

# NOTICE TO BIDDERS

## BID BULLETIN No. 1

PROJECT : CDC JANITORIAL MAINTENANCE SERVICES

DATE : 28 June 2006

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Pursuant to the queries and discussions made during the pre-bid conference of the project held last June 20, 2006 at Bldg. 2121 BOD Lounge, hereunder are some modifications and clarifications:

1. **Total No. of Working Days.** The total number of Working Days is 253.
2. **Tax Clearance Certificate.** The required Valid Tax Clearance Certificate shall come from BIR Collection Enforcement Division Office.
3. **Eligibility Document Requirements.** Other required documents as stated in the Eligibility Document Checklist page 100 to be included in Section 13.2. (b.3) page 37 of the Bid Data Sheet are as follows:
  - 3.1. Supplier's Profile
  - 3.2. Certificate of Good Standing Record from most recent completed contracts issued by the Employer based on the List of Completed Contracts.
  - 3.3. Statement of Availability of CDC Required Minimum List of Equipment.
4. **Phil health Contributions.** Contributions Adjustment from Php 56.25 to Php 62.50 to amend page 140 of the Bill of Quantities.
5. **Technical Documents Requirements.** Other required documents as stated in the Technical Envelope Checklist page 118 to be included in Section 14.1. page 37 of the Bid Data Sheet are as follows:
  - 5.1. Qualification of Key Personnel-Janitorial Supervisor (**Sample Form No. SF INFR-48**) with the following attachments:
    - Contractor's Letter Certificate to Procuring Entity (**Sample Form No. SF INFR-45**)
    - Certificate of Employment (**Sample Form No. SF INFR-46**)
    - Format of Bio Data (**Sample Form No. SF INFR-47**)
6. **Certificate of Clearance.** The required certificates are one from the Department of Labor and Employment (DOLE) and one from National Labor Relations Commission (NLRC) to amend page 99 of Checklist of Eligibility Documents and page 37 of the Bid Data Sheet.
7. **Checklists of Requirements.** Attached herewith are the checklists of requirements for the Eligibility Documents (First Envelope), Technical Proposal (Second Envelope) and Financial Proposals (Third Envelope) for easy references.
8. **List of Required Minimum Equipment.** The required attached Documents are as follows:
  - 8.1. For Owned Equipment-Official Receipts or other related valid proof of ownership
  - 8.2. For Leased Equipment- Notarized Lease Agreements signed by both parties.
  - 8.3. For Commitment to Purchase- Notarized Commitment to Purchase.

**9. Sealing and Marking of Envelopes.** The First Envelope (marked Eligibility Documents) shall contain one (1) original and four (4) duplicate copies signed and sealed. The Second Envelope (marked Technical Proposal) shall contain one (1) original and four (4) duplicate copies signed and sealed. The Third Envelope (marked Financial Proposal) shall contain one (1) original and four (4) duplicate copies signed and sealed. The said statement would amend section 24.1. page 41 of the Bid Data Sheet and all three envelopes shall contain the following:

- 9.1. Name of the Contract to be bid in capital letters;
- 9.2. Bear the name and address of the Bidder in capital letters;
- 9.3. Bear the specific identification of this bidding process –CDC Janitorial Maintenance Services
- 9.4. Bear a warning “ DO NOT OPEN BEFORE JULY 21, 2006 AT 10:00 A.M.”

**10. Payment.** The ten percent (10%) retention of the amount of each payment is not applicable to this contract to amend section 9.1. of the Special Conditions of the Contract page 64.

**11. Submission and Opening of Bids.** The submission and opening of bid will be moved from July 03, 2006 to July 21, 2006 at 10:00 a.m.

The above statements shall modify, amend or replace relative statements of the Bidding Documents and/or other items in the issued bid bulletin.

Pursuant to Section 32.3 of the implementing rules of RA 9184, bidders are prohibited from making any kind of communication with any member of the Committee, the Secretariat or TWG or to follow-up the status of the bid evaluation until after an award has been made.

