

SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : Outsourcing of Janitorial Services to DSWD CAR Field Office, Centers and Extension Offices for January to June 2025
ITB NO. : ITB 2024-DSWDCAR-EPA-02
DATE : 04 November 2024

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

Description	From	To
Price Schedule for Goods Offered from Within the Philippines	Overtime Services and Cost Breakdown Sample not included.	See attached Revised Price Schedule for Goods Offered from Within the Philippines and Sample of Cost Breakdown.

Please refer to the attached revised forms:

- 1. Price Schedule for Goods Offered from Within the Philippines**
- 2. Sample Cost Breakdown**

Changes indicated in the Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

RINA CLAIRE L. REYES
BAC Chairperson



Price Schedule for Goods Offered from Within the Philippines

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price EXW per item	6 Transportation and insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
Outsourcing of Janitorial Services to DSWD CAR Field Office, Centers and Extension Offices for January to June 2025									
1	Utility Worker, 8-hour duty x 6 months	-	16	worker	-	-	-	-	-
2	Skilled Worker, 8-hour duty x 6 months	-	1	worker	-	-	-	-	-
3	Utility Supervisor, 8-hour duty x 6 months	-	1	worker	-	-	-	-	-
4	Janitorial Supplies	-	1	lot	-	-	-	-	-
5	Overtime Services	-	1	lot	-	-	-	-	-
								TOTAL	-

NOTES:

- In case a column is not applicable for an offered item, just indicate "-" or "0".
- Leaving columns 5,6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Additional Instruction :

- Cost Breakdown shall be required as an attachment of this document. Computation for SSS Contribution in the Cost Breakdown shall be based on SSS Contribution Table Effective January 2023 (refer to attached sample).

Name: _____
 Legal Capacity: _____
 Signature: _____
 Duly authorized to sign the Bid for and behalf of: _____

Cost Break Down			
	UTILITY	SKILLED	SUPERVISOR
DAILY WAGE			
BASED ON 260 DAYS	MONTHLY		
(5 DAYS PER WEEK)			
1.AMOUNT DIRECTLY TO EMPLOYEE			
BASIC SALARY			
5 DAYS SERVICE INCENTIVE LEAVE			
UNIFORM ALLOWANCE			
13 TH MONTH PAY			
TOTAL			
2. AMOUNT TO GOV'T. IN FAVOR OF EMPLOYEE			
SSS/PHILHEALTH/EEC			
SOCIAL SECURITY			
PHILHEALTH			
EMPLOYEE'S COMPENSATION			
PAG-IBIG CONTRIBUTIONS			
TOTAL			
3.TOTAL AMOUNT (1 & 2)			
4. ADMIN AND CONTRACTOR'S SHARE (10%)			
5. TOTAL COST (3 & 4)			
6.VAT (12%)			
7.CONTRACT RATE/HEAD/MONTH			
MULTIPLY BY NO. OF MONTHS	6	6	6
TOTAL COST			
8.CONTRACT RATE/HEAD MULTIPLY BY NO. OF HEAD	16	1	1
TOTAL COST			
9.JANITORIAL SUPPLIES			
x no. of months	6		
TOTAL COST			
10. Overtime			
*7 Utility Workers x 16 hours x 6 months			
1 Skilled Worker x 8 hours x 6 months			
1 Supervisor x 16 hours x 6 months			
Note: Billing for the Overtime Services rendered are based on actual services rendered per month.			
UTILITY			
SKILLED			
SUPERVISOR			
TOTAL			