


Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Caraga Regional Office No. 13
CSU Campus, Ampayon, Butuan City
Tel. # (085) 342-5345, Fax #: 342-5684
Email address: dostcaraga@yahoo.com

REQUEST FOR QUOTATION

Company Name: _____ Date: 1/10/2022
Address: _____ Quotation#: 003-2022

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.


IMELDA S. MEZO
Chief Admin. Officer

Item No.	Item & Description	QTY.	UNIT OF MEASURE	UNIT PRICE
1	JANITORIAL SERVICES for CY 2022 of DOST Caraga Regional Office	1	LOT	
	Duration: January to December 2022			
	UNIT OF ASSIGNMENT: (3 personnel)			
	1 utility personnel - ORD			
	1 utility personnel - RSTL			
	1 utility personnel - DOST CARAGA			
	Functions:			
	*Conduct cleaning at the office of the Regional Director/Various division offices			
	*Wash laboratory glasswares			
	*Serves coffee/drinks and snacks to guests/visitors			
	*Maintain proper arrangement of office decorations and flowers (including all division offices)			
	*Assists in the answering of telephone calls			
	*Maintains cleanliness/orderliness of the office			
	*Assists DOST Caraga personnel whenever necessary			
	See attached Cost Distribution Schedule			
	Additional Set of Technical Parameters for Janitorial Services:			
	1. Stability			
	(a) Years of Experience			
	(b) Liquidity of the Contractor			
	(c) Organizational Set-up			
	2. Resources			
	(a) No. and Kind of Equipment and Supplies			
	(b) No. of janitors and supervisors			
	3. Housekeeping Plan			
	4. Other Factors			
	(a) Recruitment and Selection Criteria			
	(b) Completeness of Uniforms and other Paraphernalia			
	Purpose: Hiring of utility staff for DOST Caraga Regional Office for CY 2022.			
	PR#: 2022-01-003			

Printed Name/Signature of Supplier

Contact Number

Date

PART III. ITEMS AND SPECIFICATIONS

The bidder will supply the specific daily rate and other figures of the janitor based on the hours duty per day.

COST DISTRIBUTION SCHEDULE

PROCUREMENT JANITORIAL SERVICES

(January to December 2022)

PARTICULARS	DOST CARAGA Regional Office
FINANCIAL PROPOSAL	
AMOUNT DIRECTLY PAID TO JANITOR	
Days worked per week	5 days
Number of hours work per day	10 hours
New Daily Wage (DW) (May 1, 2018)	305.00
COLA	15.00
1. SCHEDULE 1	
1.1 Average Pay per Janitor (305/day x 261/12)	6,633.75
1.2 Overtime Pay (305 x 2/8 x 261 /12)	1,658.44
1.3 COLA (15/day x 261/12)	326.25
1.4 Five (5) days incentive leave pay (320/day x 5/12)	133.33
1.5 13th Month Pay (Basic Salary not less done 1/12)	552.81
1.6 Allowance for Uniform	100.00
TOTAL	9,404.58
2. SCHEDULE 2	
AMOUNT PAID TO GOVERNMENT IN FAVOR OF JANITOR	
2.1 Retirement Benefits (RA 7641)	571.88
2.2 SSS Premium (employer's share)	720.00
2.3 PhilHealth (employer's share)	150.00
2.4 Employees Compensation	10.00
2.5 HDMF (Pag-Ibig)	100.00
TOTAL	1,551.88
SUBTOTAL (schedule 1 + schedule 2)	10,956.46
3. SCHEDULE 3: OTHER COSTS	
3.1 Admin Expenses and Margin of profits (12%)	
3.1 Cost of Supplies and Materials (15% of monthly salary)	
TOTAL	-
4. SCHEDULE 4: TAXES TO GOVERNMENT	
4.1 Schedule 3 x 12% (Value Added Tax)	-
TOTAL	
x no. of janitor	3
TOTAL	-
x 12 Months	-
GRAND TOTAL	-

Note : Employer and employee share in SCHEDULE 2 must conform to the latest Contribution Schedule of Philhealth, SSS, Pag-Ibig. The basis for the computation in SCHEDULE 2 will be the sum of Average Pay , COLA and 5 Days Incentive, Night Shift Differential includes NSD pay on Regular Days, Regular Holidays and Special Holiday.

Prepared by:

RICKY C. POCON
AO V

Noted by:

IMELDA S. MEZO
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