CDC reserves the right to accept or reject any or all bids; to extend the date of submission and/or opening of bids upon prior notice, if in CDC's opinion there are valid grounds to warrant this; to waive any defect, formality, informality, or technicality in them without affecting the substance of the bids, or to accept such bids considered, in CDC's opinion, to be most advantageous to the government; and annul the bidding process without offering any reason. The decision of CDC on all matters shall be final. CDC also neither assumes any obligation to compensate nor indemnify the bidders for any expense or loss that may be incurred in connection with this public bidding, nor does CDC guarantee that an award will be made.

Please be guided accordingly.

NOEL F. MANANKIL (sgd.)  
 Chairman  
 Bids and Awards Committee

Conforme:

Name and Signature of Authorized Representative	:	
Position	:	
Company	:	

## Checklist of Eligibility Requirements for Bidders

The Eligibility Envelope ( First Envelope) shall contain the following:

### CLASS “A” DOCUMENTS

#### LEGAL DOCUMENTS

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms (**Sample Form No. SF Good-08**) The applicable documents for Cooperatives will be Valid Certificate of Registration issued by the Cooperative Development Authority (CDA) with attached latest Certificate of Good Standing for the current year.
- Valid and current Mayor’s permit/municipal license with proof of payment (**Sample Form No. SF Good-09**)
- BIR Registration Certification, which contains the Taxpayer’s Identification Number (**Sample Form No. SF-Good -010**)
- Statement of the prospective bidder that it is not “blacklisted” or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP (**Sample Form No. SF Good-011**)
- Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any (For Corporations and Partnerships, for the purpose of checking the citizenship of the partners/owners).
- Valid Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR).
- Certified Copy of Annual Income Tax Return for Cy 2003, 2004 & 2005 stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited institutions.
- Certified Copy of Certificate of Membership with Social Security System (SSS) and Certificate of Clearance issued for the First quarter of CY 2006 (January, February and March) or later indicating the total no. of employees, issued by SSS. With attached R-3 Contribution Collection List for the First Quarter of CY 2006 stamped received by SSS for all of its employees with attached latest payment for the month of May 2006 with Special Bank Receipt as a proof of payment.
- Certified Copy of Certificate of Membership with the Philippine Health Insurance Commission (Philhealth) and Certificate of Good Standing in payment within the first quarter of CY 2006 or later with attached Special Bank Receipt as a proof of payment for the month of May 2006.

- Certified Copy of Certificate of Membership with Home Development and Mutual Fund (HDMF/Pag-ibig) and Certificate of Good Standing in payment within the first quarter of CY 2006 or later with attached proof of payment for the month of May 2006.
- Certificate of Clearance from the Department of Labor and Employment (DOLE)/National Labor Relations Commission (NLRC) issued for CY 2006

## TECHNICAL DOCUMENTS

- Suppliers Profile (**Sample Form No. SF Good-021**)
- Statement of on-going government and private contracts within the period specified in the IAEB, including contracts awarded but not yet started with attached certified true copy of Notice of Award and/or Contract, Notice to Proceed issued by the Owner and certificate of accomplishment signed by the owner or authorized representatives for all On-Going Contracts (**Sample Form No. SF Good-13 a**)
- Statement of similar completed government and private contracts within the period specified in the IAEB, including Certified copy of Contract and Certificate of Completion for all completed which are similar in nature contracts(**Sample Form No. SF Good-13 b**)
- Certificate of Good Standing Record from most recent completed contracts issued by the Employer based on the List of Completed Contracts.
- Statement of Availability of CDC Required Minimum List of Equipments

## FINANCIAL DOCUMENTS

- Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for CY 2003, 2004 & 2005, showing among others the total assets and liabilities.
- Any one of the following:
  - Computation of Net Financial Contracting Capacity (NFCC) (**Sample Form No. SF Good- 014**) must comply with the required NFCC, or ;
  - Certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to the bidder a credit line if awarded the contract, must comply with the required amount( **Sample Form No. SF Good- 15**) or;
  - A cash deposit certificate certifying a hold out on cash deposits issued by a licensed bank, which shall also be specific to the contract to be bid, in an amount not lower than that set by the procuring entity in the Bidding

Documents, which shall be at least equal to ten percent (10%) of the approved budget for the contract (**Sample Form No. SF Good-016**)

