



ADDENDUM NO. 01

Series of 2023

This Addendum No. 01 is issued to modify or amend items in the Bidding Documents for the **Provision of Janitorial Services for the operation of the University**. This shall form an integral part of the Bid Documents.

Name of Project:	Provision of Janitorial Services for the operation of the University
Location:	CSU Campus, Ampayon, Butuan City
Brief Description:	Provision of Janitorial Services for the operation of the University
Approved Budget for the Contract :	Php. 4,905,588.00
Source of Funds:	RAF/IGF 2023
Contract Duration:	12 months

Please be informed of the changes in the Bidding Documents as follows:

CHANGES/ AMENDMENT	
FROM	TO
ITEM No.	DESCRIPTION
1.	<p>JANITORIAL SERVICES Days worked per week (Monday-Friday)- 5 days/week Days worked per Month – 22days Number of days/year excluding Saturday, Sunday & Holidays– 8hrs work/day</p> <p>A. AMOUNT DIRECTLY TO JANITOR/JANITRESS (NEW DAILY WAGE)- 360.00 Ave. Pay/Month (₱360.00 x 22 days) – 7,920.00 13th Month Pay (7,920.00 / 12) – 660 5 Days Incentive with pay (₱360.00 + 15 x 5 / 12) – 156.25 COLA (15.00 x 22 days) – 330.00 Uniform Allowance – 100.00 TOTAL AMOUNT DIRECTLY TO JANITOR/JANITRESS - ₱9,166.25</p> <p>B. AMOUNT TO GOV'T IN FAVOR OF JANITOR/JANITRESS – ₱1,646.25 SSS Premium, (Employer's Share) – ₱680.00 PhilHealth Premium (Employer's Share) 200.00 Pag-IBIG Fund - ₱100.00 ECC/State Insurance Fund – ₱10.00 Retirement Benefits (RA 7641) - ₱656.25</p> <p>C. TOTAL AMOUNT TO JANITOR/JANITRESS & GOV'T (A+B) - ₱10,812.50</p> <p>D. Agency Fee/Profit Margin 10% of C - ₱1,081.25</p> <p>E. VAT (Agency Fee x 12% RMC-039-20-07) - ₱129.75</p> <p>F. Contract Rate/Janitor/Janitress/Month - ₱12,023.50</p> <p>JANITORIAL SERVICES Days worked per week (Monday-Friday)- 5 days/week Days worked per Month – 22days Number of days/year excluding Saturday, Sunday & Holidays– 8hrs work/day</p> <p>A. AMOUNT DIRECTLY TO JANITOR/JANITRESS (NEW DAILY WAGE)- 360.00 Ave. Pay/Month (₱360.00 x 22 days) = 7,920.00 13th Month Pay (7,920.00 / 12) = 660 5 Days Incentive with pay (₱360.00 + 15 x 5 / 12) = 156.25 COLA (15.00 x 22 days) = 330.00 Uniform Allowance = 100.00 TOTAL AMOUNT DIRECTLY TO JANITOR/JANITRESS = ₱9,166.25</p> <p>B. AMOUNT TO GOV'T IN FAVOR OF JANITOR/JANITRESS = ₱1,646.25 SSS Premium, (Employer's Share) = ₱680.00 PhilHealth Premium (Employer's Share)=₱200.00 Pag-IBIG Fund = ₱100.00 ECC/State Insurance Fund = ₱10.00 Retirement Benefits (RA 7641) = ₱656.25</p> <p>C. TOTAL AMOUNT TO JANITOR/JANITRESS & GOV'T (A+B) = ₱10,812.50</p> <p>D. Agency Fee/Profit Margin 10% of C = ₱1,081.25</p> <p>E. VAT (Agency Fee / 1.12 x 7%) = (₱67.57)</p> <p>F. Contract Rate/Janitor/Janitress/Month = ₱12,023.50</p>



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Competence Service Uprightness

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G. No. of Janitors – 34

H. No. of Months - 12

G. No. of Janitors: 34

H. No. of Months: 12

For guidance and information of all concerned.

FELIX R. OCAREZ, Ph.D.

Vice BAC Chairperson