

CONTRACT No. 2017-____
JANITORIAL MANPOWER SERVICES

This CONTRACT made and entered into by and between the following:

DEPARTMENT OF BUDGET AND MANAGEMENT, a government agency created by virtue of the laws of the Republic of the Philippines, with principal office address at General Solano St., San Miguel, Manila, represented herein by its Secretary, **BENJAMIN E. DIOKNO**, hereinafter called the "**DBM**";

- and -

MS MANPOWER SERVICES, a sole proprietorship duly registered under the laws of the Republic of the Philippines, with office address at 39-B, K-8th St., Barangay West Kamias, Quezon City, represented by **IVY O. MACALALAD**, hereinafter referred to as the "**SUPPLIER**";

WITNESSETH:

WHEREAS, the DBM conducted a public bidding for the Project, "Janitorial Manpower Services," and the bid of the Supplier is in the amount of Fifteen Million Nine Hundred Forty Thousand Two Hundred Sixty Six Pesos and 48/100 (P15,940,266.48), hereinafter called the "Contract Price";

WHEREAS, the Notice of Award was issued to the Supplier on 27 DEC 2016 and the Supplier posted its performance security on 28 DEC 2016;

NOW, THEREFORE, for and In consideration of the foregoing premises, the parties hereby mutually stipulate and agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to in Annex D and E, respectively.

2. The following documents shall form and be read and construed as part of this Contract:

Annex A	-	Bid Form
B	-	Schedule of Requirements
C	-	Technical Specifications
D	-	General Conditions of Contract
E	-	Special Conditions of Contract
F	-	Notice of Award
G	-	Performance Security

3. In consideration of the payments to be made by the DBM to the Supplier, the Supplier hereby covenants with the DBM to provide the Goods and Services and to remedy defects therein in conformity with the provisions of the Contract.
4. The DBM hereby covenants to pay the Supplier, in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.

DEC 29 2016

IN WITNESS WHEREOF, the parties hereto have signed this Contract on this _____ day of _____, 201__ at General Solano St., San Miguel, Manila, Philippines.

DEPARTMENT OF BUDGET
AND MANAGEMENT
by:

[Signature]
BENJAMIN E. DIOKNO
efg Secretary

M8 Manpower Services

by
[Signature]
IVY O. MACALALAD
Attorney-In-Fact

SIGNED IN THE PRESENCE OF

[Signature]
JOCELYN T. CENTENO
Chief Administrative Officer
Administrative Service
General Services Division

[Signature]

Funds Available:
[Signature]
ESPERANZA O. IGNACIO
Chief Accountant

ORCA# 021011812017-01-000006
1/6/2017

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

BEFORE ME, a Notary Public for and in the City of _____, Philippines on this DEC 29 2016
day of _____, 201__ personally appeared the following:

NAME	VALID ID	VALID UNTIL
BENJAMIN E. DIOKNO	DBM ID No. 0005	2016
IVY O. MACALALAD	SSS ID No. 34-0729514-3	

known to me to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This CONTRACT for the Janitorial Manpower Services was signed by the parties, and their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this ___ day of DEC 29 2016, 201__.

Doc. No 95;
Page No 15;
Book No 241;
Series of 2016.

JH

ATTY. JOSELYN BONNIE V. VALEROS
 NOTARY PUBLIC, ROLL NO. 54515
 PTR No. 4312233, Issued on 12-23-15 Manila
 HP No. 723963 Issued on Aug. 21, 2007
 Commission No. 2016-059, Issued on 04-06-16 Manila Under 12-31-17
 Office Add: Regential Bayfront Tower, 1642 A. Mabini, Manila
 MCLE NO. 4-0077298 ISSUED ON JUNE 14, 2016
 TIR No.: 315-945-713-009

[Handwritten mark]

Bid Form

Date: November 17, 2016
 Janitorial Manpower Services
 Department of Budget and Management

To: **The BAC Chairman**
 Department of Budget and Management
 General Solano St., San Miguel, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Supplemental/Bid Bulletin Numbers 1 and 2, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to DBM our services for the Project, "Janitorial Manpower Services", in conformity with the said Bidding Documents for the sum of *Fifteen Million Nine Hundred Forty Thousand Two Hundred Sixty Six Pesos and 48/100 (Php 15,940,266.48)*

