



Department of Foreign Affairs
FOREIGN SERVICE INSTITUTE

5th Floor, DFA Building, 2330 Roxas Boulevard
Pasay City 1300, Metro Manila, Philippines
Website: www.fsi.gov.ph E-Mail: info@fsi.gov.ph

Notice of Award

13 December 2011

Dear Madam:

We would like to notify you that your bid dated 7 December 2011 for the provision of Janitorial Services to the Foreign Service Institute for the period 01 January to 31 December 2012, with a Contract Price equivalent to One Million Five Hundred Thirty Thousand Nine Hundred Forty-Seven & 54/100 Pesos (P1,530,947.54), is hereby accepted.

You are hereby required to provide within ten (10) days the Performance Security in the form and amount stipulated in the Instructions to Bidders. Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,

LAURA Q. DEL ROSARIO
Director

12/20/11
Ms. Marissa F. Paz
General Manager
CMPT Trading & Manpower Services
No. 44-B S. Assistio St., East Grace Park
Caloocan City

Conforme:

MARISSA F. PAZ

Date _____

MEMORANDUM OF AGREEMENT FOR JANITORIAL SERVICES

KNOW ALL MEN BY THESE PRESENTS:

THIS CONTRACT MADE AND ENTERED INTO BY AND BETWEEN:

The **FOREIGN SERVICE INSTITUTE**, a government agency with office address at 2330 Roxas Boulevard, Pasay City, herein represented by its Director, **LAURA Q. DEL ROSARIO**, hereinafter referred to as the "INSTITUTE",

- and -

CMPT TRADING AND MANPOWER SERVICES, a single proprietorship duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal offices located at 44-B S. Assistio Street, East Grace Park, Caloocan City, herein represented by its General Manager, **MARISSA F. PAZ**, herein referred to as the "CONTRACTOR."

WITNESSETH

WHEREAS, the INSTITUTE, desirous of keeping and maintaining its offices and premises clean, orderly and healthful at all times, requires the services of a reliable and competent agency to render cleaning, janitorial, sanitation, maintenance and related services on a contractual basis;

WHEREAS, the CONTRACTOR is engaged in the business of providing building maintenance, janitorial and other manpower services, and offered its services to the Institute in a public bidding;

WHEREAS, the CONTRACTOR has been selected by the Institute in a public bidding for janitorial services since its offer is considered as the most advantageous to the government;

NOW, THEREFORE, in view of the foregoing, the parties do hereby agree and stipulate as follows:

I. DUTIES AND OBLIGATIONS OF CMPT TRADING & MANPOWER SERVICES

- A. The CONTRACTOR shall provide the INSTITUTE with janitorial, maintenance, and other services enumerated in the "Scope of Work" hereto attached and made integral part hereof as ANNEX "A". It shall also assign gardeners to take care of the plants and/or garden in the premises of FSI.
- B. The CONTRACTOR shall deploy in the INSTITUTE a minimum of nine (9) personnel including one (1) supervisor, to carry out the work services detailed in ANNEX "A". At the beginning of this Agreement, a list of all such personnel with their respective places of assignment indicated opposite their respective names shall be submitted to the INSTITUTE together with their Personal History Statements, photographs, SSS and Tax Identification Numbers. In case of replacements of such personnel, the same requirements shall be submitted immediately to the INSTITUTE.
- C. The CONTRACTOR shall assign to the INSTITUTE regular personnel who are well-trained, courteous, hardworking, cooperative, physically and mentally fit and of good

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moral character. These personnel should have NBI and Police Clearances and Medical Certificate of good health, of sound mind and at least high school graduate.

