




Republic of the Philippines
Professional Regulation Commission
National Capital Region

Regional Bids and Awards Committee

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 53101047
Email: ncr.bac@prc.gov.ph

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Member

JONALYN NEALA
Member

OFFICIAL BID FORM FINANCIAL

Date:

Invitation to Bid No: 2022-02

To: PROFESSIONAL REGULATION COMMISSION

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the **PROVISION OF JANITORIAL SERVICES IN PRC NCR OFFICES FOR CY 2022** with an Approved Budget for the Contract of **Eight Hundred Twenty-Seven Thousand Seven Hundred Eighteen Pesos and Ninety-One Centavos (Php827,718.91)**.

In conformity with the said PBDs for the sum of Total Bid Price:
(Inclusive of all taxes and bank charges):

₱ _____

(In Words)

If our Bid is accepted, we undertake:

To deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

To provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

To abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:



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Name and
address of agent

Amount and
Currency

Purpose of
Commission or
gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name:

Legal capacity:

Signature:

Duly authorized to sign the Bid for and behalf of:

Date:



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SCHEDULE OF DISTRIBUTION OF SUPPLIES

Table A. To be provided per Month

SUPPLIES	UOM	QUANTITY	Unit Cost	Total Cost
Solvent Red wax	gallons	5		
Garbage plastic bags (size: XL)	pieces	<u>1056</u>		
Disinfectant liquid – CR	gallons	5		
Toilet bowl cleaner	gallons	<u>5</u>		
Deodorant cake	pieces	20		
Liquid Anti-Bac 500 ml-CR (branded)	bottles	5		
Working gloves	pairs	40		
Mop head (nylon)	pieces	<u>5</u>		
Franela	yards	5		
Round Rugs	kilos	<u>20</u>		
Wax Stripper	gallon	1		
Complete Wax	gallons	1		
Powder Soap	kilos	5		
Bleaching Solution (branded)	gallons	5		
Insecticide (branded), at least 600 ml	canisters	5		
Furniture Polish/Cleaner (branded), at least 330ml	canisters	5		
Air Freshener (branded), at least 280ml	canisters	5		
Hand soap (liquid)	gallons	5		
Disinfectant Spray, at least 330ml	canisters	5		
All Wash-Liquid	gallons	5		
Soft broom	pieces	<u>5</u>		
Stick broom	pieces	5		
Sub-total:				



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Table B. To be provided Quarterly

SUPPLIES	UOM	QUANTITY	Unit Cost	Total Cost
1. Dust pan	pieces	5		
2. Mop handle (stainless)	pieces	5		
3. Toilet brush	pieces	5		
4. Push brush	pieces	5		
5. Ceiling Broom	pieces	5		
6. Toilet pump	pieces	5		
7. Polishing brush w/ Bracket	pieces	5		
8. Polishing pad (Black)	pieces	5		
9. Doormat	pieces	15		
10. Spray Gun	pieces	5		
11. Spatula	pieces	5		
12. Metal Polish	pieces	5		
13. Polishing Pad (Brown)	pieces	5		
Sub-total:				

A. Monthly Supplies = P _____ (per month)

B. Quarterly Supplies = P _____/3 (from per quarter to per month)

Total = P _____


Divide by the numbers of required janitors:

P _____/ ~~2731~~
= P _____/ per janitor/ month



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ANNEX B

MONTHLY WAGES OF JANITOR

Breakdown of Cost per Month


Basis: DAILY WAGE: ₱ _____ WORKING DAYS: _____

PARTICULARS	AMOUNT
SCHEDULE 1: AMOUNT PAID DIRECTLY TO JANITORS	
1.1 Average Monthly Rate (₱ _____ x _____ wd/12mos COLA (P _____ x _____ ed/12mos)	
1.2 13 th Month Pay (₱ _____/12 mos)	
1.3 Five Days Incentive Pay (₱ _____ x 5 dyas/ 12 mos)	
SUB-TOTAL AMOUNT:	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE JANITOR	
2.1 SSS premium (Employer's Share)	
2.2 Philhealth Premium	
2.3 Pag-ibig Premium	
2.4 ECC	
SUB-TOTAL AMOUNT:	
SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT OF SUPPLIES AND MATERIAL PER JANITOR	
3.1 Cost of Labor per month	
3.2 Administrative Overhead (up to 24% of 3.1)	
3.3 Janitorial supplies	
TOTAL AMOUNT:	
SCHEDULE 4: TAXES PAID TO GOVERNMENT	
4.1 VAT (12% Value Added Tax)	
OVER ALL TOTAL AMOUNT per JANITOR	₱ _____



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MONTHLY WAGES OF SUPERVISOR

Breakdown of Cost per Month

Basis: DAILY WAGE: ₱ _____ WORKING DAYS: _____

PARTICULARS	AMOUNT
SCHEDULE 1: AMOUNT PAID DIRECTLY TO SUPERVISOR	
1.1 Average Monthly Rate (₱ _____ x _____ wd/12mos COLA (P _____ x _____ wd/12mos)	
1.2 13 th Month Pay (₱ _____/12 mos)	
1.3 Five Days Incentive Pay (₱ _____ x 5 dyas/ 12 mos)	
SUB-TOTAL AMOUNT:	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE SUPERVISOR	
2.1 SSS premium (Employer's Share)	
2.2 Philhealth Premium	
2.3 Pag-ibig Premium	
2.4 ECC	
SUB-TOTAL AMOUNT:	
SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT FOR OVERHEAD/ PROFIT	
3.1 Cost of Labor per month	
3.2 Administrative Overhead (up to 24% of 3.1) _____ %	
TOTAL AMOUNT:	
SCHEDULE 4: TAXES PAID TO GOVERNMENT	
4.1 VAT (12% Value Added Tax)	
OVER ALL TOTAL AMOUNT per SUPERVISOR : ₱	



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SUMMARY OF BID COMPUTATIONS

PARTICULARS	(a) No. of personnel	(b) Price per personnel	(c) No. of Months	Total (a*b*c)
Working Supervisor	1	P /mos.	12	
Janitors	5	P /mos.	12	
General Cleaning for Supervisor (twice a month during Saturday)	1	[(mos)/wd=per day] x 2 (days)	12	
General Cleaning for Janitors (twice a month during Saturdays)	5 (2 nd Saturday of the month)	[(mos)/wd=per day]	12	
	5 (4 th Saturday of the month)	[(mos)/wd=per day]	12	
TOTAL BID PRICE PER YEAR (VAT INCLUSIVE) =				

ANNEX C

AREA OF ASSIGNMENT AND NUMBER OF JANITORS

AREA OF ASSIGNMENT	NUMBER OF JANITOR	REQUIRED GENDER
1. PRC Robinson Place Manila	1	Male
2. PRC Robinson Galleria	1	Male
3. PRC Robinson Las Piñas	1	Male
4. PRC Ayala Mall, Muntinlupa	1	Male
5. PRC Robinson Novaliches	1	Male

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