

Date: 16 August 2023

**JANITORIAL SERVICES FOR CY 2024
SUMMARY**

	A	B	C
	Location	No. of Personnel	Cost estimate
1	DFA Main Building	56	₱0.00
2	DFA OCA-Aseana	21	₱0.00
3	DFA Mindanao	1	₱0.00
4	Consular Offices Nationwide	44	₱0.00
5	Total Cost	122	₱0.00
6	OAMSS NEP		₱30,250,000.00

JANITORIAL SERVICES FOR JAN. TO DEC. 2024

PARTICULARS	NCR - National Capital Region					
			SO	SO	SO	SO
	DFA MAIN	OCA-ASEANA	SM MEGAMALL	SM ROBINSONS GALLERIA	NCR WEST	ALABANG TOWN CENTER
Number of Personnel	56	21	2	2	2	2
Daily Basic Salary Rate	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
ECOLA/COLA	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
Number of Days per Year	313.00	313.00	313.00	313.00	313.00	313.00
REIMBURSABLE COSTS						
(A) Payable Directly to Janitorial Staff						
a. Basic Salary	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
b. COLA	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
c. 13th Month Pay - 1/12 of basic salary	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
d. Service Incentive Leave Pay - 5 days per	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
Sub-total A	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
(B) Payable to the government employee share of:						
a. Social Security Premiums	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
b. Philhealth Premiums	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
c. ECC Insurance Premiums	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
d. Pag-ibig Fund Contribution	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
Sub-total B	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
TOTAL REIMBURSABLE COSTS - A+B	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
ADMINISTRATIVE COST 10%	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
CONTRACT/BILLING RATE - per month	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
CONTRACT/BILLING RATE - per day	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
CONTRACT/BILLING RATE - per hour	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
VAT 12%	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
RATE/HEAD/MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
Required No. of Personnel	56	21	2	2	2	2
Contract Rate/Month	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
COST OF SUPPLIES AND EQUIP. PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
OVERTIME COMPUTATION PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
COST PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
CONTRACT PERIOD	12	12	12	12	12	12
TOTAL CONTRACT RATE	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
GRAND TOTAL	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -

		CAR - Cordillera Administrative Region		Region I - Ilocos Region			Region II - Cagayan Valley	
SO	SO	CO	CO	CO	SO	CO	SO	
ALI MALL	ROBINSONS-NOVALICHES	BAGUIO	LA UNION	PANGASINAN	ILOCOS NORTE	TUGUEGARAO, CAGAYAN	SANTIAGO, ISABELA	
2	2	1	1	1	1	1	1	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
313.00	313.00	313.00	313.00	313.00	313.00	0.00	313.00	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
2	2	1	1	1	1	1	1	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
12	12	12	12	12	12	12	12	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	

Region III - Central Luzon				Region IV-A - CALABARZON					
CO	SO	SO	SO	CO	CO	SO	SO	SO	
SAN FERNANDO, PAMPANGA	ANGELES, PAMPANGA	MALOLOS, BULACAN	TARLAC CITY, TARLAC	BATANGAS	LUCENA, QUEZON	ANTIPOLO, RIZAL	DASMARINAS, CAVITE	SAN PABLO, LAGUNA	
1	1	1	1	1	1	1	1	1	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
0.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
12	12	12	12	12	12	12	12	12	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	

MIMAROPA - Region	Region V - Bicol Region	Region VI - Western Visayas		Region VII - Central Visayas		Region VIII - Eastern Visayas	Region IX - Zamboanga Peninsula	
CO	CO	CO	CO	CO	CO	CO	CO	CO
PUERTO PRINCESA, PALAWAN	LEGAZPI, ALBAY	ILO-ILO CITY, ILOILO	BACOLOD, NEGROS OCCIDENTAL	CEBU CITY, CEBU	DUMAGUETE, NEGROS ORIENTAL	TACLOBAN, SAMAR	ZAMBOANGA CITY	PAGADIAN CITY, ZAMBOANGA DEL SUR
1	1	1	1	1	1	1	1	1
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
12	12	12	12	12	12	12	12	12
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -

Region X - Northern Mindanao		Region XI-Davao Region			Region XII - SOCCSKSARGEN		Region XIII- Caraga		
CO	CO	CO	OFFICE	SO	CO	CO	CO	CO	
CAGAYAN DE ORO	MISAMIS OCCIDENTAL	DAVAO	DFA MINDANAO, DAVAO	TAGUM, DAVAO D. N.	GENERAL SANTOS, SOUTH COTABATO	KIDAPAWAN, COTABATO	BUTUAN	SAN JOSE, ANTIQUE	
1	1	1	1	1	1	1	1	1	1
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
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PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
12	12	12	12	12	12	12	12	12	12
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -

MANPOWER SUMMARY
JANITORIAL SERVICES FOR 2024 (JANUARY TO DECEMBER)