## **CLASS “B” DOCUMENTS**

- Valid joint venture agreement, in case of a joint venture (**Sample Form No. SF Good -017**)
- Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for eligibility check (**Sample Form No. SF Good -018**)
- Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct (**Sample Form No. SF Good- 019**)

## **Checklist of Technical & Financial Envelope Requirements for Bidders**

**The Technical Component (Second Envelope) shall contain the following:**

- Bid Security

For Bank Guarantee (**Sample Form No. SF Good-32**)

For Surety Bond (**Sample Form No. SF Good-33**)

Except for the following CDC blacklisted Insurance Company:

1. Sterling Insurance
2. Stronghold Insurance
3. Philippine Charter Insurance Corporation
4. Prudential Guarantee and Insurance Corporation

For GSIS Bond (**Sample Form No. SF Good-34**)

- Authority of the signing official
  - For Single Proprietorship, an Affidavit of the Owner or a Special Power of Attorney;
  - For Partnerships, a partnership resolution from the General Manager or President;
  - For Corporations, a board resolution with secretary’s certificate
  - For Joint venture, a resolution signed by all the joint venture partners
- Duly Signed Delivery Schedule (**Section VI Schedule of Requirements**)
- Duly Signed Manpower Requirements (To comply with the requirements of Instruction to Bidders (ITB) Clause 14.1.(d) of the Section III Bid Data Sheet)

List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the proposed Contract with attached proof of supporting documents for each equipments.

Qualification of Key Personnel –Janitorial Supervisor (**Sample Form No. SF INFR-48**) with the following attachments:

Contractor’s Letter Certificate to Procuring Entity (**Sample Form No. SF INFR-45**)

Certificate of Employment (**Sample Form No. SF INFR-46**)

Format of Bio Data (**Sample Form No. SF INFR-47**)

Duly Signed Technical Specifications and Scope of Works ( **Section VII Technical Specifications and Scope of Works** )

Commitment from the supplier’s bank to extend to him a credit line if awarded the contract to be bid, or a cash deposit equivalent to 10% of the ABC

Duly Notarized Certificate in compliance with existing labor laws and standards (**Sample Form No. SF Good-037**)

Sworn Affidavit of compliance with the Disclosure Provision under Section 47 of the Act in relation to other provisions of RA 3019 (**Sample Form No. SF Good-012**)

Duly Signed Statement attesting to have complied with responsibilities listed in GPRA IRR-A Section 17.7.1(**Sample Form No. SF Good-038**)

Duly Signed Bid Bulletin/Supplemental Notices if any,

**The Financial Component (Third Envelope) shall contain the following:**

Bid Letter Form

Duly Signed Bid Prices in the Summary of Bill of Quantities

Duly Signed Cost Distribution For One (1) Janitorial Supervisor

Duly Signed Cost Distribution per Janitorial Employee

Duly Signed Cost of Sanitizer and Air Freshener Services

Duly signed Detailed Cost of Janitorial Supplies Requirements

# CLARK DEVELOPMENT CORPORATION

Clark Special Economic Zone, Pampanga

## BILL OF QUANTITIES

### COST SUMMARY

Item No.	Description	Total Price (Peso)
I.	Annual Cost for Janitorial Supervisor	Php
II.	Annual Cost for 50 Janitorial Employee	Php
	<b>TOTAL COST</b>	Php

Submitted By:

\_\_\_\_\_  
Print Name & Signature of Authorized Person

\_\_\_\_\_  
Name of Corporation

# CLARK DEVELOPMENT CORPORATION

Clark Special Economic Zone, Pampanga

## BILL OF QUANTITIES

### COST DISTRIBUTION FOR ONE (1) JANITORIAL SUPERVISOR

Item No.	Description	UNIT PRICE	Total Price (Peso)
A.	DIRECT LABOR COST		
	Monthly Rate inclusive of ERA ( 5 days a week )	P	
	5 Days incentive leave	P	
	13 <sup>th</sup> Month Pay	P	
	SUB-TOTAL DIRECT COST		P
B.	INDIRECT LABOR COST		
	SSS Contributions	P	
	Phil-health Contributions	P	
	ECC	P	
	Pag-Ibig Contributions	P	
	SUB-TOTAL INDIRECT COST		P
	TOTAL CONTRACT COST PER MONTH		<b>P</b>
	<b>TOTAL CONTACT RATE PER JANITOR SUPERVISOR/YEAR</b>		<b>P</b>