- D. The CONTRACTOR shall provide its employees with proper uniform and Identification Cards countersigned by both the SERVICE CONTRACTOR and the INSTITUTE's designated representatives in order to distinguish them from the INSTITUTE's employees or other groups working in the INSTITUTE's premises.
- E. The CONTRACTOR hereby warrants that all personnel deployed in the INSTITUTE's premises for the duration of this Contract are regular workers receiving minimum wage, including holiday pay for special and public holidays, as well as other benefits mandated by law. At no given time will trainees be deployed in the INSTITUTE.
- F. The CONTRACTOR shall be liable for all losses and damages to the property of the INSTITUTE, its personnel, or third persons, and for personal injuries caused by the CONTRACTOR's personnel or attributable to their act, fault, commission, negligence or misbehavior.
- G. The CONTRACTOR shall supply and provide at its own expense the necessary tools and equipment, tools and materials and cleaning supplies indicated in ANNEX "B", attached hereto and made integral part hereof. The CONTRACTOR hereby warrants the exclusive deployment of all these equipment and tools during the existence of this Contract. The CONTRACTOR shall bear the cost of repair and maintenance of all its equipment and tools. Janitorial supplies shall mean those materials that are either consumables or non-consumables, and which shall be retained by the INSTITUTE, at no cost, at the expiry of the Agreement or in case of pre-termination of the same. On the other hand, janitorial tools and equipment are those which are brought by the CONTRACTOR to the INSTITUTE premises for the use of its janitorial personnel for the whole duration of the Agreement and for which use the INSTITUTE is not obliged to pay thereof, and which shall be removed by the CONTRACTOR therefrom at the expiration of the Agreement or in case of premature termination of the same.
- H. The CONTRACTOR shall supply and provide the equipment, tools, materials and supplies in full before the start of this Contract and subsequently thereafter following the schedule indicated in ANNEX "B". The full delivery of equipment, tools and materials and supplies shall be received and checked by the designated personnel of the INSTITUTE.
- I. The CONTRACTOR shall not sub-contract, assign or transfer any and all of his rights and obligations hereunder to any third party without the prior written consent of the INSTITUTE.
- J. At no instance shall the CONTRACTOR remove or replace any of its assigned janitors without written explanation and approval of the INSTITUTE. Any change in the number of janitors deployed in the INSTITUTE shall be subject to the prior agreement of the INSTITUTE. In no case shall the CONTRACTOR change the number of janitors without the prior approval of the INSTITUTE.
- K. The number of janitorial personnel deployed by the CONTRACTOR may be increased or decreased by the INSTITUTE with prior notice to the CONTRACTOR. Such increase or decrease in the number of janitorial personnel shall cause a corresponding adjustment in the contract price. A written request by the INSTITUTE to the CONTRACTOR for such change in number of janitorial personnel shall be sufficient and will hereby be incorporated by reference.

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- L. As proof of compliance with its obligations herein stipulated, the CONTRACTOR hereby undertakes to submit to the INSTITUTE at the end of its month, a sworn statement showing under separate columns the amount it has paid by way of wages or salaries for services rendered by its janitorial personnel during the period immediately preceding, including overtime, if any, and that such payments were to be paid on the due dates.
- M. The CONTRACTOR shall undertake to submit a monthly sworn statement of its remittances of premiums to offices concerned like SSS, Medicare, Pag-IBIG, VAT, etc. as mandated by law in favor of its employees detailed in the INSTITUTE. The CONTRACTOR shall also submit a monthly report form duly validated by the INSTITUTE's representatives.
- N. The CONTRACTOR guarantees the right of the INSTITUTE to inspect, at all times, the services rendered by the CONTRACTOR's personnel with a view of determining the quality and acceptability of said services.
- O. The CONTRACTOR agrees to submit itself, its representatives and all its personnel to the security and safety rules and regulations of the INSTITUTE. The CONTRACTOR's personnel shall be allowed access to the INSTITUTE's premises only during their respective work schedules as approved by the INSTITUTE and shall confine themselves within their respective assigned areas of work. The CONTRACTOR shall rotate its personnel to the different offices of the INSTITUTE at least once a month during the contract period.
- P. The INSTITUTE reserves the right to demand the immediate replacement of any of the CONTRACTOR's personnel whose deployment in the INSTITUTE is, in its opinion, prejudicial to the INSTITUTE's interest. The INSTITUTE may ban said personnel from entry to the INSTITUTE's premises. The CONTRACTOR shall, at all times, enforce strict discipline and good order among its employees.
- Q. The CONTRACTOR shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of criteria: (1) quality of service delivered; (2) time management; (3) management and suitability of personnel; (4) contract administration and management; and (5) provision of regular progress report.
- R. The CONTRACTOR represents and warrants that at the time of the execution of this contract, the performance and observation of the terms and conditions thereof are duly authorized by its owner/proprietor.

