

COST BREAKDOWN OF JANITORIAL SERVICES

For Quezon City Reception House

I. LABOR COST

A. Amount due to Janitor

(NO. OF PAX)

6

1. Basic Average Pay (**BAP**) (570x 261/ 12)

2. 13th month pay

3. 5-day incentive (570 x 5 / 12)

sub-total

P _____

B. Amount due to Government

1. SSS

2. Philhealth

3. ECC

4. PAG-IBIG

sub-total

P _____

C. Total amount due to Janitor and Government

D. Total Labor Cost (C x total No. of janitor x 4 months)

TOTAL LABOR COST

P _____

II. CONSUMABLES

A. Cost of Consumables / 6 janitor x 4 months

P _____

B. Total Cost of Consumables for total # of Janitor for **4 months**

P _____

TOTAL LABOR COST + CONSUMABLES

P _____

III. OTHER COST

A. ADMINISTRATIVE COST (18%) - (total labor cost + consumables)

P _____

B. VALUE ADDED TAX (12%) - (Total labor cost + consumables + admin cost)

P _____

IV. TOTAL MONTHLY CONTRACT COST (V/4 months)

V. TOTAL CONTRACT COST FOR 4 MONTHS (total labor cost + consumables + admin cost + VAT)