1 - 0	DFA MAIN BUILDING	Morning Shift	Afternoon-Evening Shift	Total
1 - 1	14th Floor (UIER/ Elpidio Quirino Hall/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	2 11:00 am - 08:00 pm	2
1 - 2	12th Floor (UP/ UA/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	2 11:00 am - 08:00 pm	2
1 - 3	11th Floor (OSEC/ OCRC/ CHIEF COORD/ CPG/ USCR/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	4 11:00 am - 08:00 pm	4
1 - 4	10th Floor (UNIO/ ITCRD/ ACTION CENTER/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	2 11:00 am - 08:00 pm	2
1 - 5	9th Floor (OMEAA/ OPPC/ VFACOM/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	2 11:00 am - 08:00 pm	2
1 - 6	8th Floor (ASPAC/ ASEAN/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	2 11:00 am - 08:00 pm	2
1 - 7	7th Floor (OAA/ OEA/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	2 11:00 am - 08:00 pm	2
1 - 8	6th Floor (OP, OPD, DFALF,TCCP/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	2 11:00 am - 08:00 pm	2
1 - 9	6th Floor South wing (UCSCC/ OVS/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	2 11:00 am - 08:00 pm	2
1 - 10	4th Floor (OFMS/COA/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	3 11:00 am - 08:00 pm	3
1 - 11	3rd Floor (HRMO/ CSC/ UMWA/ OTLA/ OUMWA/Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	3 11:00 am - 08:00 pm	3
1 - 12	2nd Floor (Daycare/ Provident Fund/ Hallway/OAMSS /Ambassador's Lounge/ Archives/ DFA Main Lobby/ SWA Lobby/ Clinic/ USCCR/ USCCR Receiving Area/ BFSE/ DLLU/ IAS/ MOAO/ CMOAS Conference/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	5 11:00 am - 08:00 pm	5
1 - 13	Ground Floor (Main Lobby/ Media Room/ Events at Library/ Main Entrance & Exit/ Auditorium Area/Part of Lobby/Restroom/ UNESCO/ Chapel/ /Restroom/ Security Room/Stairs/Muslim Prayer Room/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	1	1
1 - 14	Ground Floor South Wing Annex Lobby/ Storage Room/ ISU Office/ Restroom/ Southwing Waiting Area and Lobby/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	1	1
1 - 15	Basement (PABX)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	1	1
1 - 16	Basement (General Records and Pouch Section)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	1	1
1 - 17	Basement (Consular Records Division)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	1	1
1 - 18	Property (PSSD)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	1	1
1 - 19	Engineering and Maintenance Division (EMD)	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	1	1
1 - 20	Engineering and Maintenance Division (EMD) Carpentry cleaner/mover	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	1	1
1 - 21	Roberts St. / Basketball Court/Transportation/Old Authentication area/Gate 2/Gate 3	07:00 am - 04:00 pm/ 8:00 am - 5:00 pm	1	1
1 - 22	Gardeners	08:00 am - 05:00 pm	1	1
1 - 23	Movers	07:00 am - 04:00 pm	10 11:00 am - 08:00 pm	10
1 - 24	Garbage Collector/ Segregating Team	07:00 am - 04:00 pm	1	1
1 - 24		08:00 am - 05:00 pm	1	1
1 - 25	Basement	07:00 am - 04:00 pm	1	1
1 - 26	Supervisor/Storekeeper	06:00 am - 03:00 pm	3 11:00 am - 08:00 pm	3
		07:00 am - 04:00 pm		
TOTAL PERSONNEL				56

2	-	0	OCA ASEANA	Morning Shift		Morning Shift		Total
2	-	1	Supervisor	06:00 am - 03:00 pm	1	8:00 am - 05:00 pm	1	2
2	-	2	*Ground floor	06:00 am - 03:00 pm	5	8:00 am - 05:00 pm	3	8
2	-	3	*2nd floor	06:00 am - 03:00 pm	3	8:00 am - 05:00 pm	1	4
2	-	4	*3rd floor	06:00 am - 03:00 pm	3	8:00 am - 05:00 pm	1	4
2	-	5	*4th floor	06:00 am - 03:00 pm	2	8:00 am - 05:00 pm	1	3
2	-	6	*Roof deck	06:00 am - 03:00 pm				
TOTAL PERSONNEL								21

3	-	0	METRO MANILA/NCR OFFICES	Morning Shift		Afternoon-Evening Shift		Total
3	-	1	SM Mega Mall	07:00 am - 04:00 pm	1	11:00 am - 08:00 pm	1	2
3	-	2	SM Robinsons Galleria	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	1	2
3	-	3	NCR West	07:00 am - 04:00 pm	1	11:00 am - 08:00 pm	1	2
3	-	4	Alabang Town Center	08:00 am - 05:00 pm	1	11:00 am - 08:00 pm	1	2
3	-	5	Ali Mall	07:00 am - 04:00 pm	1	11:00 am - 08:00 pm	1	2
3	-	6	Robinsons-Novaliches	07:00 am - 04:00 pm	1	11:00 am - 08:00 pm	1	2
TOTAL PERSONNEL								12