# CLARK DEVELOPMENT CORPORATION

Clark Special Economic Zone, Pampanga

## BILL OF QUANTITIES

### COST DISTRIBUTION PER PERSON PER MONTH ( Janitorial Employee)

Item No.	Description	UNIT PRICE	Total Price (Peso)
A.	DIRECT LABOR COST		
	Monthly Rate inclusive of ERA ( 5 days a week ) Per Wage Order No. 10	P 5,049.46	
	5 Days Incentive leave	P 99.79	
	13 <sup>th</sup> Month Pay	P 420.79	
	Cost of Living Allowance (Php 20.00/day) Per Wage Order no. 11	P 421.67	
	SUB-TOTAL DIRECT COST		P 5,991.71
B.	INDIRECT LABOR COST		
	SSS Contributions	P 333.30	
	Phil-health Contributions	P 62.50	
	ECC	P 10.00	
	Pag-Ibig Contributions	P 100.00	
	SUB-TOTAL INDIRECT COST		P 505.80
C.	UNIFORM ALLOWANCE (to be provided by the Agency)		
	2 sets of Polo Jacket @ P_____/pc x 2 = P_____/12		P
D.	ALLOWANCE FOR EQUIPMENT (per Janitorial/Month)		P

E.	COST OF SANITIZER AND AIR FRESHENER SERVICES (per Janitorial/Month)		<b>P</b>
F.	COST OF SUPPLIES & MATERIALS (per Janitorial/Month)		<b>P</b>
G.	OVERHEAD, ADMINISTRATION AND PROFIT(Exclusive of VAT)		<b>P</b>
	<b>TOTAL CONTACT RATE PER JANITOR PER MONTH</b>		<b>P</b>

TOTAL MONTHLY CONTRACT RATE X 50 JANITORS X 12 MONTHS =  
**Php \_\_\_\_\_**

Submitted By:

\_\_\_\_\_  
 Print Name & Signature of Authorized Person

\_\_\_\_\_  
 Name of Corporation

# CLARK DEVELOPMENT CORPORATION

Clark Special Economic Zone, Pampanga

## BILL OF QUANTITIES

### COST OF SANITIZER AND AIR FRESHENER

Item No.	Description	Total Price (Peso)
I.	Annual Cost of Sanitizer (50 units)	Php
II.	Annual Cost of Air Freshener (14 units)	Php_
	<b>TOTAL COST</b>	Php

Submitted By:

\_\_\_\_\_  
Print Name & Signature of Authorized Person

\_\_\_\_\_  
Name of Corporation



## CLARK DEVELOPMENT CORPORATION

Clark Special Economic Zone, Pampanga

### BILL OF QUANTITIES

#### DETAILED COST OF JANITORIAL SUPPLIES

Item No.	Description	QUANTITY	UNIT PRICE	Total Price (Peso)
A.	Monthly Supplies			
	<b>Air Freshener</b>	3 gals		
	<b>Muriatic Acid</b>	3 gals		
	<b>Glass Cleaner</b> Ingredients: Organic Solvent, Chelating agent, Dye, Ammonia and Aqueous Vehicle. Color : Light Blue Product State: Liquid Odor: Mild Solvent Odor PH: 9.5-10.2 Specific Gravity (H2O=1): 0.969-1.009	3 gals		
	<b>Floor Stripper (First Class-High Grade)</b> Heavy Duty stripper for resilient floors Ingredient: Amine, Surfactants, Inorganic Alkali, Chelating Agents, Dye and Aqueous Vehicle Color: light straw-colored Product State: Liquid Odor: Mild Soapy Odor Ph: 13.0-14.0 Specific Gravity(H2O=1): 1.069-1.109	3 gals		
	<b>Carpet Shampoo (First Class-High Grade)</b> Concentrate, Wool Safe approved Carpet Shampoo	4 gals		

