

**Republic of the Philippines**  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
Bo. Obrero, Davao City  
**BIDS AND AWARDS COMMITTEE**

**BID BULLETIN NO. 2018-15**

This Bid Bulletin is issued to amend the Approved Budget for the Contract (ABC) of the project: Procurement of Janitorial Services of Seventeen (17) Janitors of USEP, Obrero Campus, Davao City.

After amending the number of days that must be reflected in the Equivalent Monthly Rate (EMR) considering that janitors are required to report on Saturdays, it was determined that the new ABC for the project is: **THREE MILLION TWO HUNDRED THOUSAND PESOS (PHP 3,200,000.00).**

For guidance and information of all concerned.

  
**MARLYN D. BITON**  
BAC Chair

Received by the Bidder:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Agency/Institution: \_\_\_\_\_

Date: \_\_\_\_\_

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Ifigo St., Bo. Obrero, Davao City  
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 Bo. Obrero, Davao City  
**BIDS AND AWARDS COMMITTEE**

**BID BULLETIN NO. 2018-18**

This Bid Bulletin is issued to modify or amend the Bid Proposal Form for the project, **Procurement of Janitorial Services of Seventeen (17) Janitors of USEP, Obrero Campus, Davao City**. In this amended form, the number of days in the Equivalent Monthly Rate is 313 days, and the amount for supplies and cleaning materials is fixed at P1,000.00 per janitor per month. This shall form an integral part of the Bid Documents.

**BID PROPOSAL**  
**JANITORIAL SERVICES FOR YEAR 2018**

**I. JANITORIAL SERVICES – Good for 17 Janitors**

**A. Amount Directly to the employee:**

*For those who do not work and not considered paid on Sunday or Rest days: (Per Rules Implementing Wage Order No. RTWPB – XI – 20 effective August 31, 2018)*

**EMR- Equivalent Monthly Rate**

**Where 313 days:**

<b>298 days</b>	<b>=</b>	<b>Ordinary Working Days</b>
<b>12 days</b>	<b>=</b>	<b>Regular Holidays</b>
<b>3 days</b>	<b>=</b>	<b>Special Days</b>

**313 days = Total Equivalent Number of Days**

**1. Basic Average Monthly Salary:**

$$\text{EMR} = \frac{\text{Php } \underline{\hspace{2cm}} \times 313 \text{ days}}{12 \text{ mos.}}$$

2. 13 <sup>th</sup> Month Pay	$\frac{\text{Php } \underline{\hspace{2cm}}}{\text{mo. sal}/12 \text{ mos.}}$	Php
3. Service Incentive Leave	$\frac{\text{Php } \underline{\hspace{2cm}}}{\text{mo. sal.}/313\text{days} \times 5}$	Php
<b>Sub-total</b>		<b>Php</b>

**B. AMOUNT PAID TO GOV'T IN FAVOR OF THE EMPLOYEE (employer's share):**

1. SSS Premium	Php
2. Pag-ibig contributions	Php
3. Philhealth	Php
4. EC Insurance Premium	Php

**Total Amount paid to Gov't** PhP  
**Amount Paid directly to Janitor and to Gov't** **PhP**

**C. Others (if any):**

1. Agency Administrative & Miscellaneous Expenses & Margin of Profit (10%)	Php	
2. Supplies and Cleaning Materials	1,000.00	
3. Tax(es)		
a) VAT (A+B+C.1) * 12%		<b>PhP</b>

**Total** **PhP.**

**17 Janitors** x Php \_\_\_\_\_ = Php \_\_\_\_\_ x twelve (12) months  
**= PhP \_\_\_\_\_ Total Bid Price for twelve (12) months**

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All laws regarding the minimum wage law (labor law), SSS, Pag-ibig, Philhealth, ECC, BIT, etc. should be strictly followed.

**Approved for Bidding:**

**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**

By:

  
**DR. LOURDES C. GENERALAO**  
SUC President IV

I hereby certify that all laws regarding the minimum wage, SSS, Pag-ibig, ECC, Philhealth, BIR, etc. including the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184 shall be strictly followed in the submission of this bid proposal.

I hereby certify further that my/our agency has no pending case(s) with the aforesaid offices of the government.

**Bid Proposal Submitted:  
By:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
NAME OF AGENCY

NOTE: The approved budget for the contract (ABC) under bidding shall be the upper limit or ceiling for acceptable bid prices. If a bid price, as evaluated and calculated in accordance with the 2016 IRR of R.A. 9184 is higher than the ABC under bidding, the bidder submitting the same shall be automatically disqualified.

For the guidance and information of all concerned.

  
**MARLYN D. BITON**  
BAC Chair

**Received by the Bidder:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Agency/Institution: \_\_\_\_\_

Date: \_\_\_\_\_



**University of Southeastern Philippines**  
*Bids and Awards Committee*

October 10, 2018

**Supplemental Bid Bulletin no. 2018-21**

This Supplemental Bid Bulletin No. 2018-21 is issued to modify or amend items in the Invitation to Bid for the Project: **Procurement of Janitorial Services of Seventeen (17) Janitors of USEP Obrero Campus, Davao City with Contract ID No. 2018-25/Goods**. This shall form an integral part of the Bid Documents.

Please see below the new schedule:

Reference				Amendment/Change/Clarification			
Contract ID No. : <b>2018-25/Goods</b>				Contract ID No. : <b>2018-25/Goods</b>			
Name of the Project: <b>Procurement of Janitorial Services of Seventeen (17) Janitors of USEP Obrero Campus</b>				Name of the Project: <b>Procurement of Janitorial Services of Seventeen (17) Janitors of USEP Obrero Campus</b>			
Location : USEP, Obrero Campus, Davao City				Location : USEP, Obrero Campus, Davao City			
<b>Original Schedule:</b>				<b>Change to new schedule:</b>			
Date Publication		September 26 to October 03, 2018		Date Publication		September 26 to October 03, 2018	
1. Period of availability/issuance of Bidding Documents		September 27 to October 17, 2018	USEP-BAC Office, <i>Trade &amp; Crafts Training &amp; Production Building, Obrero Campus, D.C</i>	1. Period of availability/issuance of Bidding Documents		September 27 to October 26, 2018	USEP-BAC Office, <i>Trade &amp; Crafts Training &amp; Production Building, Obrero Campus, D.C</i>
2. Pre-Bid Conference	10:00 am	October 08, 2018	USEP, Domitory Training Hall	2. Pre-Bid Conference	10:00 am	October 08, 2018	USEP, Domitory Training Hall
3. Deadline of submission and receipt of Bids	10:00 am	October 23, 2018		3. <b>Deadline of submission and receipt of Bids</b>	<b>11:00 am</b>	<b>October 29, 2018</b>	<b>USEP, Domitory Training Hall</b>
4. Opening and Examination of Bids	10:00 am	October 23, 2018	-do-	4. <b>Opening and Examination of Bids</b>	<b>11:00 am</b>	<b>October 29, 2018</b>	<b>USEP, Domitory Training Hall</b>

For guidance and information of all concerned.

  
**MARLYN D. BITON**  
BAC Chair

Received by the Bidder:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Agency/Institution: \_\_\_\_\_

Date: \_\_\_\_\_

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Iñigo St., Bo. Obrero, Davao City  
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