4	-	0	CONSULAR OFFICES (COs)	Morning Shift		Afternoon-Evening Shift		Total
4	-	1	CO Baguio	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	2	CO La Union	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	3	CO Calasiao, Pangasinan	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	4	San Nicolas Ilocos Norte	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	5	CO Tuguegarao	08:00 am - 05:00 pm	1			1
4	-	6	Santiago Isabela	09:00 am - 06:00 pm	1			1
4	-	7	CO San Fernando	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	8	Satellite Office Angeles	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	9	Malolos, Bulacan	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	10	Tarlac City	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	11	CO Batangas	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	12	CO Lucena	08:00 am - 05:00 pm	1			1
4	-	13	Antipolo Rizal	09:00 am - 06:00 pm	1			1
4	-	14	Dasmarinas, Cavite	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	15	San Pablo, Laguna	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	16	CO Puerto Princesa	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	17	CO Legazpi	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	18	CO Iloilo	07:00 am - 04:00 pm	1	10:00 am - 07:00 pm	0	1
4	-	19	CO Bacolod	07:00 am - 04:00 pm	1	10:00 am - 07:00 pm	0	1
4	-	20	CO Cebu	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	21	CO Dumaguete	08:00 am - 05:00 pm	1			1
4	-	22	CO Tacloban	08:00 am - 05:00 pm	1			1
4	-	23	CO Zamboanga	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	24	CO Pagadian City, Zamboanga	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	25	CO Cagayan de Oro	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	26	CO Davao	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	27	DFA Mindanao, Davao	09:00 am - 06:00 pm	1			1
4	-	28	Clarín, Misamis Occidental	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	29	CO Butuan	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	30	Tagum, Davao D.N.	09:00 am - 06:00 pm	1			1
4	-	31	CO General Santos	08:00 am - 05:00 pm	1			1
4	-	32	CO Kidapawan, Cotabato	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
TOTAL PERSONNEL								32

5	-	0	Provisions for Nine Consular Offices	Morning Shift		Afternoon-Evening Shift		Total
5	-	1	Antique (San Jose)	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
TOTAL PERSONNEL								1
GRAND TOTAL NUMBER OF PERSONNEL								122

**Note: Refer to new area assignment regarding proposed number*

Prepared by:

Recommending Approval:

Approved by:

MONTHLY/QUARTERLY MINIMUM REQUIRED SUPPLIES AND MATERIALS FOR DFA MAIN BLDG.

MONTHLY SUPPLIES							
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
1	Plastic spray bottle	25	pcs	1	PHP -	PHP -	PHP -
2	Air Freshener (mild)	80	pcs of sachet 22 ml	1	PHP -	PHP -	PHP -
3	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per end user choice)	30	tubes/510g	1	PHP -	PHP -	PHP -
4	Black garbage bags XXL	100	pcs	1	PHP -	PHP -	PHP -
5	Biodegradable garbage bags (12" x 18", any color)	350	pcs	1	PHP -	PHP -	PHP -
6	Transparent biodegradable garbage bags XXL (37"x40")	450	pcs	1	PHP -	PHP -	PHP -
7	Bleaching agent	25	gals	1	PHP -	PHP -	PHP -
8	Concentrated dishwashing soap	10	gals	1	PHP -	PHP -	PHP -
9	Concentrated liquid hand soap	75	gals	1	PHP -	PHP -	PHP -
10	Deodorant cake	150	pcs	1	PHP -	PHP -	PHP -
11	Fine steel wool (16 pads/pack)	5	pack	1	PHP -	PHP -	PHP -
12	Flannel dust cloth 1ft. x 1.5ft (6pcs per set)	8	set	1	PHP -	PHP -	PHP -
13	Floor spraybuff maintainer 5 liters	4	5 liters	1	PHP -	PHP -	PHP -
14	Terrycloth towels	4	dozen	1	PHP -	PHP -	PHP -
15	Liquid marble crystallizer	1	5 liters	1	PHP -	PHP -	PHP -
16	Ordinary round rags	25	kg	1	PHP -	PHP -	PHP -
17	Powdered detergent	50	kg	1	PHP -	PHP -	PHP -
18	Scouring pad	50	pcs	1	PHP -	PHP -	PHP -
19	Floor sealer	14	5 liters	1	PHP -	PHP -	PHP -
20	Acidic, non-fuming liquid toilet bowl cleaner and disinfectant	15	gals	1	PHP -	PHP -	PHP -
21	Bathroom tissue roll 2 ply, Weight: 28 gsm (minimum): Area - wL - 10,000 <u>sq.mm.</u>	100	pack of 48 rolls	1	PHP -	PHP -	PHP -
22	Multi fold hand towel tissue paper 23cm x 23cm (white) 1ply x 175 pulls, 1 box = 30 pcs	150	box (30pcs)	1	PHP -	PHP -	PHP -
23	Vanity/ Flat Box Uncented Facial Tissue 3 ply x 60 pulls	900	boxes	1	PHP -	PHP -	PHP -
24	Heavy duty floor stripper	1	gals	1	PHP -	PHP -	PHP -
25	Furniture polish/tube 255g	10	pcs	1	PHP -	PHP -	PHP -
	Monthly total cost					A	PHP -
QUARTERLY SUPPLIES							

Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
26	Mop Handle heavy duty 4.5 feet	20	pcs	1	PHP -	PHP -	PHP -
27	Mop Head	50	pcs	1	PHP -	PHP -	PHP -
28	Ceiling Broom	3	pcs	1	PHP -	PHP -	PHP -
29	Soft Broom	15	pcs	1	PHP -	PHP -	PHP -
30	Stick Broom	15	pcs	1	PHP -	PHP -	PHP -
31	Toilet Bowl Plunger with thick rubber base (heavy duty) H-53cm W-15cm (Dura Brite or equivalent)	3	pcs	1	PHP -	PHP -	PHP -
32	Foldable broom dustpan and broom set	12	pcs	1	PHP -	PHP -	PHP -
33	Toilet Bowl Brush (heavy duty)	6	pcs	1	PHP -	PHP -	PHP -
34	Push Brush 12" (heavy duty) wood handle	10	pcs	1	PHP -	PHP -	PHP -
35	Metal Polish 150g (metal cleaner) Pledge or equivalent	20	pcs	1	PHP -	PHP -	PHP -
36	Polishing Pad 16"x10" pads	2	pcs	1	PHP -	PHP -	PHP -
37	Scrubbing Pad 16"x10" pads	2	pcs	1	PHP -	PHP -	PHP -
38	Stripping Pad 16"x10" pads	2	pcs	1	PHP -	PHP -	PHP -
39	PVC Hand Brush	15	pcs	1	PHP -	PHP -	PHP -
40	360 degrees Rotary mop and spin dry bucket set with microfiber mop head 15.9 cm diameter	10	pcs	1	PHP -	PHP -	PHP -
41	Microfiber mop head refill 15.9 cm diameter (must be compatible with rotary mop set)	15	pcs	1	PHP -	PHP -	PHP -
	Quarterly cost						PHP -
	Monthly cost					B	PHP -
	EQUIPMENT RENT FOR 1 YEAR (12 MONTHS)						
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
42	Heavy duty floor polisher (16 inches)	3	unit	48	PHP -	PHP -	PHP -
43	Wet and Dry Industrial Vacuum Cleaner (32 Liters)	3	units	48	PHP -	PHP -	PHP -
44	Marble Wall Polisher w/pad holder 180 mm Electric Wet Polishing Machine (HB-CP002) Makita Type, 180m Wheel, Professional Type	2	units	24	PHP -	PHP -	PHP -
45	Rubber Window Squeegee (heavy duty), 25cm	10	pcs	3	PHP -	PHP -	PHP -
46	Electric Pressure Washer 100 BAR, 1500 W	1	unit	12	PHP -	PHP -	PHP -
47	Garden water hose with sprinkles (heavy duty) 90m	2	rolls	3	PHP -	PHP -	PHP -
48	Aluminum Step Ladder: 8 ft.	1	pcs	24	PHP -	PHP -	PHP -
49	Fiber glass extension ladder (24 ft.)	1	pcs	36	PHP -	PHP -	PHP -

50	Foldable Flatbed Steel Platform Trolley, H800 x W470 x L730mm, 150kg	10	pcs	12	PHP -	PHP -	PHP -
51	Color Coded Heavy Duty HDPE Waste Receptacles with wheels (360 liters capacity) green	1	pc	12	PHP -	PHP -	PHP -
52	Color Coded Heavy Duty HDPE Waste Receptacles with wheels (360 liters capacity) blue	1	pc	12	PHP -	PHP -	PHP -
53	Color Coded Heavy Duty HDPE Waste Receptacles with wheels (360 liters capacity) yellow	1	pc	12	PHP -	PHP -	PHP -
54	Steel Scraper 2-1/2"	3	pcs	3	PHP -	PHP -	PHP -
55	Improvised steel Garbage Push Cart (heavy duty)	2	units	24	PHP -	PHP -	PHP -
56	Hedge shear grass cutter trimmer 22 inches carbon steel.	4	pcs	2	PHP -	PHP -	PHP -
57	Sharpening tools (Carborundum) 8"	1	pcs	6	PHP -	PHP -	PHP -
58	Garden Hand trowel (80 x 125 mm x 1.5mm thck) total length 330mm	2	pcs	12	PHP -	PHP -	PHP -
59	Pot Hole Digger 140 cm with wood handle	2	pcs	12	PHP -	PHP -	PHP -
60	Metal frame Pruning Shears 8.5" with rubber handle	1	pcs	3	PHP -	PHP -	PHP -
61	Caution wet floor sign (yellow) warning floor	15	pcs	12	PHP -	PHP -	PHP -
62	Mop Squeezers 20 liter capacity	20	sets	24	PHP -	PHP -	PHP -
63	Step-on trash bin (3 liters)	40	unit	24	PHP -	PHP -	PHP -
64	Biometric Finger Scanner (1,000 finger prints, up to 3 fingerprints per user, password entry and colored screen.	1	units	24	PHP -	PHP -	PHP -
65	Steel Spade Shovel 102 cm (Spade head 30cm)	1	pcs	12	PHP -	PHP -	PHP -
66	Fertilizer (14% nitrogen, 14% phosphate, 14% potassium and 58% minor nutrients)	1	sack (50kgs)	6	PHP -	PHP -	PHP -
67	Fertilizer (Urea)	1	sack (50kgs)	6	PHP -	PHP -	PHP -
68	Insecticide for ornamental plants	1	gal	6	PHP -	PHP -	PHP -
69	Heavy Duty Floor Matting anti-slip (for Entrance & Exit) Blue 10 feet by 3 feet made with PVC, carpet surface type 7mm thick	3	pcs	12	PHP -	PHP -	PHP -
70	Combination pliers 8 inches	1	pc	12	PHP -	PHP -	PHP -
71	Long nose 8 inches	1	pc	12	PHP -	PHP -	PHP -
72	Diagonal cutter 8 inches	1	pc	12	PHP -	PHP -	PHP -
73	Claw drop-forged hammer (heavy duty) 450g with fiberglass handle	1	pc	12	PHP -	PHP -	PHP -
74	Hacksaw frame with spare blade 12", 65mn blade soft grip with adjustable tension, quick release balde.	1	pc	12	PHP -	PHP -	PHP -
75	Wood saw (heavy duty) 400mm, 65Mn	1	pc	12	PHP -	PHP -	PHP -
76	Wrecking bar 24 inches (heavy duty) with oval shank with notch	1	pc	12	PHP -	PHP -	PHP -
77	Flat chisel 16mm chrome carbon steel, rust resistant	1	pc	12	PHP -	PHP -	PHP -

