

**Office of the President
of the Philippines
Malacañang**

BID BULLETIN

Pursuant to the Invitation to Bid published last 25 November 2021 in PhilGEPS, OP-website and three conspicuous places regarding the Project – **One (1) Year Service Contract for Provider of Janitorial Service Requirements of the Office of the President for CY 2022 with Purchase request Number 21-08-0069 dated 17 August 2021**, please be informed of the following changes approved by the Bids and Awards Committee (BAC) in accordance with the amendments/changes in the Bidding Documents recommended by the End-user as follows:

PARTICULARS	FROM	TO
II. FINANCIAL COMPONENT ENVELOPE DETAILED BREAKDOWN OF FINANCIAL PROPOSAL Administrative Cost Note No. 7	Maximum of 10% Administrative Cost (DOLE Department Order No. 174, Series of 2017)	Fixed at 10% Administrative Cost (DOLE Department Order No. 174, Series of 2017)
II. FINANCIAL COMPONENT ENVELOPE DETAILED BREAKDOWN OF FINANCIAL PROPOSAL *Average Number of Days per Year (ND) Formula	Not included	Please see attached ANNEX A

Moreover, the bidders must attach a copy of this Bid Bulletin to their bid documents and state therein “**Comply**” or “**Not Comply**” with each of the amendments/changes in the Bidding Documents.

PARTICULARS	Statement of Compliance
II. FINANCIAL COMPONENT ENVELOPE DETAILED BREAKDOWN OF FINANCIAL PROPOSAL Administrative Cost Note No. 7 Fixed at 10% Administrative Cost (DOLE Department Order No. 174, Series of 2017)	

II. FINANCIAL COMPONENT ENVELOPE DETAILED BREAKDOWN OF FINANCIAL PROPOSAL *Average Number of Days per Year (ND) Formula Please see attached ANNEX A	
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Please be guided accordingly.

(Sgd) **Atty. RYAN ALVIN R. ACOSTA**
Chairman, OP – Bids and Awards Committee

09 December 2021

FJDB/OP-BACSEC

1. For those who are required to work everyday, including Sundays or rest days, special days and regular holidays

$$\frac{\text{Applicable Daily Rate (ADR) x 393.80}}{12 \text{ months}} = \text{EEMR}$$

Where 393.80 days/year =	297	Ordinary working days
	67.60	52 Rest days
	24	12 Regular holidays
	5.20	4 Special days
	<u>393.80</u>	Total equivalent no. of days/year

2. For those who do not work and are not considered paid on Sundays or rest days

$$\frac{\text{Applicable Daily Rate (ADR) x 313}}{12 \text{ months}} = \text{EEMR}$$

Where 313 days/year =	297	Ordinary working days
	12	Regular Holidays
	4	Special days (if considered paid; if actually worked, this is equivalent to 5.20 days)
	<u>313</u>	Total equivalent no. of days/year

3. For those who do not work and are not considered paid on Saturdays and Sundays or rest days

$$\frac{\text{Applicable Daily Rate (ADR) x 261}}{12 \text{ months}} = \text{EEMR}$$

Where 261 days /year =	245	Ordinary working days
	12	Regular Holidays
	4	Special days (if considered paid; if actually worked, this is equivalent to 5.20 days)
	<u>261</u>	Total equivalent no. of days/year

Reference: 2020 Edition of Handbook on Workers Statutory Monetary Benefits