



2025 BIDS AND AWARDS COMMITTEE (TEAM 1)

**SUPPLEMENTAL/BID BULLETIN No. 01**  
**18 August 2025**

In relation to the published Invitation to Apply for Eligibility and to Bid (ITB No. 2025-04) for Item 1 (Contract for Janitorial and Ancillary Services), the NORECO II Bids and Awards Committee (Team 1) hereby issues Supplemental/Bid Bulletin No. 01.

This Supplemental/Bid Bulletin is being issued to amend the requirement relative to the procurement of janitorial and ancillary services. The BAC Team 1 hereby decides to revise, amend, delete and/or adopt the following provisions of the bidding documents relative to the above-mentioned procurement:

**CHANGE IN ANNEX D-13 FINANCIAL BID FORM:**  
**FROM**

**ANNEX D-13 FINANCIAL BID FORM**  
**CONTRACT FOR JANITORIAL AND ANCILLARY SERVICES**

**Financial Proposal Form**

The bidder shall accomplish the following breakdown based on the scope defined in the TOR.

**I. Labor Cost Computation**

CODE	DESCRIPTION	UNIT	AMOUNT
A	Basic Wage per Janitor (monthly)	Php	
B	Employer’s Government Contributions (SSS, PhilHealth, etc..)	Php	
C	Monthly Rate per Janitor (A + B)	Php	
D	Number of Janitors	Personnel	
E	Total Labor Cost (C × D × 12)	Php	

**II. Supplies and Equipment**

CODE	DESCRIPTION	AMOUNT (Php)
F	Total Cost of Materials and Supplies (Refer to Annex A)	
G	Mark-Up for Materials and Supplies	
H	Agency Fee (Inclusive of Tools and Equipment listed in Annex B)	
I	SubTotal = (E + F + G + H)	
J	Value Added Tax (12%)	
K	Total Bid Price = (I + J)	



TO

ANNEX D-13

FINANCIAL BID FORM TEMPLATE

Project: Provision of Janitorial and Ancillary Services for Negros Oriental II Electric Cooperative (NORECO II)

TO: Negros Oriental II Electric Cooperative (NORECO II)

FROM: [Bidder's Company Name]

DATE: [Date]

Introduction

This Financial Bid Proposal is submitted by [Bidder's Company Name] in response to the invitation to bid for the Provision of Janitorial and Ancillary Services for Negros Oriental II Electric Cooperative (NORECO II). We have carefully reviewed the Bidding Documents, including the project scope, technical specifications, and other requirements, and are pleased to present our competitive offer.

Project Understanding

[Bidder's Company Name] demonstrates a clear understanding of the project requirements, including the scope of work for janitorial and ancillary services at NORECO II's various facilities. We acknowledge the specific service standards, compliance requirements, and operational needs outlined in the Bidding Documents.

Financial Proposal

Our financial proposal is detailed in the following tables, providing a comprehensive breakdown of all costs associated with the project.

Table 1: SUMMARY OF COSTS

ITEM	AMOUNT (PHP)
I. DIRECT COSTS	
A. Labor Costs	
B. Materials and Supplies	
C. Tools and Equipment	
II. INDIRECT COSTS	



**NEGROS ORIENTAL II ELECTRIC COOPERATIVE**  
NORECO II Building, Real Street, Dumaguete City, Negros Oriental 6200 Philippines.  
Trunkline Nos.: (035) 225-7071 or (035) 225-7072      E-mail: ogm@noreco2.com.ph

ITEM	AMOUNT (PHP)
III. AGENCY FEE	
IV. VALUE ADDED TAX (12%)	
V. TOTAL BID PRICE (PHP)	

Table 2: Detailed Financial Breakdown

I. Labor Cost Computation

DESCRIPTION		UNIT	AMOUNT (Php)
A	Basic Wage per Janitor (monthly)	Philippine Peso	[Amount]
B	Employer's Government Contributions (Specify)	Philippine Peso	[Amount]
C	Monthly Rate per Janitor (A+B)	Philippine Peso	[Amount]
D	Number of Janitors	pieces	[Quantity]
E	Total Labor Cost (C x D x 12 months)	Philippine Peso	[Amount]

