



Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
Iloilo Regional Office  
2<sup>nd</sup> Flr. Gaisano ICC Mall, San Rafael, Mandurriao Iloilo City  
Tel. No.: (033) 329-2730  
Fax: (033) 329-2410



REGULAR MEMBERS:

  
J. S. JALBUENA  
Chairman

  
MARY ANN D. DEGALA  
Vice-Chairperson

  
SHEREL E. LOLOY  
Member

(Assigned at the OSC)  
JENNIFER M. MOLEÑO  
Member

(On Leave)  
MARJANE GRACE C. LAYSON  
Provisional Member

  
SOCORRO T. OPINION  
Provisional Member

SECRETARIAT:

  
LOEL L. MAMON  
Secretary

  
MARY GRACE L. CATALAN  
Member

  
CHERRIE ANN D. AGOT  
Member

OFFICIAL BID FORM  
FINANCIAL

Date: \_\_\_\_\_  
Invitation to Bid No: 2022-01

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 offer the **PROVISION OF JANITORIAL SERVICES IN PRC RO6 FOR FY 2022 WITH AN APPROVED BUDGET FOR THE CONTRACT OF EIGHT HUNDRED THOUSAND PESOS (PHP800,000.00).**

In conformity with the said PBDs for the sum of Total Bid Price:

**TOTAL BID PRICE for the Project *(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
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(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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*[Signature]*  
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**ANNEX “A”**

**SCHEDULE OF DISTRIBUTION OF SUPPLIES**

**Table A. To be provided per Month**

SUPPLIES	UOM	QUANTITY	Unit Cost	Total Cost
Garbage plastic bags (size: XL)	pieces	150		
Disinfectant liquid – CR	gallons	2		
Toilet bowl cleaner	gallons	2		
Liquid Anti-Bac 500 ml- CR (branded)	bottles	3		
Working gloves	pairs	6		
Mop head (nylon)	pieces	5		
Franella	yards	3		
Round Rugs	Kilos	2		
Powder Soap	Kilos	3		
Bleaching Solution (branded)	gallons	3		
Insecticide (branded), at least 600 ml	canisters	3		
Furniture Polish/Cleaner (branded), at least 330ml	canisters	3		
Air Freshener (branded), at least 280ml	canisters	4		
Hand soap (liquid)	gallons	5		
Disinfectant Spray, at least 330ml	canisters	4		
All Wash-Liquid	gallons	3		
Soft broom	pieces	2		
Stick broom	Piece	1		
Sub-total:				

**Table B. To be provided Quarterly**

SUPPLIES	UOM	QUANTITY	Unit Cost	Total Cost
1. Dust pan	Pieces	2		



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2. Mop handle (stainless)	Pieces	2		
3. Toilet brush	Piece	1		
4. Push brush	Piece	1		
5. Toilet pump	Pieces	2		
6. Doormat	Pieces	5		
7. Spray Gun	Pieces	3		
8. Spatula	Piece	1		
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 \_\_\_\_\_/ 3  
= P \_\_\_\_\_/ per janitor/ month



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ANNEX “B”

MONTHLY WAGES OF JANITOR

Breakdown of Cost per Month

Basis: DAILY WAGE: ₱ \_\_\_\_\_ WORKING DAYS: 260

PARTICULARS	AMOUNT
SCHEDULE 1: AMOUNT PAID DIRECTLY TO JANITORS	
1.1 Average Monthly Rate (₱ _____ x _____ wd/12mos COLA (P _____ x _____ wd/12mos)	
1.2 13 <sup>th</sup> 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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ANNEX “C”

AREA OF ASSIGNMENT AND NUMBER OF JANITORS

AREA OF ASSIGNMENT (Regional Office and Offsite Service Center)	NUMBER OF JANITOR	REQUIRED GENDER
1. Office of the Regional Director, Male CR, Hallway, Examination Section, Confidential Printing Room, Conference Room, Finance and Administrative Division, Stockroom, and Offsite Service Center (OSC) – Robinsons Iloilo (every Wednesday or as needed)	1	Male
2. Female CR, COA’s office, Secretary Area, Server Room, Legal Section, and Records Section, Lobby Area in front of Regulations Division and Registration and Records Sections, OSC – Festive Walk (every Thursday or as needed)	1	Female
3. Regulation Division, Registration Section, Cash Section, Application Section, and Public Assistance / Complaint Desk (PACD), Lobby Area in front of Cash and Application Sections and PACD, and OSC – GT Mall Pavia (every Friday or as needed)	1	Male

*Note: The area of assignments of janitor who will be assigned to OSC on a particular day shall be maintained by remaining janitors on duty.*