



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN NO. 004-2022

DATE : 22 November 2022

SUBJECT: Janitorial Services

After considering the clarifications and recommendations made during the Pre-Bid Conference dated 18 November 2022 for this procurement, the National Privacy Commission – Bids and Awards Committee (NPC-BAC) hereby issues this Supplemental/Bid Bulletin clarifying provisions in the Bidding Documents, to wit:

CLARIFICATION/ QUESTION	ADDENDUM/AMENDMENT/ ANSWER
What is the total number of working days to be applied?	As provided in the Department of Labor and Employment 2022 Handbook on Workers' Statutory Monetary Benefits, the total number of work days for those who do not work and are not considered paid on Sundays or rest days <u>313</u> .

Please see revised costing attached as Annex "A".

The foregoing shall form an integral part of the **Bidding Documents for Janitorial Services** for the National Privacy Commission. Any provision inconsistent herewith is hereby amended and superseded accordingly.

For the information and guidance of all concerned.

**ATTY. MARIA THERESITA E. PATULA**

*Director IV, Legal and Enforcement Office  
BAC Chairperson*

Ref No.: BAC-22-00683

*The original of this document is in digital format  
NPC\_BAC\_SBB-V1.0, R0.0, 05 May 2021*

5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Tel No. 8234-2228

## JANITORIAL SERVICES COSTING

<b>A. PARTICULARS</b>	
Number of Janitor:	5
Basic Minimum Wage:	570
Work Days per year	313
<b>B. Amount Due to Janitor</b>	
New Daily Wage (DW)	570
Ave. Pay Month (DW x No. of days per year/12)	14,867.50
13th Month Pay (DW x 365/12/12)	1,444.79
Five (5) days Incentive Leave (DW*5/12)	237.50
	<b>16,549.79</b>
<b>Amount Due to Government in favor of the Guard</b>	
Retirement Benefits (R.A 7641)(DW x 22.5/12)	1,068.75
SSS Premium (as of January 2021)	1,275.00
PhilHealth Contribution	669.04
State Insurance Fund	30.00
Pag-IBIG Fund	100.00
	<b>3,142.79</b>
<b>Total Amount to Janitor &amp; to Government</b>	<b>19,692.58</b>
<b>C. Schedule of Agency Fee</b>	
Estimated Overhead Cost Charge to the Contract	2,000.00
Estimated Janitorial Supplies and Materials	5,500.00
Estimated Profit Margin	1,700.00
	<b>9,200.00</b>
<b>D. VAT 12% (C x 12%)</b>	
	<b>1,104.00</b>
<b>Minimum Contract Rate (B+C+D)</b>	<b>29,996.58</b>
<b>No. of Janitor</b>	5
<b>Sub-Total per Month</b>	149,982.90
<b>Sub-Total per Year</b>	<b>1,799,794.75</b>
<b>TOTAL ESTIMATED CONTRACT COST FOR A PERIOD OF ONE YEAR</b>	<b>1,800,000.00</b>