



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Facsimile: 310-0037 / email:prcbac2013@gmail.com



ARISTOGERSON T. GESMUNDO  
Chairman

ARJAY R. ROSALES  
Vice-Chairman

MARIA LIZA M. HERNANDEZ  
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HENRIETTA P. NARVAEZ  
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ALFONSO C. VILORIA  
Provisional Member, Non-IT Projects

GREGORIO B. DELORO  
Provisional Member, IT Projects

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Secretary

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Member

CHRISTOPHER A. MAYO  
Member

LIEZEL F. BURAGA  
Member

## Section VIII. Bidding Forms

### OFFICIAL BID FORM FINANCIAL

Date: \_\_\_\_\_

Invitation to Bid No: \_\_\_\_\_

To: **PROFESSIONAL REGULATION COMMISSION**  
P. Paredes St., Sampaloc, Metro Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers \_\_\_\_\_ [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver for the project:

**PROVISION OF JANITORIAL SERVICES FOR CY 2019** in conformity with the said Bidding Documents for the sum of Total Bid Price:

**TOTAL BID PRICE for the Project (Inclusive of all taxes and Bank Charges):**

₱ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(In Words)

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

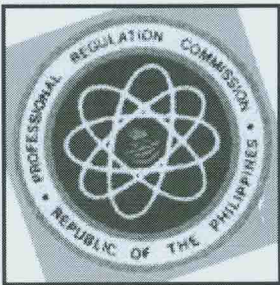
We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB Clause 17.1** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

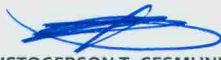
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:





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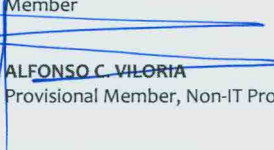
  
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Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
(if none, state "None")		

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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Authorized Representative: \_\_\_\_\_  
(Signature Over Printed Name)

In the capacity of: \_\_\_\_\_

Duly Authorized to Sign Bid for and on behalf of:

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_

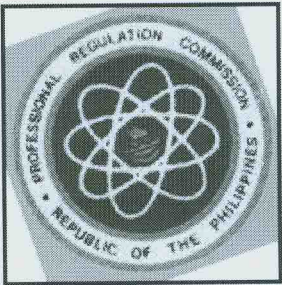
Tel. /Fax No(s): \_\_\_\_\_





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## "ANNEX A"

### SCHEDULE OF DISTRIBUTION OF SUPPLIES

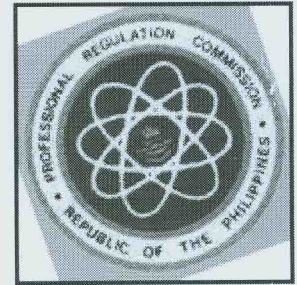
Table A. TO BE PROVIDED PER MONTH:

SUPPLIES	Unit	QUANTITY	Unit Cost	Total Cost
		Central Office		
Solvent Red wax	gallons	6		
Garbage plastic bags (size: XL)	pcs	900		
Disinfectant liquid-CR	gallons	15		
Toilet bowl cleaner	gallons	12		
Scrubbing pad	pcs.	10		
Stripping pad	pcs	10		
Liquid Anti-Bac 500 ml -CR (branded)	Tubes	15		
Working gloves	pcs	20		
Wood/Furniture Polish	gallons	4		
Mop head	pcs	35		
Franella	yards	15		
Round Rugs	kilos	7		
Wax Stripper	gallons	3		
Complete Wax	gallons	5		
Steel Wool	reams	15		
Powder Soap	Kilos	15		
Terranova	gallons	2		
Bleaching Solution (branded)	gallons	12		
Insecticide (branded)	tubes	15 (at least 600 ml)		
Furniture Polish/Cleaner (branded)	tubes	15 (at least 330 ml)		
Air Freshener (Offices)	tubes	15 (at least 280 ml)		
Hand soap (liquid)	gallons	15		
Disinfectant Spray	tubes	15 (at least 330 ml)		
All Wash Liquid	gallons	15		
Soft Broom	pcs	20		
Stick Broom	pcs	20		
Subtotal				





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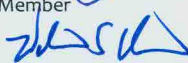


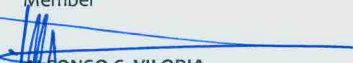
  
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Table B. TO BE PROVIDED ON A QUARTERLY BASIS:

