



## 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:	<b>Provision of Janitorial Services for the operation of the University</b>
Location:	CSU Campus, Ampayon, Butuan City
Brief Description:	Provision of Janitorial Services for the operation of the University
Approved Budget for the Contract :	<b>Php. 4,905,588.00</b>
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><b>JANITORIAL SERVICES</b> Days worked per week (Monday-Friday)- 5 days/week Days worked per Month – 22days Number of days/year excluding Saturday, Sunday &amp; Holidays– 8hrs work/day</p> <p><b>A. AMOUNT DIRECTLY TO JANITOR/JANITRESS (NEW DAILY WAGE)- 360.00</b> Ave. Pay/Month (₱360.00 x 22 days) – 7,920.00 13<sup>th</sup> 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 <b>TOTAL AMOUNT DIRECTLY TO JANITOR/JANITRESS - ₱9,166.25</b></p> <p><b>B. AMOUNT TO GOV'T IN FAVOR OF JANITOR/JANITRESS – ₱1,646.25</b> 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 <b>C. TOTAL AMOUNT TO JANITOR/JANITRESS &amp; GOV'T (A+B) - ₱10,812.50</b></p> <p><b>D. Agency Fee/Profit Margin 10% of C - ₱1,081.25</b> <b>E. VAT (Agency Fee x 12% RMC-039-20-07) - ₱129.75</b> <b>F. Contract Rate/Janitor/Janitress/Month - ₱12,023.50</b></p>	<p><b>JANITORIAL SERVICES</b> Days worked per week (Monday-Friday)- 5 days/week Days worked per Month – 22days Number of days/year excluding Saturday, Sunday &amp; Holidays– 8hrs work/day</p> <p><b>A. AMOUNT DIRECTLY TO JANITOR/JANITRESS (NEW DAILY WAGE)- 360.00</b> Ave. Pay/Month (₱360.00 x 22 days) = 7,920.00 13<sup>th</sup> 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 <b>TOTAL AMOUNT DIRECTLY TO JANITOR/JANITRESS = ₱9,166.25</b></p> <p><b>B. AMOUNT TO GOV'T IN FAVOR OF JANITOR/JANITRESS = ₱1,646.25</b> 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 <b>C. TOTAL AMOUNT TO JANITOR/JANITRESS &amp; GOV'T (A+B) = ₱10,812.50</b></p> <p><b>D. Agency Fee/Profit Margin 10% of C = ₱1,081.25</b> <b>E. VAT (Agency Fee / 1.12 x 7%) = (₱67.57)</b> <b>F. Contract Rate/Janitor/Janitress/Month = ₱12,023.50</b></p>



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City 8600, Philippines  
Competence Service Uprightness

Phone: 09175030963  
(+6385) 341-2296  
URL: <http://www.carsu.edu.ph>  
Email: [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph)



**BIDS AND AWARDS COMMITTEE (BAC)**

<b>G. No. of Janitors – 34</b> <b>H. No. of Months - 12</b>	<b>G. No. of Janitors: 34</b> <b>H. No. of Months: 12</b>
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For guidance and information of all concerned.

**FELIX R. OCAREZ, Ph.D.**  
Vice BAC Chairperson