Particulars	No. of Janitorial Personnel	Monthly Rate (in Php)	Annual Rate (in Php)
A. Wage, COLA, Leave Benefits, 13th month pay		728,789.66	8,757,475.92
Basic wage rate/month (@ P 481.00/day)	52	650,312.00	7,803,744.00
COLA (@ P 10.00/day)	52	13,520.00	162,240.00
Vacation / Sick Leave Benefits	52	10,638.33	127,659.96
13th Month Pay	52	55,319.33	663,831.96
B. Employer's Share to Gov't in favor of the Janitor		69,320.00	759,840.00
SSS Premium (Circular 22-P: ER Contribution Only)	52	49,800.00	597,600.00
PhilHealth Premium (Employer's Share)	52	7,800.00	93,600.00
Pag-IBIG Fund Premium	52	5,200.00	62,400.00
ECC	52	520.00	6,240.00
C. Total Compensation (A+B)		798,109.66	9,517,315.92
D. Administrative and operating Overhead and Margin, including cost for Cleaning Equipment/Tools (between 10% to 15% of C)		79,310.97	951,731.64
E. Total compensation and Administrative and Operating Overhead and Margin, including Cost for Cleaning Equipment/Tools (C+D)		877,420.63	10,469,047.56
F. VAT (12% of E)		104,690.48	1,256,285.76
G. Total Cost inclusive of VAT (E+F)		977,111.11	11,725,333.32
H. Contingency to Cover Cost of Additional Janitors that may be required and Cost of Overtime Services		351,244.48	4,214,933.16
I. Grand Total		1,328,355.54	15,940,266.48

Note: Only bids for items D, E, F, G and I shall be indicated by the bidder.
 All rates and price shall be rounded off to the nearest two decimal points.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **DBS provision for TTB** Clause 18.2 and it shall remain binding upon us and may be accepted **at any time before the expiration of that period.**


IVY O. MACALALAD
 Marketing Officer



Marketing Officer

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this 17th day of November, 2016.



IVY O. MACALALAD

Marketing Officer

Duly authorized to sign Bid for and on behalf of M8 Manpower Services

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Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

Item No.	Description	Quantity	Delivery Date
1	Provision of Janitorial Personnel.	52	January 1, 2017.
2	Provision of cleaning equipment/tools in good running condition, as specified in Section VII. Technical Specifications		

I hereby certify to comply and deliver all the above requirements.

MB MANPOWER SERVICES
Name of Company/Bidder


IVY O. MACALALAD
Signature over Printed Name of Representative

NOVEMBER 17, 2016
Date

"Will adopt and comply"

Conforme:


IVY O. MACALALAD
Marketing Officer

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Marketing Officer

Section VII. Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item No.	Specifications	Statement of Compliance
1	Janitorial Manpower	
	a. The Contractor shall provide 52 janitorial personnel, including 1 working Janitorial Supervisor who will be assigned to monitor and supervise janitorial attendants who are:	"COMPLY"
	a.1. of good moral character and without criminal or police records;	"COMPLY"
	a.2. physically and mentally fit, as evidenced by a medical certificate; and	"COMPLY"
	a.3. duly trained and skilled to function as janitorial personnel.	"COMPLY"
	The Contractor, upon receipt of the Notice of Award, shall be required to submit to the DBM-AS Director a sworn statement attesting compliance with the foregoing.	"COMPLY"
	b. The Contractor shall assign a Roving Supervisor from its own account, separate from the Janitorial Supervisor, to monitor the performance of the janitorial attendants and handle the consolidation of daily timecards periodically in preparation for the monthly billing to the DBM.	"COMPLY"
	c. The janitorial personnel shall perform the following:	"COMPLY"
	c.1. Maintain the cleanliness and orderliness of the office premises in accordance with the Service Level Agreement (Annex A) and the Housekeeping Plan to be submitted by the Contractor during contract implementation, taking into account the following:	"COMPLY"
	c.1.1. protection of DBM properties from damage or destruction in connection with the janitorial activities rendered;	"COMPLY"
	c.1.2. preservation of confidentiality of DBM records; and	"COMPLY"
	c.1.3. proper collection and disposal of garbage.	"COMPLY"

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	<p>c.2. Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other errands within DBM premises).</p>	"COMPLY"
	<p>d. The Contractor shall provide, at a minimum, the following cleaning equipment/tools in good running condition:</p> <p>d.1. Heavy-duty floor polisher, size 16", 9 units d.2. Mop wringer/squeezer, 9 units d.3. Glass squeegee, 20 sets d.4. Heavy-duty vacuum cleaner, 4 units d.5. Stainless step ladder, 6 ft., 6 units d.6. Stainless step ladder 14 ft. 2 units d.7. Heavy-duty pushcart (big), 8 units d.8. Heavy-duty garbage buggy, 3 units d.9. Floor warning sign, 16 units d.10. Spatula, 32 pcs. d.11. Wheel barrow, 2 units d.12. Grass cutter, 2 pcs. d.13. Garden tools, 2 sets d.14. Garden hose, 100 meters/set, 2 sets</p>	"COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY"
	<p>e. The following areas shall be covered by the Janitorial Services, comprising of office spaces, conference rooms, pantries, stock rooms, comfort rooms, hallways, and common areas:</p> <p>e.1. Building I (2 storey), 2,500 sq.m. e.2. Building II (4 storey w/ roof deck), 13,464 sq.m. e.3. Building III (2 storey), 2,692 sq.m. e.4. Multipurpose building w/ gym, 960 sq.m.</p>	"COMPLY" "COMPLY" "COMPLY" "COMPLY"
2	<p>Additional Set of Technical Parameters</p> <p>a. Stability</p> <p>a.1. Years of Experience – at least 5 years in the janitorial business a.2. Liquidity of Contractor – at least P5,000,000.00 (current assets minus inventory stocks or supplies inventory, as applicable, minus current liability, based on the Contractor's Balance Sheet as of December 2015) a.3. Organizational Set-up – with good and efficient office set-up, personnel, office tools, and equipment.</p>	"COMPLY" "COMPLY" "COMPLY" "COMPLY"