II. DUTIES AND OBLIGATIONS OF THE INSTITUTE

- A. In the event of the issuance of a new law, rule or regulation establishing a new minimum wage for workers, the INSTITUTE agrees to adjust the contract price accordingly as provided by law and subject to pertinent accounting rules and regulations and availability of funds.
- B. The INSTITUTE shall bear the cost of water and electricity consumed in the performance of the services rendered by the CONTRACTOR's personnel for the duration of this Agreement.

III. CONSIDERATION

- A. For and in consideration of the janitorial and maintenance services to be rendered by the CONTRACTOR and subject to its right to decrease or increase the number of janitorial personnel as dictated by its need for said services, under Item I (K) of this Agreement, the INSTITUTE agrees to pay the CONTRACTOR the monthly sum of

Attachment 18


Attachment

LRK

ONE HUNDRED TWENTY-SEVEN THOUSAND FIVE HUNDRED SEVENTY-EIGHT AND 96/100 PESOS (P127,578.96) Philippine currency, VAT-inclusive, for nine (9) janitors in accordance with the bid submitted by the CONTRACTOR or THIRTEEN THOUSAND EIGHT HUNDRED FORTY-NINE AND 14/100 PESOS (P14,175.44) per janitor.

- B. The payment of the contract price for any given period of time shall be based on the actual deployment of janitorial personnel for said period of time. No request for increase in the contract price shall be entertained by the INSTITUTE during the validity of the Agreement unless mandated by law.
- C. It is understood that all payments by the INSTITUTE pursuant to this Agreement shall be subject to government accounting and auditing rules and regulations.

IV. TERMS OF PAYMENT

The contract shall be payable on the 15th and 30th of each month and upon compliance with all requirements and submission of supporting documents.

V. PERFORMANCE SECURITY

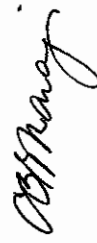
Pursuant to Art. 417 of the Government Accounting and Auditing Manual (GAAM) and Section 39 of R.A. 9184, as well as to secure the faithful, complete and satisfactory performance of the CONTRACTOR's obligations and undertakings under this Agreement, the CONTRACTOR shall post a performance security in the form of GSIS Surety bond, or surety bond issued by any reputable insurance companies duly registered with the Insurance Commission equivalent to 30% of the total bid price of ONE MILLION FIVE HUNDRED THIRTY THOUSAND NINE HUNDRED FORTY-SEVEN AND 54/100 PESOS (P1,530,947.54) Philippine currency. Said security shall answer for the wages due to the janitorial personnel should the CONTRACTOR fail to pay the same and loss, liability, injury and/or damage that may be suffered by the INSTITUTE or any of its personnel in connection with the service. The performance security shall be valid and in effect for the entire period of the contract, including extensions, if any, and will be released only after liquidated damages or their claims had been settled. The performance security shall be forfeited in favor of the INSTITUTE without need of judicial intervention in case(s) where this Agreement is pre-terminated as provided for herein.