	<p><b>Floor Maintainers/Restorers(First Class-High Grade)</b>  Specially formulated to restore and maintain a continuous "wet look" with UHS burnishing. Fills in scratches and scuffs so the finish maintains a smoother, deeper gloss when burnished. Prevents finish build-up  Ingredients: Acrylic Polymers/Resin, Synthetic Wax, Organic Solvents, Surfactants, Inorganic Alkali &amp; Preservative.  Color: Milky , Opaque  Product State : Liquid  Odor: Mild Odor  PH: 8.2-8.6  Specific Gravity (H2O=1): 0.957-.997</p>	4 gals		
	<p><b>Floor Sealer (First Class-High Grade)</b>  Sealer for all finishes used on resilient flooring. Seals flooring and levels surfaces. Enhance the gloss of all professional waxes.  Ingredients: Acrylic Polymer/resin, Synthetic Wax, Organic Solvent, Surfactants, Plasticizers, Ammonia, Metal Oxide and Buffering Agents  Color: Milky, Opaque  Product state: Liquid  Odor: Mild Ammoniacal Odor  PH: 8.7-9.2  Specific Gravity (H2O=1): 1.005-1.045</p>	4 gals		
	<p><b>Floor Wax (First Class-high grade)</b>  Long-lasting, durable self-shine floor finish for all resilient floors.  Ingredients: Acrylic Polymers/Resin, Synthetic Wax, Organic Solvents, Surfactants, Ammonia, Metal Oxide, Plasticizers and Aqueous Vehicle.  Color: Milky, Opaque  Product State : Liquid  Odor: Mild Ammoniacal Odor  PH: 8.8-9.4  Specific Gravity (H2O=1): 0.997-1.037</p>	8 gals		
	<p><b>Toilet Deodorant Cake</b>  Deodorizer Moth Proofer, 99% paradichlorotenzene, 50 gms./piece, 3 pcs per box, multi-scent brand</p>	104 pcs		

	<b>Trash Bag (Big/Black)</b> Plastic Black, gusseted type, .04mm thickness, height/length 1016mm(46”),width (bottom) 470mm(18.5 “)	200 pcs		
	<b>Powdered Soap</b> Professional Concentrated all purpose detergent powder	20 kls		
	<b>Rugs</b>	5 kls		
	<b>Scouring Pads</b> Scotch-Brite General-Purpose Commercial Scouring Pad Synthetic scouring pad is excellent for common cleaning jobs. Performs well on kitchen equipment, walls, railings, floors, desks, stairways, counters and maintenance equipment. 20 scouring pads per pack; 3 packs per case. Green 6 x 9 inches	1 pack		
	<b>Heavy Duty White Polishing Pad 12”</b> Used for Buffing/Spray Cleaning on soft finishes or waxes	4 pcs		
	<b>Heavy Duty White Polishing Pad</b> 1pc 18” & 1pc 20” Used for Buffing/Spray Cleaning on soft finishes or waxes	2 pcs.		
	<b>Heavy Duty Black Stripping Pad</b> 1 pc 18” & 1 pc 12” Maintains consistent high performance throughout the life of the pad	2 pcs.		
	<b>Heavy Duty Red Buffing Pad</b> 1 pc 18” & 1 pc 12” Excellent for cleaning without removing or dulling finish	2 pcs		
	<b>Heavy Duty Blue Scrubbing Pad</b> 1 pc 18” & 1 pc 12” Aggressively removes marks, scruffs and soil prior to recoating	2 pcs		
	<b>Furniture Polish</b> Liquid Cleaner Polish	1 gal		