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	<p>b. Resources</p> <p>b.1. Number and Kind of Equipment and Supplies - with the minimum number and kind of equipment and supplies as specified under item 1.d. of Section VII, Technical Specifications</p> <p>b.2. Number of Janitors - at least 52 Janitors</p> <p>b.3. Number of Supervisors - at least 5 supervisors</p> <p>c. Housekeeping Plan - said Plan must be tailored fit to the service requirements of the DBM. The Contractor shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan. The Housekeeping Plan shall be submitted together with the additional documents stated in ITB Clause 29.2.</p>	<p>"COMPLY"</p> <p>"COMPLY"</p> <p>"COMPLY"</p> <p>"COMPLY"</p> <p>"COMPLY"</p>
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I hereby certify to comply with all the above Technical Specifications.

MB MANPOWER SERVICES
Name of Company/Bidder


IVY O. MACALALAD
Signature over Printed Name of Representative

NOVEMBER 17, 2016
Date

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SERVICE LEVEL AGREEMENT


Annex A

1.0 General Conditions


- 1.1 The Contractor agrees that the DBM-CO, through the Administrative Service (AS), reserves the right to screen, and accept or deny the deployment of any personnel recommended by the Contractor.
- 1.2 The deployed personnel shall work 8 hours a day, 6 days a week from Monday to Saturday. However, the personnel may be requested to provide assistance outside the regular working hours or during weekends or holidays, upon the written approval of the Head of the AS.
- 1.3 The DBM has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice to the Contractor. Likewise, the DBM may increase or decrease the number of janitors as may be necessary and reserves the right to increase, reduce, or limit the scope of services of the Contractor. In such event, any corresponding adjustment in the cost shall not exceed the contract price.
- 1.4 The Contractor shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.
- 1.5 The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by the law. The Contractor shall comply with the laws governing labor standards and employer's compensation. A certificate for the purpose shall be required from the Contractor.
- 1.6 The Contractor shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by SSS, PhilHealth and Pag-IBIG, as proof of remittances for SSS, PhilHealth and Pag-IBIG premiums of the janitorial personnel assigned to the DBM.
- 1.7 The Contractor, in the performance of its services, shall secure, maintain, at its own expense, all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.
- 1.8 The Contractor shall provide the personnel with appropriate uniforms and protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.
- 1.9 The Contractor shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing the work.

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DOCUMENTS


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2.0 Specific Conditions

Each area shall be cleaned to the service specifications as detailed in the table below:

COVERAGE	DESCRIPTION OF TASK	FREQUENCY*
Offices/Reception Areas/Halls and Stairways	Empty waste bins and wash them, if required	Daily
	Water indoor plants	Daily
	Bring out indoor plants	Once a week
	Wipe/clean window shades; clean inside windows; clean door jambs/balusters/handrails; clean glass walls/partitions	Once a week
	Machine scrub and buff hard floors	Once a week
	Remove cobwebs (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain marks	Once a month
	Wet cleaning/dusting/vacuuming upholstered furniture/office chairs	Once a month
	Dust mop/spot mop/buff the floors	As necessary**
Office Spaces	Damp wipe office tables and chairs	Daily
	Damp wipe office equipment, i.e., computer screens, keyboards, calculators, telephones, desk lamps, filing cabinets, etc.	Daily
	Remove cobwebs (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain marks	Once a month
	Wet cleaning/dusting/vacuuming upholstered furniture/office chairs	Once a month
	Dust mop/spot mop/buff floors	As necessary**
Multipurpose Hall/Conference Rooms/Library	Empty paper/waste bins, wash them, if required	Daily
	Damp dust table tops, rearrange chairs	Daily
	Machine scrub and buff hard floors	Thrice a week
	Wipe/clean window shades, inside windows, door jambs, glass walls, partitions	Once a week