SUPPLIES	Unit	QUANTITY	Unit Cost	Total Cost
		CO		
Dust pan	pcs	15		
Mop handle	pcs	15		
Toilet brush	pcs	15		
Push brush	pcs	5		
Ceiling brush	pcs	5		
Toilet pump	pcs	15		
Polishing brush w/ Brucket	pcs	8		
Polishing pad (black)	pcs	10		
Doormat	pcs	20		
Spray Gun	pcs	20		
Spatula	pcs	8		
Metal Polish	pcs	2		
Polishing Pad (brown)	pcs	10		
Subtotal				

A. Monthly Supplies = ₱ \_\_\_\_\_/month

B. Quarterly Supplies = ₱ \_\_\_\_\_/quarter

Total = ₱ \_\_\_\_\_

Divide by the numbers of required janitors/cleaners :

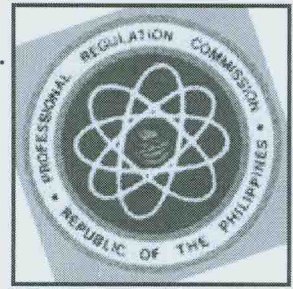
₱ \_\_\_\_\_ / 31 = ₱ \_\_\_\_\_/per janitor





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### MONTHLY RATE OF SUPERVISOR

#### Breakdown of Cost per Month of Supervisor

BASIS: DAILY WAGE: ₱ \_\_\_\_\_ WORKING DAYS: 262 days

#### PARTICULARS

##### SCHEDULE 1: AMOUNT PAID DIRECTLY TO SUPERVISOR

- 1.1 Average Monthly Rate  
( ₱ \_\_\_\_\_ x 262wd/12mos)  
COLA ( ₱ \_\_\_\_\_ x 262/12)
- 1.2 13th Month Pay ( ₱ \_\_\_\_\_ /12 mos)
- 1.3 Five Days Incentive Pay  
( ₱ \_\_\_\_\_ x 5 days/12mos)

SUBTOTAL AMOUNT

##### SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE SUPERVISOR

- 2.1 SSS Premium (Employer's Share)
- 2.2 Philhealth Premium (MC 027-2013)
- 2.3 Pag-ibig Premium
- 2.4 ECC

SUBTOTAL AMOUNT

##### SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT FOR OVERHEAD/PROFIT

- 3.1 Cost of Labor Per month
- 3.2 Administrative Overhead ( \_\_\_\_\_ % of 3.1)  
(Note: Administrative Overhead Fee shall not be lower than 20% of 3.1)

TOTAL AMOUNT

##### SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)

4.1 VAT

##### OVER ALL TOTAL AMOUNT PER SUPERVISOR

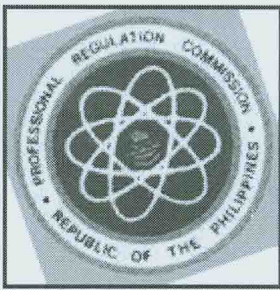
#### SUMMARY OF ABC COMPUTATION

Particulars	(a) No. of personnel	(b) Price Per personnel	(c) No. of Months	(d) Total (a*b*c=d)
Working Supervisor	1	/mos.	12	
Janitors	31	/mos.	12	
General Cleaning for Supervisor (twice a month during Saturdays)	1	[(mos.) / wd=per day] X 2 (days)	12	
General Cleaning for Janitors (twice a month during Saturdays)	11 (2 <sup>nd</sup> Saturday of the month)	[(mos.) / wd=per day]	12	
	12 (4 <sup>th</sup> Saturday of the month)	[(mos.) / wd=per day]	12	
TOTAL BID PRICE PER YEAR VAT INCLUSIVE =				



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“Annex B”