	<b>Tile and Grout Treatments</b> Bleach based cleaner for whitening & brightening discolored grout. Removes mold and mildew stains. Ingredients: Alkali, Solvent, Disinfectant and Surfactant. Color: Clear, Straw-colored Product State: Liquid Odor: Bleach PH: -12.8 Specific Gravity (H2O=1): 1.0	1 gal		
	<b>Liquid Hand Soap</b> Ingredients: Surfactants, Preservative, Dye/Perfume and Aqueous Vehicle Color: Aqua Blue Product State: Pearlized , Viscous Solution Odor: Lemon Odor PH: 6.1-6.9 Specific Gravity(H2O=1): 1.02 Viscosity: 400-600cps	2 gal		
	<b>Disinfectant Cleaner</b> Dilutable Disinfectant multi-purpose cleaner Ingredients: Quaternary Amm cpd, Inorganic Builders, Surfactants, Chelating agent, Dye/Perfume and Aqueous Vehicle Color: Dark Green Product State: Liquid Odor: Lemon Ph: 13.0-14.0 Specific Gravity(H2O=1): 1.053-1.093	3 gal		
	<b>Wood Floor Sealer(First Class)</b> For Wood and Cork Floors	1 gal		
	<b>Red /Cherry Urinal Screen</b> Urinal Screens Shield, protect and deodorize urinal. Highly flexible, mold to the shape of any urinal. Red & Cherry Fragrance	3 dozen		
	<b>A. SUB-TOTAL MONTHLY COST</b>			<b>P</b>

Item No.	Description	QUANTITY	UNIT PRICE	Total Price (Peso)
B.	Quarterly Supplies			

	<b>Plunger</b> 20" long wooden handle, with 4" high and 6" diameter plunger	10		
	<b>Mop Head</b> 100% rayon, 400grams	30		
	<b>Mop Handle</b> Screw type, heavy duty, wooden handle	30		
	<b>Soft Broom</b> Wooden or rattan handle, standard size	30		
	<b>Safety Gloves</b> Natural rubber gloves combined with high tactile sensitivity for flexibility, textured, at least 9.4" length, 6.7 mils. Thick at finger tip, 5.5 mils at palm.	30		
	<b>Plastic Sprayer Bottle</b> Adjusts from fine mist to steady stream. Bottle marked in ounces and milliliters; labeled in English	15		
	<b>Stick Broom</b> Stick(Tingting), standard size	30		
	<b>Sub-Total</b>			<b>P</b>

**Sub-Total Cost X 4 / 12= Php \_\_\_\_\_/month**

Item No.	Description	QUANTITY	UNIT PRICE	Total Price (Peso)
B.	Annual Supplies			
	<b>Nylon Brush</b> Short and Long Handle Utility Brush Lightweight, molded, white plastic block resists mildew, rot and bacteria. Resilient, durable white nylon bristles stand up to most chemicals. Hang-up hole. Brush face 5-1/2 x 5. Trim 2". Long Handle Brush Overall Length 20" .	4 pcs.		

	<p><b>Pad Holder</b> Short Trim Pad Driver Blue, 1/2" long, nylon fibers are unevenly trimmed and widely spaced for pad holding power. Manufactured on a durable plastic block with riser. 18" Floor Pad Diameter</p>	4 pcs.		
	<p><b>Telescopic Squeegee (adjustable)</b> Stainless steel window squeegee, complete with handle (Adjustable),channel and rubber blade fast lock handle with rubber grip, channel and rubber blade. Cleans any flat, smooth surface 12" wide.</p>	2 pcs		
	<p><b>Hand Brushes</b> Iron Handle Scrub Brush Hand scrub with molded handle eases the work of scrubbing tile floors, baseboards, countertops and walls. Long-lasting blue polypropylene fill resists stains. Durable white plastic block. 6" overall length.</p>	5 pcs		
	<p><b>Toilet Bowl Brush</b> Toilet Bowl Brush Synthetic polypropylene bristles resist stains and odors. Plastic handle. Overall length 14-1/2". With Brush Holder . White</p>	5 set		
	<p><b>Dust Pan</b> Plastic with handle</p>	30 pcs.		
	<p><b>Heavy Duty Safety Scraper</b> Safety Scraper Unique locking system eliminates blades from sliding out while working. Push the non slip trigger forward and blade is ready for use; push again to easily change the blade. With 100 #9 blades per box.</p>	3 units		
	<p><b>Knife Putty(Spatula)</b> Putty knife plastic handle, Stiff 1 ¼" wide blade, handle top has hang up hole.</p>	5 pcs.		
	<p><b>Sub-Total Cost</b></p>			<b>P</b>

**Annual Cost /12= P \_\_\_\_\_/month**

Submitted By:

\_\_\_\_\_  
Print Name & Signature of Authorized Person

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Name of Corporation