



REPUBLIC OF THE PHILIPPINES
PHILIPPINE ECONOMIC ZONE AUTHORITY
 Mactan Economic Zone
 Lapu-Lapu City

**SUPPLY AND DELIVERY OF PERSONNEL, TOOLS AND EQUIPMENT
 FOR THE FACILITIES AND CLEAN AND GREEN MAINTENANCE IN MEZ**

I. FACILITIES MAINTENANCE

	PARTICULARS	1-Team Leader/ Supervisor	1- Warehouse personnel, 1- Driver/Mechanic, 2- Mason/Carpenter, 1- Welder, 1- Electrician, 1- Plumber, 1- Painter, 1- Office Clerk	5- Laborer/Helper
	No. of working days in a year	313	313	313
	Number of personnel required	1	9	5
1	Daily Wage	545.00	497.00	435.00
2	Average Pay/Year (26.08333 days/month x 12)	170,584.98	155,560.98	136,154.98
3	13th Month Pay	14,215.41	12,963.42	11,346.25
4	5 days incentive Pay	2,725.00	2,485.00	2,175.00
5	Uniform Allowance			
6	Overtime Pay (allowance of 5% for Legal/Special and other non-working days)	8,529.25	7,778.05	6,807.75
A	AMOUNT DIRECTLY TO EACH FACILITIES MAINTENANCE PERSONNEL (per year)			
	SSS Premium (per year)	23,520.00	21,840.00	19,320.00
	ECC (per year)	120.00	120.00	120.00
	PhilHealth Contribution (per year)	7,676.32	7,000.24	6,126.97
	Pag-Ibig Fund (per year)	1,200.00	1,200.00	1,200.00
B	AMOUNT TO GOVERNMENT IN FAVOR OF FACILITIES MAINTENANCE PERSONNEL	32,516.32	30,160.24	26,766.97
C	Others: Drug Testing			
D	TOTAL AMOUNT TO EACH PERSONNEL AND GOV'T. (A+B+C)			
D.1	TOTAL AMOUNT TO ALL OF THE PERSONNEL AND GOV'T./YEAR			
D.2	SUB-TOTAL			
E	VEHICLES/EQUIPMENTS, TOOLS AND ACCESSORIES (SEE "ANNEX A")			
F	AGENCY FEE (ADMINISTRATIVE OVERHEAD) as per DOLE DO No. 174 Series of 2017			
G	Sub- Total (D.2 + E + F)			
H	VAT (12% of G)			
I	TOTAL COST/YEAR (G+H)			

II. CLEAN AND GREEN MAINTENANCE

	PARTICULARS	1-Team Leader/ Supervisor	2- Bushcutter Operator, 2- Landscaper/Gardener, 1- Driver/Mechanic	3- Helper/Laborer, 14- Street Sweeper
	No. of working days in a year	313	313	313
	Number of personnel required	1	5	17
1	Daily Wage	545.00	497.00	435.00
2	Average Pay/Year (26.08333 days/month x 12)	170,584.98	155,560.98	136,154.98
3	13th Month Pay	14,215.41	12,963.42	11,346.25
4	5 adys incentive Pay	2,725.00	2,485.00	2,175.00
5	Uniform Allowance			
6	Overtime Pay (allowance of 5% for Legal/Special and other non-working days)	8,529.25	7,778.05	6,807.75
A	AMOUNT DIRECTLY TO EACH FACILITIES MAINTENANCE PERSONNEL (per year)			
	SSS Premium (per year)	23,520.00	21,840.00	17,940.00
	ECC (per year)	120.00	120.00	120.00
	PhilHealth Contribution (per year)	7,676.32	7,000.24	6,126.97
	Pag-Ibig Fund (per year)	1,200.00	1,200.00	1,200.00
B	AMOUNT TO GOVERNMENT IN FAVOR OF FACILITIES MAINTENANCE PERSONNEL	32,516.32	30,160.24	25,386.97
C	Others: Drug Testing			
D	TOTAL AMOUNT TO EACH PERSONNEL AND GOV'T. (A+B)			
D.1	TOTAL AMOUNT TO ALL OF THE PERSONNEL AND GOV'T./YEAR			
D.2	SUB-TOTAL			
E	VEHICLES/EQUIPMENTS, TOOLS AND ACCESSORIES (SEE "ANNEX A")			
F	AGENCY FEE (ADMINISTRATIVE OVERHEAD) as per DOLE DO No. 174 Series of 2017			
G	Sub- Total (D.2 + E + F)			
H	VAT (12% X (D.2 + E + F))			
I	TOTAL COST/YEAR (G+H)			

SUMMARY :

I. FACILITIES MAINTENANCE

II. CLEAN AND GREEN MAINTENANCE

TOTAL COST

Prepared by:

Full name: _____

Designation: _____

Company name: _____

Contact No.: _____

Address: _____

Date: _____