II. Supplies and Equipment

CODE	DESCRIPTION	AMOUNT (Php)
F	Total Cost of Materials and Supplies (Refer to Annex A of TOR)	[Amount]
G	Mark-Up for Materials and Supplies	[Amount]

III. Detailed Indirect Cost Breakdown



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ITEM	AMOUNT (PHP)
A. Project Management	
B. Supervision	
C. Overhead	
D. Bonds and Insurance	
E. Other Indirect Costs	
<b>Total INDIRECT COSTS</b>	

IV. Detailed Agency Fee Breakdown

ITEM	AMOUNT (PHP)
Agency Fee (Inclusive of Tools and Equipment listed in Annex B of TOR)	[Amount]
<b>Total AGENCY FEE</b>	

V. Value Added Tax Calculation

ITEM	AMOUNT (PHP)
Sub-total (Sum of Labor, Materials, Indirect Costs, Agency Fee)	[Amount]
Value Added Tax (12%)	[Amount]
<b>Total VAT</b>	

VI. Total Bid Price Calculation



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ITEM	AMOUNT (PHP)
Sub-total (I + II + III + IV)	[Amount]
Total VAT (V)	[Amount]
<b>TOTAL BID PRICE (PHP)</b>	

**Assumptions and Clarifications**

This financial proposal is based on the following assumptions:

- *[List any assumptions made in the proposal, e.g., assumed availability of materials, standard working conditions, etc.]*

**Payment Terms**

Our proposed payment terms are as follows:

*[Specify the proposed payment schedule, e.g., monthly billing upon submission of verified payroll records and certifications.]*

**Bid Validity**

This financial proposal is valid for a period of One Hundred Twenty (120) days from the date of submission.

**Contact Information**

*[Provide the name, title, phone number, and email address of the primary contact person for this proposal.]*

**Submitted by:**

Authorized Representative:

[Signature over Printed Name]

[Position]

Date: [Date]

**LIST OF TOOLS, EQUIPMENT, AND SUPPLIES**

**Materials Supplied for One Year**

N o.	Description	Qty.	Un it	Unit Cost	No. of Year	Amount
1	Mop handle	39	pcs		1	
2	Dust Pan	13	pcs		1	
3	Bowl Pump	13	pcs		1	



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4	Plastic Pail	13	pcs		1	
5	Mop Squeezer	39	sets		1	
6	Plastic Water Spray Gun	26	pcs		1	
7	Push Brushes	39	pcs		1	
8	Scrubbing Pad	26	pcs		1	
9	Feather Duster	26	pcs		1	
10	Ceiling Broom	39	pcs		1	
11	Hand Brush	39	pcs		1	

Sub- Total (A)	Php
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Materials Supplied Monthly or Replaced/Replenished as Necessary

No.	Description	Qty.	Unit	Unit Cost	No. of Months	Amount
1	Soft broom	26	pcs		12	
2	Stick Broom	13	pcs		12	
3	Bowl Brush	13	pcs		12	
4	Mop Head	13	pcs		12	
5	Steel Wool	13	pcs		12	
6	Liquid Glass Cleaner	13	gal		12	
7	Muriatic Acid	13	gal		12	
8	Toilet Disinfectant & Deodorizer	13	gal		12	
9	Toilet Cleaner	13	gal		12	
10	Deodorant Cake	200	pcs		12	
11	Trash Bags for garbage disposal	3,500	liter		12	
12	Spot & stain remover	30	gal		12	
13	Air freshener	13	pcs		12	
14	Rags for wiping	78	pcs		12	
15	Cleaning Gloves	26	pcs		12	

Sub-Total (B)	Php
Total Amount of Materials and Supplies (A +B)	Php

Tools and Equipment

No	Item	Qty.	Specifications	Amount
1	Floor Polisher	2		
2	Vacuum Cleaner	2		
3	Grass Cutter	2		
4	Water Hose	3		
5	Scythe	2		
6	Shovel	2		



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7	Garden Scissors	2		
8	Ladder	2		

Total Amount for Tools and Equipment (C)	Php
Total Amount of Tools, Supplies and Equipment (D)	<b>Php</b>

(SGD)  
**ENGR. JOSEPH B. MACALUA**  
BAC Chairperson  
Team 1

Noted by:

(SGD)  
**ATTY. FE MARIE D. DICEN-TAGLE**  
General Manager