78	Electric impact drill with set of bit (masonry and steel) 680W 3000 RPM Cordless drill, Brushless motor with 20v Battery and charger	1	set	12	PHP -	PHP -	PHP -
79	Cordless Electric grinder 4 inches diameter 20V Battery	1	unit	12	PHP -	PHP -	PHP -
80	Wire brush 4 inches diameter	5	pcs	12	PHP -	PHP -	PHP -
81	Grinding metal disc 100mm diameter, 16mm bore diameter, 6.0mm thick	2	pcs	1	PHP -	PHP -	PHP -
82	Metal cutting disc 4 inches diameter	4	pcs	1	PHP -	PHP -	PHP -
83	155 liters high impact storage box L80 x W59 x 51cm Clear, food grade (For storage of food wares)	25	unit	12	PHP -	PHP -	PHP -
	Equipment/Tools rent cost per year						PHP -
	Equipment Cost for one month					C	PHP -

A PHP -

B PHP -

C PHP -

A+B+C= PHP -

COST PER MONTH FOR DFA MAIN PHP -

12% VAT PHP -

TOTAL COST PER MONTH PHP -

MONTHLY/QUARTERLY MINIMUM REQUIRED SUPPLIES AND MATERIALS FOR DFA ASEANA

	MONTHLY SUPPLIES						
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
1	Plastic spray bottle	6	pcs	1	PHP -	PHP -	PHP -
2	Air Freshener (mild)	40	pcs of sachet 22 ml	1	PHP -	PHP -	PHP -
3	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per end user choice)	3	tubes/510g	1	PHP -	PHP -	PHP -
4	Black Garbage Bags XXL	112	pcs	1	PHP -	PHP -	PHP -
5	Biodegradable Garbage Bags (12" x 18", any color)	262	pcs	1	PHP -	PHP -	PHP -
6	Transparent Biodegradable Garbage Bags XXL	262	pcs	1	PHP -	PHP -	PHP -
7	Bleaching agent	6	gals	1	PHP -	PHP -	PHP -
8	Concentrated Dishwashing Soap	6	gals	1	PHP -	PHP -	PHP -
9	Concentrated Liquid Hand soap	20	gals	1	PHP -	PHP -	PHP -
10	Deodorant Cake	55	pcs	1	PHP -	PHP -	PHP -
11	Long-lasting durable liquid floor finish (Complete, J&J or equivalent)	1	gals	1	PHP -	PHP -	PHP -
12	Fine Steel Wool (16 pads/pack)	3	pack	1	PHP -	PHP -	PHP -
13	Flannel Dust Cloth 1ft. x 1.5ft (6pcs per set)	2	set	1	PHP -	PHP -	PHP -
14	Floor spraybuff Maintainer (J&J or equivalent)	1	gals	1	PHP -	PHP -	PHP -
15	Furniture polish/tube 255g	1	gals	1	PHP -	PHP -	PHP -
16	Glass Cleaner	1	gals	1	PHP -	PHP -	PHP -
17	Terrycloth towels	2	dozen	1	PHP -	PHP -	PHP -
18	Ordinary Round Rags	25	kg	1	PHP -	PHP -	PHP -
19	Powdered Detergent	150	kg	1	PHP -	PHP -	PHP -
20	Scouring Pad	25	pcs	1	PHP -	PHP -	PHP -
21	Floor sealer (Over& Under, J&J or equivalent)	6	gals	1	PHP -	PHP -	PHP -
22	Stain remover (Bleach)	2	gal	1	PHP -	PHP -	PHP -
23	Acidic, non-fuming liquid toilet bowl cleaner and disinfectant	20	gals	1	PHP -	PHP -	PHP -
24	Bathroom tissue roll 2 ply, Weight: 28 gsm (minimum): Area - wL - 10,000 sq.mm.	100	pack of 48 rolls	1	PHP -	PHP -	PHP -
25	Multi fold hand towel tissue paper 23cm x 23cm (white) 1ply x 175 pulls, 1 box = 30 pcs	200	box (30pcs)	1	PHP -	PHP -	PHP -
26	Vanity/ Flat Box Unscented Facial Tissue 3 ply x 60 pulls	340	boxes	1	PHP -	PHP -	PHP -