VI. REPRESENTATION, WARRANTIES, AND COVENANTS

The CONTRACTOR hereby represents, warrants and covenants that:

- A. The CONTRACTOR shall remain duly organized and validly existing by virtue of the laws of the Philippines with full power, authority and legal right to execute, deliver and perform its obligations and undertakings under this Agreement and each and all of the other instruments and agreements herein mentioned to which it is or will be a party.
- B. The CONTRACTOR has taken all the necessary and proper governmental, corporate and/or legal action, clearance, permits, business registration and all other government requirements, and approval to authorize the execution, delivery and performance of this Agreement.
- C. The execution, delivery and performance of this Agreement and the other instruments and agreements herein referred to will not violate any provision of law, ordinance, rule, regulation or any judgment, order or decree of any Court, tribunal or Government authority, or bureau or agency, or any provision of any contract, agreement, indenture or other undertaking to which the CONTRACTOR is a party;



- D. The CONTRACTOR guarantees and warrants the availability, quality and genuineness of all the materials, equipment, tools and machinery it will supply and deliver, and shall make good, at its own expense and account, any defect that may be discovered.

VII. NO EMPLOYEE-EMPLOYER RELATIONSHIP

- A. It is hereby agreed and understood that the CONTRACTOR is an independent contractor, so that there is no employer-employee relationship between the INSTITUTE on the one hand and the CONTRACTOR or any of its employees, agents, representatives on the other, and as such, the INSTITUTE shall not be responsible for any claim under pertinent labor laws and social legislation (SSS, Medicare, and the like). The INSTITUTE reserves the right to request for an increase in the number of janitorial personnel of the CONTRACTOR assigned in the INSTITUTE, when in the judgment of the INSTITUTE, the exigencies of the service so require.
- B. The CONTRACTOR, as the employer of the janitorial personnel, agrees to comply strictly with all laws, rules and regulations promulgated by the Republic of the Philippines or any agency thereof pertaining to labor and other social legislation. Any violation of these laws and existing minimum wage rates and allowances under legislation shall be sufficient cause for termination of this Agreement. The INSTITUTE may, at its option, require the CONTRACTOR to submit sworn statement and any other proofs showing compliance therewith.

VIII. LIQUIDATED DAMAGES

Should the CONTRACTOR fail or refuse to comply with terms of this Agreement or any part thereof within the duration of this Agreement as fixed herein, as amended by extension(s) of time, if any, duly agreed upon the parties in writing, the CONTRACTOR shall pay to the INSTITUTE, as liquidated damages herein provided as fixed and liquidated damages for such defaults and not as penalty, One Thousand Pesos (P1,000.00) Philippine currency, per day of delay or default. It is hereby agreed and understood that the damages herein provided are fixed and liquidated damages, and that to recover such damages, the INSTITUTE shall not be required to prove that it has incurred actual damages. However, the payment of such damages shall not relieve the SERVICE CONTRACTOR of its other obligations and undertakings under this Agreement.

IX. INDEMNITY

The CONTRACTOR shall hold the INSTITUTE free and harmless from and hereby binds and obligate itself to indemnify the INSTITUTE for any and all liabilities, losses, damages, injuries including death, claims, demands, suits, proceedings, judgments, awards, fines, penalties and all expenses, legal or otherwise, of whatever kind and nature arising from and by reason of this Agreement, due to the fault of, negligence, act, omission, delays, conduct, breach of trust of, or non-observance or violation of the Memorandum or any of the stipulations and warranties by the CONTRACTOR and/or any of its employees, agents, representatives.

X. ASSIGNS AND SUCCESSORS

This Agreement shall be binding upon the inure to the benefit of the parties hereto and their assigns and successor-in-interest, provided, however, that the CONTRACTOR shall not assign or transfer any or all of the rights and obligations hereunder to any third party without the prior written consent of the INSTITUTE.

XI. ARBITRATION CLAUSE

In case of dispute or disagreement arising out of or by reason of or in connection with any terms and conditions of this Agreement, the same shall be submitted to a Board of Arbitration composed of three (3) members. Each party shall nominate one member and the third, shall be selected by the two members nominated by the parties. The decision of the Board of Arbitrators shall be final and binding, subject to the provisions of Philippine Arbitration's Law, Republic Act 876 and such other applicable Philippine Laws.

