



Republic of the Philippines
Philippine Economic Zone Authority

MEZ BIDS AND AWARDS COMMITTEE
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BID BULLETIN

10 June 2024

Clarification notice is hereby given to all prospective bidders for the project, **Janitorial Services and Other Personnel Requirement in MEZ** in the PBD:

FROM	TO
SINGLE LARGEST COMPLETED CONTRACT A similar contract completed within three (3) years prior to the deadline for the submission and receipt of bids.	SINGLE LARGEST COMPLETED CONTRACT A similar contract completed within five (5) years prior to the deadline for the submission and receipt of bids.
PRICE SCHEDULE 1. Mandatory government contributions (h to k) are not reflected in the price schedule 2. Item G. 10% Basic pay (c) as Allocated Budget for Premium Pay 3. Supplies and tools are inclusive of VAT 4. Should 13 th month pay be included in the SSS Contribution per presentation of Price Schedule?	PRICE SCHEDULE 1. Mandatory government contributions (h to k) are reflected in the price schedule as fixed rate 2. Item G. 9% Basic pay (c) as Allocated Budget for Premium Pay 3. Supplies and tools are exclusive of VAT 4. No. 13 th month pay is not included in the SSS Contribution as per Section 18 of SS Law. See the revision on ANNEX A (Price Schedule) and ANNEX B (Supplies and Equipment) especially on highlighted line items.

This Bid Bulletin is issued this 10 June 2024, for guidance and information of all concerned.

Very truly yours,


MR. ARNEL M. SUYU
MEZ BAC Chairperson



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ANNEX A

PRICE SCHEDULE

	JANITORS	JANITORS' SUPERVISOR	ENCODERS	TOTAL
Factor Used				
a. No. of working days in a year	313	313	313	313
b. Rate per day	468.00	526.00	572.00	1,566.00
Monthly Payment to be paid directly to Personnel				
c. Basic Pay (a x b)/12	12,207.00	13,719.83	14,919.67	40,846.50
d. 13th Month Pay (c x 1/12)				
e. 5 days Incentive Leave (b x 5/12)				
f. Uniform Allowance	315.00	315.00	480.00	1,110.00
g. 9% of Basic Pay (c) as Allocated Budget for Premium Pay				
Employer's Mandatory Contributions in Favor of the Employee				
h. SSS (c + e + g) (eff January 2023)	1,282.50	1,425.00	1,567.50	4,275.00
i. Philhealth (c) (eff January 2024)	305.18	343.00	372.99	1,021.17
j. ECC (eff January 2023)	10.00	10.00	30.00	50.00
k. Pag-IBIG Fund (eff February 2024)	200.00	200.00	200.00	600.00
l. Total Payable to Employees and to Government (sum of c to k)				
Other Costs				
m. Administrative Overhead & Profit (must not be less than 10% of l)				
n. Supplies and Equipment (VAT exclusive)				
o. Total Cost before VAT (sum of l to n)				
p. VAT (12% of o)				
Monthly Cost per Head (o + p)				
Number of Personnel	11	1	14	26
Total Monthly Cost				
Total Annual Cost				
TOTAL BID PRICE (in numbers)				
TOTAL BID PRICE (in words)				



SUPPLIES AND EQUIPMENT

TITLE OF CONTRACT :		JANITORIAL SERVICES AND OTHER PERSONNEL REQUIREMENTS OF MEZ			
B. OVERHEAD		QTY	Unit	Unit Cost	Amount Per Annum
I TOOLS/WORK EQUIPMENTS (Depreciable)					
(Repairs and Maintenance on the Account of Contractor)					
	Electric Floor Polisher - high speed	1	pc		
	Electric Floor Polisher - low speed	3	pc		
	Vacuum Cleaner (big)	2	pc		
	Amount				-
	Depreciation (estimated useful life of equipment -5 years)				-
	Total				-
II MISCELLANEOUS TOOLS AND IMPLEMENTS FOR CLEANING (Consumable)					
	Broom - Lanot (Soft)	144	pc		
	Broom Ting Ting	12	pc		
	Bucket/Pail	12	pc		
	Cloth Door Mat	48	pc		
	Dipper	12	pc		
	Dust Mop set 24" Standard	6	pc		
	Dust pan	12	pc		
	Dusters (cotton)	12	pc		
	Glass Cleaner Applicator	12	pc		
	Ladder (5-step A-ladder)	3	pc		
	Mop (Dust) Head 24" Standard (dry)	12	pc		
	Mop Handle Aluminum set (steel)	12	pc		
	Mop Head Twine 400 g (wet)	62	pc		
	Plunger (Toilet bowl pump)	12	pc		
	Round Rags	865	pc		
	Rubber Door Mat	10	pc		
	Spray Bottle	12	btl		
	Toilet Brush	12	pc		
	Total				-



SUPPLIES AND EQUIPMENT

III	Supplies and Materials (Consumable)				
	Buffable wax	60	gal		
	Chlorine Powder	36	kg		
	Deodorant cake	360	pc		
	Dishwashing liquid lemon	48	gal		
	Dishwashing sponge	288	pc		
	Disinfectant aerosol Spray 510ml	72	btl		
	Insect Repellant Spray Odorless	48	pc		
	Isopropyl Alcohol 70%	18	gal		
	Garbage/Trashbag large black	576	roll		
	Garbage/Trashbag medium black	288	roll		
	Garbage/Trashbag small black	65	roll		
	Glass Cleaner	4	gal		
	Liquid Hand Soap	30	gal		
	Toilet bowl Cleaner	150	gal		
	Black Stripping Pad 16"	24	pc		
	Red Buffing Pad 16"	20	pc		
	Steel Wool	120	pc		
	White Polishing Pad 20"	12	pc		
	Wax Stripper	50	gal		
		Total			-
		Overall Total			-
	Total Cost of Supplies & Equipment for one (1) year				-
	Total Cost of Supplies & Equipment per month				-
	Total Number of Janitorial Personnel				12
	Total Cost of Supplies & Equipment per month per Janitor (VAT inclusive)				-
	Less: VAT				-
	Total Cost of Supplies & Equipment per month per Janitor (VAT exclusive)				-
Note : Delivery of all work equipment, tools, implements for cleaning, and supplies and materials should have a documented itemized delivery receipt and duly received by the assigned Supervisor.					