27	Heavy duty floor stripper	1	gals	1	PHP -	PHP -	PHP -
28	Furniture polish/tube 255g	4	pcs	1	PHP -	PHP -	PHP -
Monthly total cost						A	PHP -
QUARTERLY SUPPLIES							
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
29	Mop Handle heavy duty 4.5 feet	15	pcs	1	PHP -	PHP -	PHP -
30	Mop Head	30	pcs	1	PHP -	PHP -	PHP -
31	Ceiling Broom	1	pcs	1	PHP -	PHP -	PHP -
32	Soft Broom	15	pcs	1	PHP -	PHP -	PHP -
33	Stick Broom	10	pcs	1	PHP -	PHP -	PHP -
34	Toilet Bowl Plunger with thick rubber base (heavy duty) H-53cm W-15cm (Dura Brite or equivalent)	6	pcs	1	PHP -	PHP -	PHP -
35	Foldable broom dustpan and broom set	12	pcs	1	PHP -	PHP -	PHP -
36	Toilet Bowl Brush (heavy duty)	13	pcs	1	PHP -	PHP -	PHP -
37	Push Brush 12" (heavy duty) wood handle	3	pcs	1	PHP -	PHP -	PHP -
38	Metal Polish 150g (metal cleaner) Pledge or equivalent	10	pcs	1	PHP -	PHP -	PHP -
39	Polishing Pad 16"x10" pads	2	pcs	1	PHP -	PHP -	PHP -
40	Scrubbing Pad 16"x10" pads	2	pcs	1	PHP -	PHP -	PHP -
41	Stripping Pad 16"x10" pads	2	pcs	1	PHP -	PHP -	PHP -
42	PVC Hand Brush	11	pcs	1	PHP -	PHP -	PHP -
43	40 kg chlorine Granules	1	pcs	1	PHP -	PHP -	PHP -
44	Chlorine/Ph Test kit	1	pcs	1	PHP -	PHP -	PHP -
45	240ml OTO/ph solution	1	pcs	1	PHP -	PHP -	PHP -
46	360 degrees Rotary mop and spin dry bucket set with microfiber mop head 15.9 cm diameter	10	pcs	1	PHP -	PHP -	PHP -
47	Microfiber mop head refill 15.9 cm diameter (must be compatible with rotary mop set)	15	pcs	1	PHP -	PHP -	PHP -
Quarterly cost							PHP -
Monthly cost						B	PHP -
EQUIPMENT RENT FOR 1 YEAR (12 MONTHS)							
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
46	Heavy duty floor polisher (16 inches)	2	unit	48	PHP -	PHP -	PHP -
47	Rubber Window Squeegee (heavy duty), 25cm	2	pcs	3	PHP -	PHP -	PHP -

48	Wet and Dry Industrial Vacuum Cleaner (32 Liters)	2	unit	6	PHP -	PHP -	PHP -
49	Garden water hose with sprinkles (heavy duty) 100m	1	rolls	3	PHP -	PHP -	PHP -
50	Aluminum Step Ladder: 8 ft.	1	pcs	12	PHP -	PHP -	PHP -
51	Foldable Flatbed Steel Platform Trolley, H800 x W470 x L730mm, 150kg	1	pcs	12	PHP -	PHP -	PHP -
52	Color Coded Heavy Duty Waste Receptacles with wheels (95 gallons capacity) green	1	pcs	6	PHP -	PHP -	PHP -
53	Steel Scraper 2-1/2"	6	pcs	3	PHP -	PHP -	PHP -
54	Hedge shear grass cutter trimmer 22 inches carbon steel.	3	pcs	2	PHP -	PHP -	PHP -
55	Sharpening tools (Carborundum) 8"	1	pcs	6	PHP -	PHP -	PHP -
56	Garden Hand trowel (80 x 125 mm x 1.5mm thck) total length 330mm	2	pcs	12	PHP -	PHP -	PHP -
57	Pot Hole Digger 140 cm with wood handle	1	pcs	12	PHP -	PHP -	PHP -
58	Metal frame Pruning Shears 8.5" with rubber handle	1	pcs	3	PHP -	PHP -	PHP -
59	Caution wet floor sign (yellow) warning floor	8	pcs	12	PHP -	PHP -	PHP -
60	Mop Squeezers 20 liter capacity	7	sets	12	PHP -	PHP -	PHP -
61	Step-on Containers/Bins	30	unit	12	PHP -	PHP -	PHP -
62	Biometric Finger Scanner	1	units	12	PHP -	PHP -	PHP -
63	Steel Spade Shovel 102 cm (Spade head 30cm)	1	pcs	6	PHP -	PHP -	PHP -
	Equipment/Tools rent cost per year						PHP -
	Equipment cost per month					C	PHP -