XII. AMENDMENTS AND MODIFICATIONS

Any modification/amendment of this Agreement shall be mutually agreed upon by the parties in writing.

XIII. SEPARABILITY CLAUSE

If any term or conditions of this Agreement is held invalid or contrary to law, the validity of the terms and conditions hereof shall not be affected thereby. The parties hereby agree to amend or modify any Agreement provision, which has been declared invalid or contrary to law, to conform to the subject and objective thereof.

XIV. GOVERNING LAW

This agreement shall be governed by and construed according to Philippine law.

XV. TERMINATION CLAUSE

- A. The INSTITUTE reserves the right to pre-terminate this contract upon written notice without need of judicial intervention which notice is final and binding to all parties for any and all material and/or serious breach of any provision of this Agreement. For this purpose, material or serious breach shall be defined as any violation of the Agreement provision and/or event, which in the reasonable judgment of the INSTITUTE will constitute impairment of ability of the CONTRACTOR to perform the services it contracted.
- B. Within thirty (30) days of termination, cancellation or rescission of this Agreement, the parties shall settle their respective accountabilities as of the date of the termination, cancellation, or rescission, including the refund of any and allowances made plus legal interests thereon from date of the termination, cancellation, or rescission. In case of disagreement, the dispute shall be submitted to arbitration as provided herein.

XVI. OTHER CONDITIONS

- A. The CONTRACTOR warrants that it has not offered or given and will not offer or give to any employee, agent, or representative of the INSTITUTE any gratuity with a view toward securing any business or influencing such employee, agent or representative with the respect to the terms, conditions, or performance of this Agreement. Any breach of this warranty shall be a material breach.
- B. The Commission on Audit shall have access to, and the right to examine any pertinent books, documents, papers, and records involving all transactions related to this Agreement.

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XVII. EFFECTIVITY CLAUSE

- A. This Agreement shall be for a period of one (1) year and shall take effect on January 1, 2012 and shall be valid and in force until December 31, 2012.
- B. This Agreement is renewable for a maximum period of one year from the expiration of the original contract subject to the agreement of both parties.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement at the City of Pasay, this ____ of January 2012.

FOREIGN SERVICE INSTITUTE

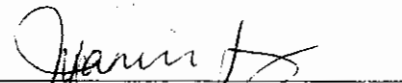
CMPT TRADING & MANPOWER SERVICES

By:

By:



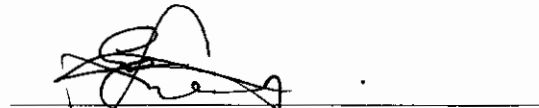
LAURA Q. DEL ROSARIO
Director



MARISSA F. PAZ
General Manager

Signed in the presence of:





ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
)

BEFORE ME, a notary public for the City/Municipality of PASAY CITY Philippines, this FEB 10 day of 2012, personally appeared the following:

NAME	CTC NO.	DATE/PLACE ISSUED
LAURA Q. DEL ROSARIO	Passport No. DP0006698	03 June 2010 / Manila
MARISSA F. PAZ	36456480	20 JAN 2012 CALOOCAN CITY

both known to me and know to be the same persons who executed the foregoing instrument and they of acknowledged to me that the same is their free act and voluntary deed and that of the entities their represent.

This instrument refers to a Memorandum of Agreement for Janitorial Services, consisting of twelve (12) pages, including this page on which the acknowledgement is written and signed by the parties and their respective witnesses on each and every page.

WITNESS MY HAND AND SEAL on the date and at the place above written.

