/day

**MONDAY TO SATURDAY (7:00 AM TO 11:00 AM AND 2:00 PM TO 6:00 PM)**

A. Basic Wage/Salary P _____ / day x 313/12	Monday to Saturday	
Plus:		
SSS Premium	Monthly	
Philhealth Contribution	Monthly	
Employees Compensation Certificate	Monthly	
Pag-ibig Fund	Monthly	
13th Month Pay P _____ x 313 / 12 / 12	Monthly	
5 days Incentive Leave Pay P _____ x 5 / 12	Monthly	
<b>Salary of Janitor per Month</b>		<b>Monthly</b>

B. Supplies to be delivered:			
B.1) Monthly	UOM	Price/Unit	
Airfreshener (Disinfectant)	_____ can	_____	Monthly
Disinfectant (Bleach)	_____ gal	_____	Monthly
Mop Head made of rayon	_____ pc	_____	Monthly
Multi Insect Spray Refill 1 lit	_____ lit	_____	Monthly
Plastic Trash Bag (10 per pack)	_____ pack	_____	Monthly
Powder Soap	_____ kilo	_____	Monthly
Round Rags	_____ kilo	_____	Monthly
Scotch Brite	_____ pcs	_____	Monthly
Soft Broom	_____ pcs	_____	Monthly
Toilet Bowl Cleaner	_____ gal	_____	Monthly
Toilet Paper	_____ pcs	_____	Monthly
<b>Total Per Month</b>			<b>Monthly</b>

B.2) Quarterly			
Hand Brush (multi-purpose)	_____ pcs	_____	Quarterly
Liquid Hand Soap	_____ gal	_____	Quarterly
Stick Broom	_____ pcs	_____	Quarterly
Toilet Bowl Brush Wood Handle	_____ pcs	_____	Quarterly
<b>Total Per Quarter</b>			-
<b>Total Per Month</b>			<b>Monthly</b>

B.3) Semi-annually			
Ceiling Broom	_____ pcs	_____	Semi-Annual
Dust Pan Plastic	_____ gal	_____	Semi-Annual
Mop Handle Screw Type	_____ pcs	_____	Semi-Annual
<b>Total Per Semi-Annual</b>			-
<b>Total Per Month</b>			<b>Monthly</b>

**SUPPLIES TO BE DELIVERED PER MONTH/JANITOR**

C. Indirect Cost			
Agency Profit/Administration -- P _____ / Janitor	Indirect Cost/Janitor ---->		Monthly
D. VAT & Taxes -- P _____ / Janitor	VAT & Taxes/ Janitor ---->		Monthly
E. Number of Janitors ----- 7			

**SUMMARY**

A. Salary of Janitor per Month		Monthly
B. Supplies to be delivered Month/Janitor		Monthly
C. Indirect Cost (Profit, Overhead, Contingencies & Misc)		Monthly
D. VAT & Taxes		Monthly
<b>TOTAL</b>		-
E. Number of Janitors	x 7	
<b>TOTAL MONTHLY COST</b>		-
<b>NUMBER OF MONTHS</b>	x 6	

**TOTAL BID COST IN FIGURES: 0.00**

**TOTAL BID COST IN WORKDS**

Submitted by:

(Signature over printed name of bidder)