A **PHP -**B **PHP -**C **PHP -**A+B+C= **PHP -****COST PER MONTH FOR DFA ASEANA** **PHP -**12% VAT **PHP -****TOTAL COST PER MONTH** **PHP -**

JANITORIAL EQUIPMENT/ SUPPLIES FOR WHOLE CONSULAR OFFICES WITHIN NCR

MONTHLY SUPPLIES ALL SO (6)							
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
1	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per end user choice)	1	tubes/510g	1	PHP -	PHP -	PHP -
2	Biodegradable garbage bags (12" x 18", any color)	50	pcs	1	PHP -	PHP -	PHP -
3	Transparent Biodegradable Garbage Bags XXL	20	pcs	1	PHP -	PHP -	PHP -
4	Concentrated dishwashing Soap	1	gals	1	PHP -	PHP -	PHP -
5	Concentrated liquid hand soap	1	gals	1	PHP -	PHP -	PHP -
6	Flannel dust cloth 1ft. x 1.5ft (6pcs per set)	4	set	1	PHP -	PHP -	PHP -
7	Glass cleaner	1	gals	1	PHP -	PHP -	PHP -
8	Terrycloth towels	3	dozen	1	PHP -	PHP -	PHP -
9	Powdered detergent	3	kg	1	PHP -	PHP -	PHP -
10	Scouring pad	2	pcs	1	PHP -	PHP -	PHP -
11	Vanity/ Flat Box Unscented Facial Tissue 3 ply x 60 pulls	35	pcs	1	PHP -	PHP -	PHP -
12	Ordinary rags	1	kls	1	PHP -	PHP -	PHP -
13	Acidic, non-fuming liquid toilet bowl cleaner and disinfectant	1	gals	1	PHP -	PHP -	PHP -
14	Mop Head	4	pcs	1	PHP -	PHP -	PHP -
15	Deodorant cake	8	pcs	1	PHP -	PHP -	PHP -
16	Furniture polish/tube 255g	1	tube	1	PHP -	PHP -	PHP -
17	Bathroom tissue roll 2 ply, Weight: 28 gsm (minimum): Area - wL - 10,000 sq.mm.	1	pack of 48 rolls	1	PHP -	PHP -	PHP -
	Monthly cost per SO					A	PHP -
EVERY SIX MONTHS (SEMI-ANNUAL) PER SO							
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
18	Mop Handle heavy duty 4.5 feet	1	pcs	1	PHP -	PHP -	PHP -
19	Soft broom	2	pcs	1	PHP -	PHP -	PHP -
20	Toilet bowl plunger (heavy duty)	1	pcs	1	PHP -	PHP -	PHP -
21	Foldable broom dustpan and broom set	2	pcs	1	PHP -	PHP -	PHP -
22	Toilet Bowl Plunger with thick rubber base (heavy duty) H-53cm W-15cm (Dura Brite or equivalent)	2	pcs	1	PHP -	PHP -	PHP -

23	Plastic spray bottle	2	pcs	1	PHP -	PHP -	PHP -
24	Push Brush 12" (heavy duty) wood handle	2	pcs	1	PHP -	PHP -	PHP -
25	PVC Hand Brush	2	pcs	1	PHP -	PHP -	PHP -
26	Ceiling broom	1	pcs	1	PHP -	PHP -	PHP -
27	Rubber Window Squeegee (heavy duty), 25cm	1	pc	6	PHP -	PHP -	PHP -
28	Steel Scraper 2-1/2"	1	pcs	3	PHP -	PHP -	PHP -
29	Metal Polish 150g (metal cleaner) Pledge or equivalent	2	tins	1	PHP -	PHP -	PHP -
30	360 degrees Rotary mop and spin dry bucket set with microfiber mop head 15.9 cm diameter	1	pcs	1	PHP -	PHP -	PHP -
31	Microfiber mop head refill 15.9 cm diameter (must be compatible with rotary mop set)	2	pcs	1	PHP -	PHP -	PHP -
	Semi-annual cost						PHP -
	Cost per month per SO					B	PHP -
	EQUIPMENT/TOOLS RENT PER YEAR						
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
32	Heavy duty floor polisher (16 inches)	1	unit	48	PHP -	PHP -	PHP -
33	Wet and Dry Industrial Vacuum Cleaner (32 Liters)	1	units	48	PHP -	PHP -	PHP -
34	Foldable Flatbed Steel Platform Trolley, H800 x W470 x L730mm, 150kg	1	units	12	PHP -	PHP -	PHP -
35	Caution wet floor sign (yellow) warning floor	3	units	48	PHP -	PHP -	PHP -
36	Mop Squeezers 20 liter capacity	1	set	12	PHP -	PHP -	PHP -
37	Aluminum ladder 6 feet	1	pc	12	PHP -	PHP -	PHP -
	Equipment/ Tools rent cost per year						PHP -
	Equipment/ Tools rent cost per month per SO					C	PHP -