Doc. No. 438
Page No. 89
Book No. 2
Series of 2012

NOTARY PUBLIC
Carlos C. Pormento
ATTY. CARLOS C. PORMENTO
NOTARY PUBLIC
UNTIL DECEMBER 31, 2013
PTR NO. 2521317 1-2-12 PASAY CITY
IBP NO. 849262 1-2-12 PASAY CITY
ROLL NO. 30650

SCOPE OF WORK

1. High Dusting of walls and ceilings;
2. Wall washing
3. Dusting and polishing of furniture and fixtures;
4. Spot -cleaning (offices);
5. Cleaning/wiping of telephone and other office equipment;
6. Floor care – washing, mopping, disinfecting and drying;
7. Vacuuming and shampooing of all carpeted areas at least twice in a month;
8. Window-cleaning-glass, venetian blinds, curtain ledges;
9. Watering of indoor and outdoor plants;
10. Cleaning of ashtrays;
11. Garbage disposal and cleaning of garbage cans;

The work covered consists of furnishing of all labor, supplies, and materials to perform the above works six (6) days per week, eight (8) hours per day.

A. DAILY ROUTINE OPERATIONS

1. Sweeping, mopping, spot-scrubbing, and polishing of all floor areas of 5th floor, Main building and Annex South Wing and Ground Floor, Carlos P. Romulo Library;
2. Cleaning of all walls, including glass doors, window ledges, partitions, sliding and furniture;
3. Emptying, cleaning of waste paper containers, and disposing garbage at designated areas;
4. Cleaning and sanitizing of toilets and washrooms, which include the use of special and disinfecting agents in wash basins, urinals, and toilet bowls, and toilet plungers for minor de-clogging, and emptying and washing waste baskets and placing plastic liners;
5. Installation of wall-mounted, time-release fresheners in all toilets;
6. Dusting and cleaning of horizontal and vertical surfaces: cleaning and polishing of all aluminum door frames and/or panels;
7. Dusting and cleaning of office equipment, surfaces, bookshelves, cabinets and furniture;
8. Vacuuming of all carpeted areas and upholstered furniture;
9. Removing of sticky substance or dirt on the floors with putty knife and cleaning with damp cloth or rag;
10. Disposal of rubbish, trash and garbage from the building to receptacles provided for this purpose;
11. Cleaning of venetian blinds, watering of potted/indoor and outdoor plants and spot-cleaning of walls;
12. Keeping all corridors, lobbies, entrances, stairways, and fire exits free from obstructions;
13. Staying at areas within the premises as designated by the Institute for janitors;
14. Switching off of lights and unplugging of appliances that are not in use inside the offices/rooms;
15. Watering and maintenance of all indoor and outdoor plants;
16. Installation and refilling of at least one unit liquid soap dispenser inside each toilet;

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B. WEEKLY PERIODIC OPERATIONS

1. Washing, scrubbing by the use of polishers, waxing and polishing of all rooms and floor areas;
2. Washing of glass windows, glass doors, and thorough cleaning of trash receptacles;
3. Washing and cleaning of air-conditioning units, filters, high diffuser, venetian blinds, electric fan guards and blades
4. Disinfecting of toilets, office and training rooms and certain areas;
5. Thorough cleaning of toilet bowls, lavatory and water containers including thermos
6. Thorough general cleaning, sanitizing of and disinfecting of washrooms, toilets and public areas;
7. Dusting of light fixtures suspended from the ceiling;
8. Taking out of indoor plants for sunlight exposure and appropriate plants maintenance;
9. Polishing of FSI seal at the 5th floor lobby.

C. QUARTERLY PERIODIC OPERATIONS

1. Lighting fixtures covered by diffusers shall be removed, washed and returned to their original positions;
2. Carpet shampooing at least every three (3) months;
3. Cleaning of ornamental plants;
4. Covered light fixtures shall be removed, washed, and returned to their original positions at least once every three (3) months or as often as required for adequate cleanliness;
5. Dusting of inside walls, polishing and changing blinds, drapes, and curtains;
6. Washing and polishing of window panels and glass partitions.

D. OTHER SERVICES

1. Moving of office furniture and equipment within the premises;
2. Deodorizing of offices/rooms and other areas as may required;
3. Reporting of defects requiring attention, such as leaking faucets, busted bulbs, among others;
4. Posting of additional janitors during special occasions and activities;
5. Providing extra supplies, tools, and equipment for the assurance of cleanliness and sanitation not specified in the contract, if necessary; and
6. Providing scaffolding for window cleaning.

