



UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES  
Alubijid | Balubaf | Cagayan de Oro | Claveria | Jasaan | Orosieta | Panaon | Villanueva

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

## BID FORM

NAME OF THE PROJECT : PROPOSED PROCUREMENT OF THE JANITORIAL SERVICES FOR USTP-CDO CAMPUS CY 2026

APPROVED BUDGET OF CONTRACT : FOUR MILLION FIVE HUNDRED FIFTY-SEVEN THOUSAND ONE HUNDRED NINETY-SEVEN PESOS AND 24/100 (P4,557,197.24) ONLY

BRIEF DESCRIPTION : PROCUREMENT OF THE JANITORIAL SERVICES FOR USTP-CDO CAMPUS CY 2026

SOURCE OF FUND : INTERNALLY GENERATION INCOME CY 2026

CONTRACT DURATION : NINE MONTHS (ONE LOT)

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
1	<b>JANITORIAL SERVICES FOR USTP-CDO CAMPUS CY 2026</b> - 31 Janitors without NDP  Note: Please attach Cost Breakdown, using the attached template.	1	lot	4,557,197.24	P	P
						<b>TOTAL P</b>

Total Bid Price in Figure: \_\_\_\_\_

Total Bid Price in Words: \_\_\_\_\_

Name and Signature of Bidder: \_\_\_\_\_

All bid proposals must be sealed in envelopes properly labeled and submitted to this University on or before the deadline of submission of bids, **MARCH 10, 2026 (TUESDAY), @ 01:30 P.M.** at the Procurement Services, 2nd Level Gymnasium Lobby, University of Science and Technology of Southern Philippines, C.M. Recto Ave., Lapasan Cagayan de Oro City.

The University of Science and Technology of Southern Philippines assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. The USTPs neither assumes any obligation for whatsoever losses that the bidders may incur in the preparation on their bids nor guarantee that an award will be made.

**ATTY. JONATHAN S. OCHE**  
 BAC I Chairperson



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**COST BREAK DOWN**

(For the Budget of the Contract Hiring of Janitorial Service for 2026

Basis: Wage Order No. RX-24

Daily Minimum Wage: Php486.00 - CDO Campus

PARTICULARS	USTP-CDO CAMPUS
<b>Amount Due to Janitor</b>	
1. Daily Wage Rate (Wage Order No. RX-24) + Wage Increase 1st Tranche	P
2. Average Pay per Month (DW x 21.75 Working Days) (ref. CEEMR Sec. C DOLE Worker's Statutory Monetary Benefits Handbook)	P
3. 13th Month Pay (DW x 261 / 12 / 12) (DOLE Worker's Statutory Monetary Benefits Handbook)	P
4. 5 Days Service Incentive Leave Pay (DW x 5 / 12) (DOLE Worker's Statutory Monetary Benefits Handbook)	P
5. Uniform Allowance (*4pcs x (500Php/pc) / 12)	P
<b>Total Amount Due to Janitors</b>	P
<b>Amount Due to Government in Favor of Janitor</b>	
1. SSS Premium (Average pay per month + NDP) (New SSS Contribution Schedule effective January 2025: SSS Circular No. 2024-006, based on range of compensation )	P
2. Philhealth Contribution (Average pay per month + NDP) x 0.05 / 2) (Philhealth Circular No. 2020-0005)	P
3. Pag-IBIG FUND (10,000 x .02) (Pag-ibig Circular No. 460)	P
<b>Total Amount to Government in Favor to Janitors</b>	P
<b>TOTAL AMOUNT TO JANITORS AND GOVERNMENT</b>	
Agency Fee (Total Amount Due to Janitors & Government x 20%) (DOLE Department Order No. 150-16 Section 4.)	P
Value Added Tax (AF x 12%) (BIR Rev. Memo Cir. No. 39-2007 Sec. 3.1)	P
<b>MINIMUM RATE OF MONTHLY CONTRACT PER JANITORS</b>	P
<b>Number of Janitors (31)</b>	
<b>Number of Months (9)</b>	
<b>TOTAL AMOUNT OF CONTRACT PER CATEGORY FOR CDO CAMPUS</b>	P

Note: Salaries/wages, other benefits, and administrative and operating overhead shall be in accordance with the prevailing laws, rules and regulations.

Prepared by:

Signature over printed name of the authorized representative