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	Remove cobwebs (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls, window sills, surrounds, and other vertical ledges with dirt and stain marks	Once a month
	Wet clean, dust and vacuum upholstered furniture	Once a month
	Dust mop/spot mop/buff floors	As necessary**
Washrooms and Toilets	Mop, clean, disinfect, and dry floor	As necessary**
	Wash, clean, and disinfect urinals and toilet bowls	As necessary**
	Empty and wash waste bins	As necessary**
Pantries	Damp, wipe and polish with dry cloth the refrigerator, oven, etc.	Thrice a week
	Disinfect floor, pantry sink and pantry cabinet	Once a week
	Dust mop/spot mop the floors, pantry sink, and pantry cabinet	As necessary**
Multipurpose Building/Gym	Clean bleachers and shower room	Daily
	Clean and remove dusts from equipment, handrails and stairways	Daily
Records Area/Stockrooms	Clean the floor and remove dusts from equipment and files	Daily
DBM Grounds	Clear rubbish from path walks, driveways, parking areas, park, etc.	Daily
	Water outdoor plants	Twice daily
	Trimming of plants	Twice a month or as necessary

"Will adopt and comply"

Note:


* Frequency may be changed during the contract implementation, upon the instruction of the head of the Administrative Service.

** "As necessary" means to be checked once a day and cleaned if necessary.


2.1 Service Standard

Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times.

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The expected standard after cleaning and waste collection is, as follows:

Office Areas:

- a. All surfaces, fixtures, and fittings, up to normal cleaning height, should be free from dust, stains, and debris.
- b. All waste receptacles should be empty.

Note: Papers, files and electronic equipment will not be removed or adjusted while cleaning (where applicable), unless prior permission has been obtained from the employee concerned.

Washrooms and Toilets:

- a. All surfaces, fixtures, and fittings, up to normal cleaning height, should be free from dust, stains, and debris.
- b. All sanitary fittings should be free from grime, dirt and smear.

2.2 The duties of the assigned Janitorial Supervisor shall include but are not limited to the following:

- a. Make rounds to check his/her subordinates, provide special cleaning instructions and/or assignments, and ascertain compliance with directives.
- b. Conduct inspection to check cleanliness and orderliness of the premises, and inform his/her subordinates of corrections, if any.
- c. Determine materials and supplies needed, and timely inform the Head of the AS-General Services Division of the requirement.
- d. Train subordinate on proper cleaning methods, use of equipment, safety practices, and work regulations.

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Section IV. General Conditions of Contract

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1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this Section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Entity" means the organization purchasing the Goods, as named in the SCC.
- (h) "The Procuring Entity's country" is the Philippines.
- (i) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- (j) The "Funding Source" means the organization named in the SCC.
- (k) "The Project Site," where applicable, means the place or places named in the SCC.
- (l) "Day" means calendar day.
- (m) The "Effective Date" of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.

- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- a. "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - b. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - c. "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - d. "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.

e. "obstructive practice" is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in GCC Clause 2.1 (a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC for GCC Clause 5.1.

6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the SCC.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the BDS, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with GCC Clause 6.

9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with GCC Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in GCC Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the SCC provision for GCC Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to GCC Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4. Unless otherwise specified in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, the terms of payment shall be as follows:
 - (a) On Contract Signature: Fifteen percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.

- (b) On Delivery: Sixty five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
 - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
 - (b) The Supplier has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the SCC.

- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in GCC Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the SCC. The said amounts shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in GCC Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:

- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
- (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of *force majeure* is deemed to have ceased; or
- (c) The Supplier fails to perform any other obligation under the Contract.

23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (a) Corrupt, fraudulent, and coercive practices as defined in ITB Clause 3.1(a);
- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;

- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
- (i) that this Contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

Section V. Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is the Department of Budget and Management (DBM) .
1.1(i)	The Supplier is
1.1(j)	The Funding Source is:
	The Government of the Philippines (GOP) through the authorized appropriations under the FY 2017 General Appropriations Act.
1.1(k)	The Project Site is:
	Department of Budget and Management General Solano St., San Miguel, Manila.
5.1	<u>The Procuring Entity's address for Notices is:</u>
	Department of Budget and Management Administrative Service-General Services Division (AS-GSD) DBM Building III, General Solano St. San Miguel, Manila Tel No. 791-2000 loc. 3115
	Contact Person: Director Andrea Celene M. Magtalas Administrative Service (AS)
	<u>The Supplier's address for Notices is:</u>
	<i>[to be inserted at time of contract award].</i>
6.2	The DBM has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice to the Contractor.
	Likewise, the DBM may increase or decrease the number of janitors as may be necessary, and reserves the right to increase, reduce, or limit the scope of services of the Contractor. In such event, any corresponding adjustment in the cost shall not exceed the contract price.
	The Contractor shall strictly comply with Section VII. Technical Specifications, as well as other DBM rules and regulations.
9	All bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. No. 9184 and its Revised IRR.
10.1	Payment shall be made within 10 working days upon complete submission by the Contractor of the following documents:

	<p>a. DTRs of all janitors duly signed by the AS Director or his/her duly authorized representative;</p> <p>b. Proof of previous months' remittances to the SSS, PhilHealth, and Pag-IBIG, together with a transmittal sheet stamped received by the foregoing, as well as such other relevant documents as may be required by the DBM; and</p> <p>c. Invoice of billing or statement of account for the period covered.</p> <p>Thereafter, payment shall be made upon certification by the AS Director that the services were rendered by the Contractor in accordance with the terms and conditions of the Contract.</p>
10.2	No further instructions.
10.4	No further instructions.
13.4(c)	No further instructions.
15	<p>The Contractor shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria:</p> <p>(a) quality of work delivered;</p> <p>(b) time management;</p> <p>(c) management and suitability of personnel;</p> <p>(d) contract administration and management;</p> <p>(e) provision of regular progress report;</p> <p>(f) attentiveness to details; and</p> <p>(g) compliance with DBM instructions and policies.</p> <p>The DBM-AS shall conduct a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the DBM during the contract period.</p> <p>Further, the DBM-AS shall conduct a mid-term assessment or evaluation of the performance of the Contractor. Based on its assessment, the DBM may pre-terminate the contract for failure of the Contractor to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated December 22, 2004.</p>
16.1	Not applicable.
17.3	Not applicable.
17.4	Not applicable.
19	Subject to GCC Clauses 18 and 22, if the Contractor fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable

	law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.
21.1	If applicable, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.





M8 MANPOWER SERVICES

"Your Partner in Quality Service"

JANITORIAL * LANDSCAPING * GROUND MAINTENANCE * CARPET SHAMPOOING * HOUSEKEEPING * MESSENGERIAL,
CLERICAL * EQUIPMENT REPAIRS * ONE-TIME CLEANING AND OTHER RELATED SERVICES

Department of Budget and Management
Janitorial Manpower Services

COMPANY PROFILE

IDENTITY

M8 MANPOWER SERVICES is a company specializing in janitorial, ground maintenance, landscaping, housekeeping and other related services. We can also provide well suited, capable and trust worthy manpower in offices, condominiums, restaurants or hotels (positions such as elevator operators, clerks, receptionist, valet, parking attendants, etc.,) It is a single proprietorship duly registered under the laws of the Republic of the Philippines with office address located at 39-B, K8th Street, Barangay West Kamias, Quezon City, Metro Manila, represented by Ms. JOSIELYN R. MEDINA.

Although M8 MANPOWER SERVICES may seem new in the Manpower Industry, it has been proven that they give only the "best" manpower service that their CLIENTS needed. The people behind M8 Manpower Services are proved to be experienced. These men and women are well-trained and guided by the rules and regulations of the office due to the monthly seminars (they follow a personnel manual provided by the management) and trainings given to its staffs and other employees. M8 MANPOWER SERVICES takes pride in the kind of service it has been rendering to its CLIENTS and to the Manpower Industry.


A. STABILITY - YEARS OF EXPERIENCE

M8 Manpower Services has been in the business for eleven (11) Years. It has been established and was registered under the Department of Trade and Industry on July 26, 2005 as a local-manpower / service provider with an initial capitalization of Five Hundred Thousand Pesos (Php 500,000.00) and an initial employee/staff of eight (8).

B. STABILITY - LIQUIDITY OF THE CONTRACTOR

To attest to the Financial Capability of our company, we are attaching the computation of our Net Financial Contracting Capacity (NFCC) under our Eligibility and Technical Documents submitted for the bidding of Janitorial Services. In addition, our company, M8 Manpower Services has a working capital / revolving fund of at least Ten Million Pesos (Php 10,000,000.00) from accounts receivables and cash on hand.