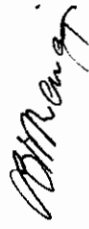
E. ADDITIONAL REQUIREMENTS

1. The janitors must remain at their assigned stations during assigned hours. No loitering shall be tolerated.
2. The janitors must use the facilities of the FSI properly in accordance with the facilities' intended use (e.g. mops should not be washed at the urinals and wash basins, etc.)
3. For vertical movements, janitors are allowed to use only the stairs and the service elevator of the Main Building.

SUPPLIES AND EQUIPMENT

Monthly	Quantity
1. Complete Wax	2 gals.
2. Over & Under	1 gal
3. Step Off	1 gal
4. Flannel	2 yards
5. Powder Soap	6 kilos
6. Safeguard Soap (big)	12 pcs.
7. Garbage Bag (Big-XL)	200 pcs.
8. Garbage Bag (Sando Bag-Large)	100 pcs.
9. Furniture Polish (Pledge, 330ml.)	10 cans
10. Disinfectant Spray (Lysol, 170g.)	4 cans
11. Liquid Hand Soap	2 gals
12. Dishwashing Liquid (Joy, 50ml.)	80 pcs.
13. Mop Head	4 pcs.
14. Time Release Freshener (Wall mounted)	4 cans
15. Zonrox Bleach	1 gal.
16. Sponge (foam)	6 pcs.
Quarterly	
1. Scrubbing Pad	3 pcs.
2. Finishing Pad	5 pcs.
3. Soft Broom	5 pcs.
4. Steel Wool	1 pack
5. Toilet Bowl Brush	3 pcs.
6. Snap Back	1 gal.
7. Furniture Polish (Johnson)	1 gal.
8. Bowl Cleaner (Go Getter)	1 gal.
Semi-Annually	
1. Plastic Dust Pan	4 pcs.
2. Stick Broom	4 pcs.
3. Mop Handle	4 pcs.
4. Push Brush	2 pcs.
5. Trash Can	4 pcs.
6. Spray Gun	4 pcs.
7. Pail (Small)	3 pcs.
Janitorial Equipment	
1. Heavy Duty Floor Polisher	2 units
2. Heavy Duty Vacuum Cleaner	1 unit
3. Heavy Duty Vacuum Cleaner (Wet&Dry)	1 unit
4. Squeezer	2 units





COST BREAKDOWN**COST BREAKDOWN PER JANITOR PER MONTH**
310 Working Days

A. AMOUNT PAID DIRECTLY TO JANITORS			
Daily Wage		P	404.00
1. Equivalent monthly rate (310 days x P404 days / 12)			10,436.53
2. E-COLA (P310/12 mos.) x P22.00			568.33
3. 13 th month pay (P10,436.53 / 12 mos.)			869.71
4. Five-day Incentive Pay (P404 x 5/12 mos.)			168.33
	Sub-total	P	12,042.90
B. AMOUNT PAID TO GOVERNMENT IN FAVOR OF JANITOR			
1. SSS Premium (Employer's Share)		P	812.70
2. Philhealth			125.00
3. Employee Compensation Fund (ECC)			10.00
4. Pag-IBIG 2% of I but not to exceed P100			100.00
	Sub-total	P	1,047.70
C. SUPPLIES		P	943.61
D. EQUIPMENT DEPRECIATION			10.00
E. OVERHEAD/ADMINISTRATIVE EXPENSES			5.00
F. MARK UP			10.00
	Sub-total	P	968.61
G. VALUE ADDED TAX (VAT) – 12% of C-F		P	116.23
Rate per Janitor per Month		P	14,175.44
Rate for 9 Janitors per Month		P	127,578.96
Total Cost for 12 Months		P	1,530,947.54

Janitor's List

Mang