

SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : Outsourcing of Service Provider of Janitorial Services for DSWD
 CAR Facilities for January to December 2026
ITB NO. : 2025-DSWD-CAR-EPA-01
DATE : 30 October 2025

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	Cost Breakdown attached with clarifications from prospective bidders.	Please see attached Cost Breakdown to be filled out as attachment of the Price Schedule for Goods Offered from within the Philippines.

Please refer to the attached revised forms:

1. Cost Breakdown Form

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

Please be guided accordingly.

ENGR. ENRIQUE H. GASCON JR.
 BAC Chairperson



UTILITY/JANITORIAL COST BREAKDOWN

UTILITY/JANITORIAL COST BREAKDOWN			
	UTILITY WORKER	SKILLED WORKER	SUPERVISOR
DAILY WAGE (based on RB-CAR-23)	₱ 470.00	₱ 540.00	₱ 640.00
261 days per year (5 days per week)	MONTHLY		
I. AMOUNT DIRECTLY TO EMPLOYEE			
1. Basic Salary			
2. 5 - days Service Incentive Leave			
3. 13th Month Pay			
4. Uniform Allowance			
5. Overtime Pay			
Total Amount Directly to Employee	₱ -	₱ -	₱ -
II. AMOUNT TO GOVERNMENT IN FAVOR OF EMPLOYEE			
5. SSS / PHILHEALTH / ECC			
Social Security System			
Phil Health			
Pag-ibig Contribution			
6. Employee Compensation			
Total Amount of Government in favor of employee			
III. TOTAL AMOUNT	₱ -	₱ -	₱ -
IV. ADMIN AND CONTRACTOR'S SHARE	₱ -	₱ -	₱ -
Total Cost (III, IV)	₱ -	₱ -	₱ -
V. VAT (12%)	₱ -	₱ -	₱ -
VI. CONTRACT RATE/HEAD/MONTH	₱ -	₱ -	₱ -
x no. of heads	19	1	1
VII. CONTRACT RATE/ 1 MONTH		₱ -	₱ -
VII. CONTRACT RATE/ 1 MONTH	₱ -		₱ -
VIII. Janitorial Supplies, Tools and Materials			
TOTAL 1 MONTH			
TOTAL 1 YEAR			

CONSIDERATIONS / ESTIMATES USED IN THE ABC COMPUTATION:

1. AVERAGE MONTHLY PAY = (DAILY WAGE * 261 DAYS) / 12
2. 13TH MONTH PAY = (DAILY WAGE * 261 days / 12) / 12
3. FIVE DAYS INCENTIVES PAY = (DAILY WAGE * 5 DAYS) / 12
4. RETIREMENT BENEFITS = (DAILY WAGE 470*22.5/12) = 851.88
5. MONTHLY OVERTIME PAY (Est. to fix at 8hrs/month regular OT. Please refer to Terms of Reference (Considerations) item no. 2)
 RATE PER HOUR = (DAILY WAGE 470/8) = 58.75
 REGULAR DAYS (58.75*4*130%) = 305.50

Note: Utility Workers, Skilled Worker, and Supervisor will render overtime once a month for general cleaning, upon approval of the GSS Head.

Mode of Payment: The first four (4) hours rendered by the workers shall be shouldered by the service provider, while the succeeding four (4) hours shall be paid by DSWD-CAR, for a total of eight (8) hours of duty.

6. SSS (AMOUNT DIRECTLY TO UTILITY(BASED ON SSS CONTRIBUTION TABLE EFFECTIVE JANUARY 2025))

7. PHILHEALTH = (MONTHLY WAGE * 5%) / 2 (EMPLOYEE & EMPLOYER SHARE)

8. AGENCY FEE = TOTAL AMOUNT TO UTILITY WORKERS AND GOV'T * % MANDATED BY DOLE DEPARTMENT ORDER NO. 18-A

Note: A percentage (usually with a minimum of 10% or a maximum of 20%) of the total cost shall be allocated to represent the contractor's profit margin and management services.

9. VALUE ADDED TAX