



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Facsimile: 5 310-0037 / email: bac@prc.gov.ph



OFFICIAL BID FORM FINANCIAL

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Member

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Member

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Provisional Member, IT Projects

CRISANTO L. DECENA
Provisional Member, Non-IT Projects

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Secretary

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Member

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Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

MAUI G. EBORA
Member

Date: _____
Invitation to Bid No: 2023-02

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 **EARLY PROCUREMENT OF JANITORIAL SERVICES FOR CY 2023** with Approved Budget for the Contract of Nine Million Eight Hundred Twenty-Seven Thousand Eight Hundred Eighty-Nine Pesos and Twenty-Five Centavos (Php9,827,889.25) – (ITB No. 2023-02).

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 |
|---------------------------|---------------------|-----------------------------------|
|---------------------------|---------------------|-----------------------------------|

(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 | 8 | | |
| Garbage plastic bags (size: XL) | pieces | 1200 | | |
| Disinfectant liquid – CR | gallons | 15 | | |
| Toilet bowl cleaner | gallons | 12 | | |
| Deodorant cake | pieces | 60 | | |
| Liquid Anti-Bac 500 ml-CR (branded) | bottles | 15 | | |
| Working gloves | pairs | 40 | | |
| Mop head (nylon) | pieces | 40 | | |
| Franela | yards | 15 | | |
| Round Rugs | kilos | 5 | | |
| Wax Stripper | gallon | 1 | | |
| Complete Wax | gallons | 8 | | |
| Powder Soap | kilos | 15 | | |
| Bleaching Solution (branded) | gallons | 25 | | |
| Insecticide (branded), at least 600 ml | canisters | 15 | | |
| Furniture Polish/Cleaner (branded), at least 330ml | canisters | 15 | | |
| Air Freshener (branded), at least 280ml | canisters | 15 | | |
| Hand soap (liquid) | gallons | 20 | | |
| Disinfectant Spray, at least 330ml | canisters | 25 | | |
| All Wash-Liquid | gallons | 20 | | |
| Soft broom | pieces | 15 | | |
| Stick broom | pieces | 10 | | |
| Sub-total: | | | | |



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Table B. To be provided Quarterly

| SUPPLIES | UOM | QUANTITY | Unit Cost | Total Cost |
|----------------------------------|--------|----------|-----------|------------|
| 1. Dust pan | pieces | 12 | | |
| 2. Mop handle (stainless) | pieces | 40 | | |
| 3. Toilet brush | pieces | 15 | | |
| 4. Push brush | pieces | 5 | | |
| 5. Ceiling Broom | pieces | 2 | | |
| 6. Toilet pump | pieces | 10 | | |
| 7. Polishing brush w/ Bracket | pieces | 4 | | |
| 8. Polishing pad (Black) | pieces | 5 | | |
| 9. Doormat | pieces | 20 | | |
| 10. Spray Gun | pieces | 20 | | |
| 11. Spatula | pieces | 8 | | |
| 12. Metal Polish | pieces | 2 | | |
| 13. Polishing Pad (Brown) | pieces | 15 | | |
| 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 _____/ 29

= P _____/ per janitor/ month



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MONTHLY WAGES OF JANITOR

Breakdown of Cost per Month

Basis: DAILY WAGE: ₱ _____ WORKING DAYS : 262

| PARTICULARS | AMOUNT |
|---|----------|
| SCHEDULE 1; AMOUNT PAID DIRECTLY TO JANITORIAL PERSONNEL | |
| 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 JANITORIAL PERSONNEL | |
| 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 JANITORIAL PERSONNEL | |
| 3.1 Cost of Labor per month | |
| 3.2 Administrative Overhead (max. of 24% but not less than 10% 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 JANITORIAL PERSONNEL | ₱ |



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MONTHLY WAGES OF SUPERVISOR

Breakdown of Cost per Month

Basis: DAILY WAGE: ₱ _____ WORKING DAYS: 262

| 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 (max. of 24% but not less than 10% 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 | 29 | 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) | 11 (2 nd Saturday of the month) | [(mos)/wd=per day] | 12 | |
| | 12 (4 th Saturday of the month) | [(mos)/wd=per day] | 12 | |
| TOTAL BID PRICE PER YEAR (VAT INCLUSIVE) = | | | | |