## MONTHLY RATE OF JANITORS

Breakdown of Cost per Month of Janitor

BASIS: DAILY WAGE: Php \_\_\_\_\_ WORKING DAYS: 262 days

### PARTICULARS

SCHEDULE 1: AMOUNT PAID DIRECTLY TO JANITOR/	
1.1 Average Monthly Rate (P _____ X 262 wd/12 mos) COLA (P _____ x 262 wd/12 mos)	
1.2 13 <sup>th</sup> Month Pay (P _____/12 mos)	
1.3 Five Days Incentive Pay (P _____ x 5 days/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 (MC 027-2013)	
2.3 Pag-Ibig Premium	
2.4 ECC	
SUB TOTAL AMOUNT	
SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT FOR SUPPLIES AND MATERIALS PER JANITOR/	
3.1 Cost of Labor per month	
3.2 Administrative Overhead (_____% of 3.1)	
3.3 Janitorial supplies (if applicable) (Note: Administrative Overhead Fee shall not be lower than 20% of 3.1)	
TOTAL AMOUNT	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)	
4.1 VAT	
OVER ALL TOTAL AMOUNT per JANITOR/	

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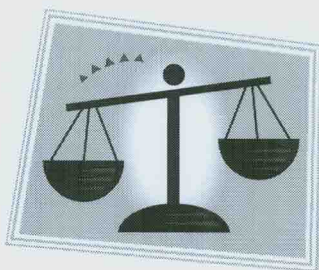
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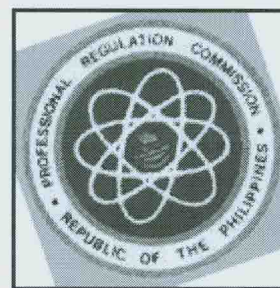
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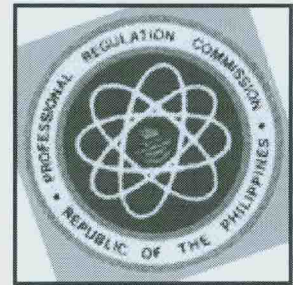
### "Annex C"

AREA OF ASSIGNMENT		NUMBER OF JANITOR	REQUIRED GENDER
MAIN BUILDING – SECOND FLOOR			
1.	Office of the Chairman and Conference Room including the CR's	1	Female
2.	Office of the Commissioner I	1	Female
3.	Office of the Commissioner II including CR's and Hallway (including bridge way and fire exit connecting Main and Annex Building)	1	Female
4.	Office of the Assistant Commissioner including the CR's	1	Female
5.	Office of the Director for Regulations Office, ICT Division, stairways, 2 <sup>nd</sup> floor Male CR, and Fire Exit	1	Male
6.	Archives and Records Division (Records Center) and Hallway including the 2 <sup>nd</sup> Floor Female CR	1	Female
MAIN BUILDING – GROUND FLOOR			
7.	Cash Division, Waiting Area, Information Entry Foyer, Walkway/Parking Area	1	Male
8.	Professional Registry Division, Lobby, Nursing File Room including stairways	1	Male
9.	Registration Section, Lobby, Medical Clinic	1	Female
10.	Main Building Ground Floor Male CR and Annex Building Ground Floor Male CR near the Archives and Records Division	1	Male
11.	Main Building Ground Floor Female CR and Annex Building Ground Floor Female CR near the Archives and Records Division	1	Female
MAIN BUILDING – THIRD FLOOR			
12.	Rating Division including Examiner's Lounge and all CR's in the area	1	Male
EXTENSION OFFICE / OFFSITE			
13.	PICC Office	6	Male
14.	Offsite	4	Male



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ANNEX BUILDING – GROUND FLOOR		
15.	Archives and Records Division, Waiting Area, Kiosk, Documentary Stamp Booth, Security Room including stairway	Male
16.	Procurement and Supply Division including Fire Exit stairway.	Male
ANNEX BUILDING – SECOND FLOOR		
17.	Application Section, Waiting Area, COA including Stairway	Male
18.	PMFS, Accounting Division and Budget Management Division including Fire Exit stairway	Male
ANNEX BUILDING – THIRD FLOOR		
19.	RSD, HRDD, Shredding Area, Mailing and Digitization of ARD including Hallway	Male
20.	IAS, Legal, Planning, Breast Feeding Area, Nursery & Kids Room, Hallway including CR's and stairway	Male
21.	Admin. Service, General Services Division, Record Center including Fire Exit stairway	Male
ANNEX BUILDING – FOURTH TO FIFTH FLOOR		
22.	Licensure Office, Examination Section, Confidential Printing Room including Fire Exit stairway	Male
23.	BAC/QMS ISO, BAC Meeting Room including CR's, stairway and Hallway (Fourth Floor) and Bulwagang Nubla, Record Center of ARD & Sleeping Quarters (Fifth Floor)	Male