Submitted by:


IVY O. MACALALAD
Marketing Officer

CERTIFIED TRUE COPY
M8 MANPOWER SERVICES


IVY O. MACALALAD
Marketing Officer

C. STABILITY - ORGANIZATIONAL SET-UP

LIST OF OFFICERS AND STAFF:

JOSIELYN R. MEDINA	-	PROPRIETOR / GENERAL MANAGER
IMELDA R. CASTAÑEDA	-	OPERATIONS MANAGER
Atty. NINEL RUBIO G. TAYAG	-	LEGAL CONSULTANT
ROEL M. PAUTAN, CPA	-	EXTERNAL ACCOUNTANT
MYRNALEN C. PAUTAN	-	EXTERNAL AUDITOR
WILLIAM S. NEBRIDA	-	ADMINISTRATIVE OFFICER
EVA O. MACALALAD	-	HR MANAGER
IVY O. MACALALAD	-	MARKETING OFFICER
KATHERINE ANNE S. BORRE	-	PERSONNEL AND FINANCE OFFICER
HOPE ANN A. PONCE	-	BILLING AND COLLECTION OFFICER
EDISON J. GATDULA	-	LIAISON OFFICER
IGNACIO I. REGENCIA	-	ROVING INSPECTOR
NELSON C. PONCE	-	INVENTORY AND SUPPLY OFFICER
JUNEL C. CILLAN	-	CHIEF MAINTENANCE
RONILO D. GORIAS	-	MESSENGER

* Attached herewith is a copy of the Company's Organizational Chart.

D. RESOURCES - NO. AND KIND OF EQUIPMENT AND SUPPLIES

A copy of our partial inventory of supplies and materials and equipments is attached herewith. Due to monthly consumptions of supplies, we don't stock too much of all the variety of supplies we need; only the most needed supplies/materials are being stocked. Our Company has our trusted suppliers of supplies and materials for the monthly deliveries.

E. RESOURCES - NO. OF SUPERVISORS AND JANITORS

As of the present, M8 Manpower Services is currently employing more than Three Hundred fifty Three (353) Personnel.


F. OTHER FACTORS - RECRUITMENT AND SELECTION CRITERIA

Attached is a copy of our Recruitment and selection criteria.

G. OTHER FACTORS - COMPLETENESS OF UNIFORMS AND OTHER PARAPHERNALIA

M8 Manpower Services assures the completeness of uniform and paraphernalia of all personnel to be assigned at their respective areas.