A PHP -

B PHP -

C PHP -

A+B+C= PHP -

COST PER MONTH PER SO PHP -

12% VAT PHP -

TOTAL COST PER MONTH PHP -

JANITORIAL EQUIPMENT/ SUPPLIES PER CONSULAR OFFICES OUTSIDE NCR

MONTHLY SUPPLIES							
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
1	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per end user choice)	1	tubes/510g	1	PHP -	PHP -	PHP -
2	Biodegradable garbage bags (12" x 18", any color)	50	pcs	1	PHP -	PHP -	PHP -
3	Transparent biodegradable garbage bags XXL (37"x40")	30	pcs	1	PHP -	PHP -	PHP -
4	Concentrated dishwashing Soap	1	gals	1	PHP -	PHP -	PHP -
5	Concentrated liquid hand soap	1	gals	1	PHP -	PHP -	PHP -
6	Flannel dust cloth 1ft. x 1.5ft (6pcs per set)	2	set	1	PHP -	PHP -	PHP -
7	Glass cleaner	1	gals	1	PHP -	PHP -	PHP -
8	Terrycloth towels	2	dozen	1	PHP -	PHP -	PHP -
9	Powdered detergent	3	kg	1	PHP -	PHP -	PHP -
10	Scouring pad	2	pcs	1	PHP -	PHP -	PHP -
11	Vanity/ Flat Box Unscented Facial Tissue 3 ply x 60 pulls	35	boxes	1	PHP -	PHP -	PHP -
12	Ordinary rags	1	kls	1	PHP -	PHP -	PHP -
13	Acidic, non-fuming liquid toilet bowl cleaner and disinfectant	1	gals	1	PHP -	PHP -	PHP -
14	Mop head	4	pcs	1	PHP -	PHP -	PHP -
15	Deodorant cake	8	pcs	1	PHP -	PHP -	PHP -
16	Furniture polish/tube 255g	1	tube	1	PHP -	PHP -	PHP -
17	Bathroom tissue roll 2 ply, Weight: 28 gsm (minimum): Area - wL - 10,000 sq.mm.	1	pack of 48 rolls	1	PHP -	PHP -	PHP -
	Monthly cost per CO					A	PHP -
EVERY SIX MONTHS (SEMI-ANNUAL)							
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
18	Mop Handle heavy duty 4.5 feet	2	pcs	1	PHP -	PHP -	PHP -
19	Soft broom	3	pcs	1	PHP -	PHP -	PHP -
20	Toilet bowl plunger (heavy duty)	1	pcs	1	PHP -	PHP -	PHP -
21	Foldable broom dustpan and broom set	3	pcs	1	PHP -	PHP -	PHP -
22	Toilet Bowl Plunger with thick rubber base (heavy duty) H-53cm W-15cm (Dura Brite or equivalent)	2	pcs	1	PHP -	PHP -	PHP -
23	Plastic spray bottle	2	pcs	1	PHP -	PHP -	PHP -
24	Push Brush 12" (heavy duty) wood handle	2	pcs	1	PHP -	PHP -	PHP -

25	PVC Hand Brush	2	pcs	1	PHP -	PHP -	PHP -
26	Ceiling broom	1	pcs	1	PHP -	PHP -	PHP -
27	Rubber Window Squeegee (heavy duty), 25cm	1	pc	6	PHP -	PHP -	PHP -
28	Steel Scraper 2-1/2"	1	pcs	3	PHP -	PHP -	PHP -
29	Metal Polish 150g (metal cleaner) Pledge or equivalent	2	tins	1	PHP -	PHP -	PHP -
30	360 degrees Rotary mop and spin dry bucket set with microfiber mop head 15.9 cm diameter	1	pcs	1	PHP -	PHP -	PHP -
31	Microfiber mop head refill 15.9 cm diameter (must be compatible with rotary mop set)	2	pcs	1	PHP -	PHP -	PHP -
Semi-annual cost							PHP -
Semi-annual cost per month per CO						B	PHP -
EQUIPMENT/TOOLS RENT PER YEAR							
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
32	Heavy duty floor polisher (16 inches)	1	unit	48	PHP -	PHP -	PHP -
33	Wet and Dry Industrial Vacuum Cleaner (32 Liters)	1	units	48	PHP -	PHP -	PHP -
34	Foldable Flatbed Steel Platform Trolley, H800 x W470 x L730mm, 150kg	1	units	12	PHP -	PHP -	PHP -
35	Caution wet floor sign (yellow) warning floor	2	units	48	PHP -	PHP -	PHP -
36	Mop Squeezers 20 liter capacity	1	set	12	PHP -	PHP -	PHP -
37	Aluminum ladder 6 feet	1	pc	12	PHP -	PHP -	PHP -
Equipment/ Tools rent cost per year							PHP -
Equipment/ Tools rent cost per month per CO						C	PHP -

A PHP -

B PHP -

C PHP -

A+B+C= PHP -

COST PER MONTH PER CO PHP -

12% VAT PHP -

TOTAL COST PER MONTH PHP -