M8 MANPOWER SERVICES


IVY O. MACALALAD
Marketing Officer

CERTIFIED TRUE COPY
M8 MANPOWER SERVICES


IVY O. MACALALAD
Marketing Officer

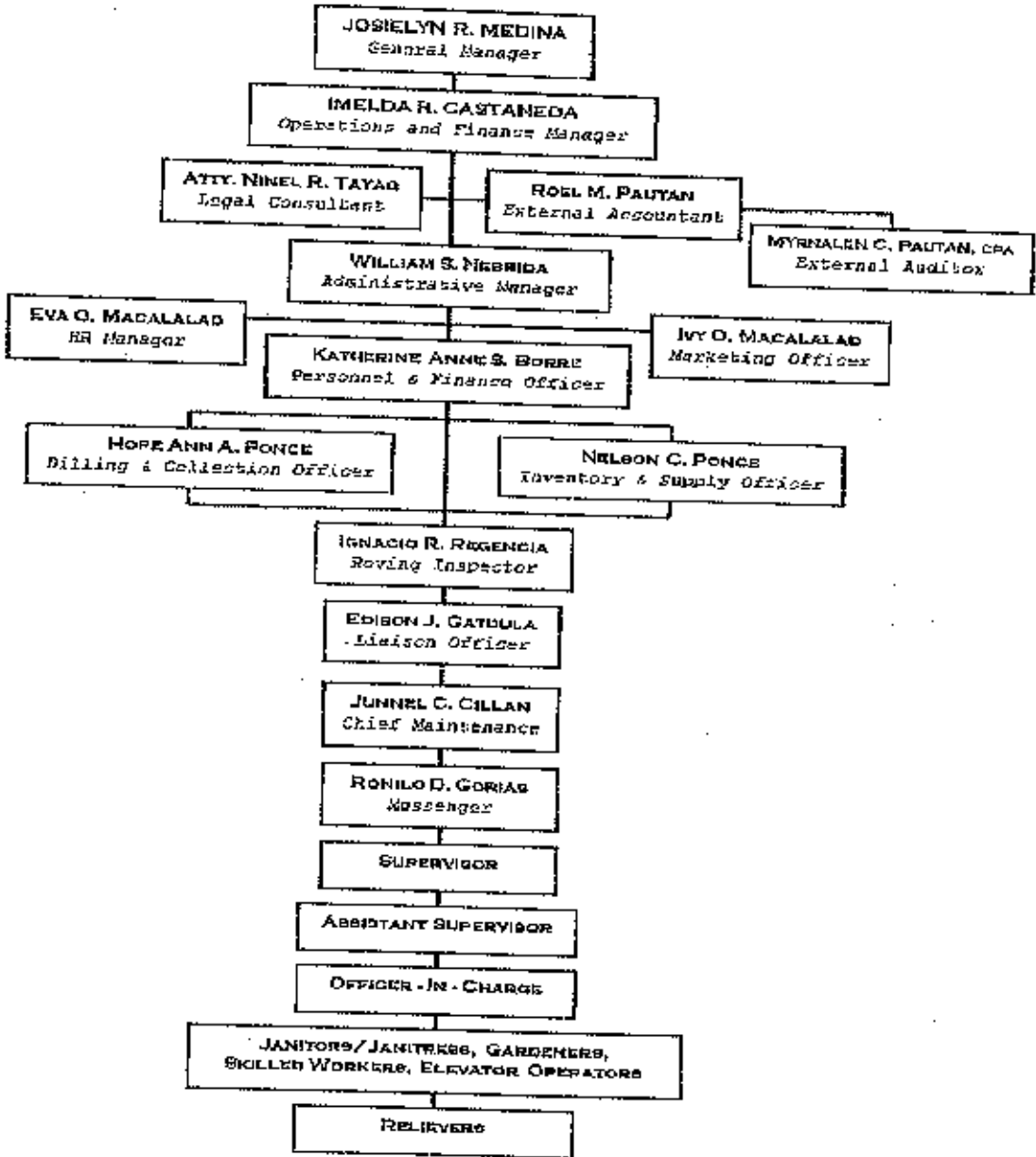


M8 MANPOWER SERVICES

"Your Partner in Quality Service"

JANITORIAL*LANDSCAPING*GROUND MAINTENANCE*CARPET SHAMPOOING*HOUSEKEEPING
EQUIPMENT REPAIRS*ONE-TIME CLEANING*AND OTHER RELATED SERVICES

ORGANIZATIONAL CHART



Submitted by:

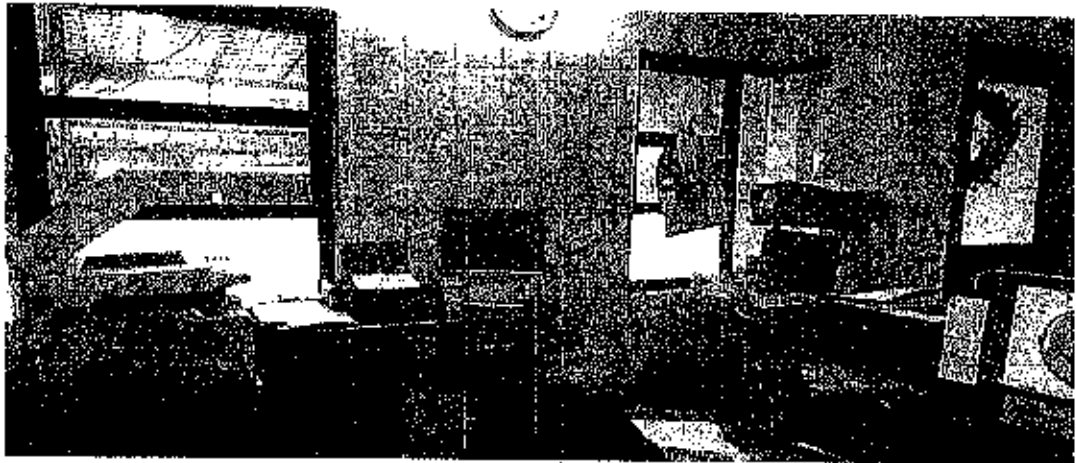
M8 MANPOWER SERVICES

IVY O. MACALALAD
Marketing Officer

CERTIFIED TRUE COPY
M8 MANPOWER SERVICES

IVY O. MACALALAD
Marketing Officer

OFFICE SET - UP OF M8 MANPOWER SERVICES



Submitted by:
[Signature]
IVY O. MACALALAD
Marketing Officer

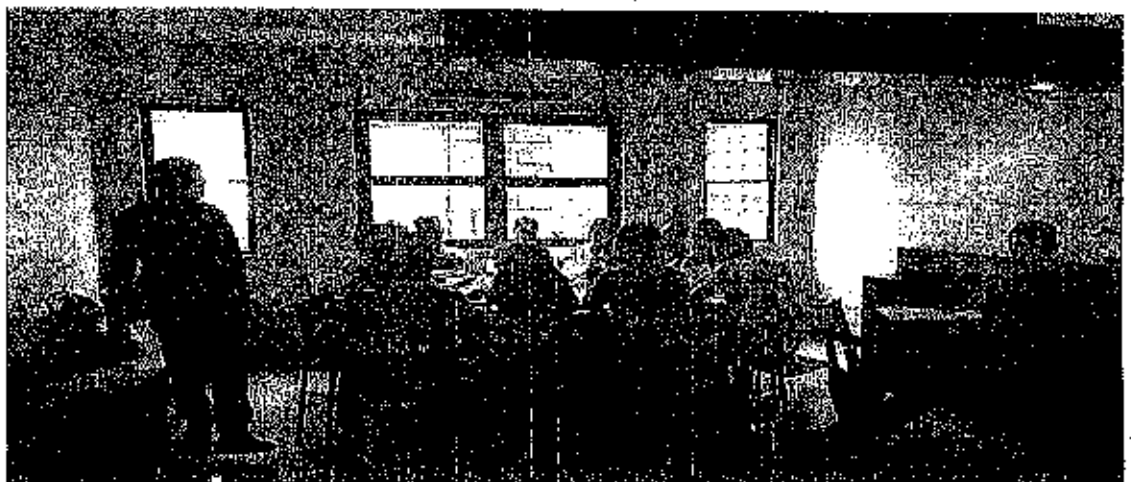
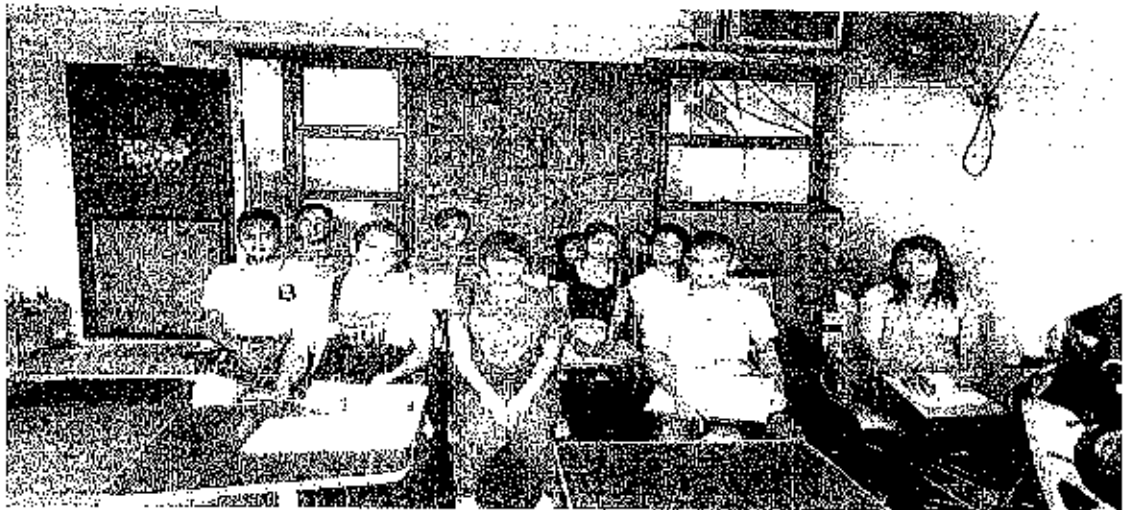
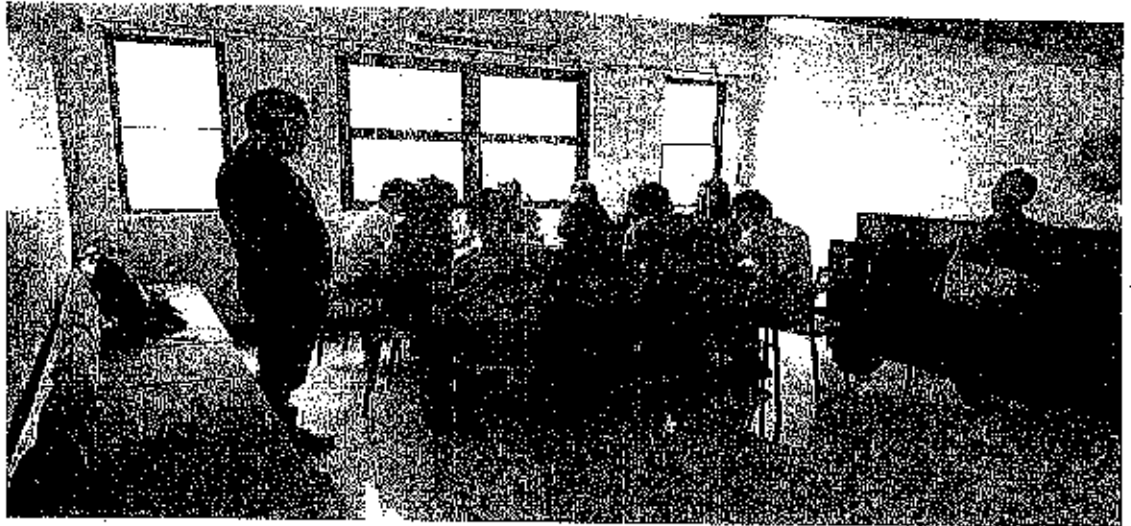
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[Signature]
IVY O. MACALALAD
Marketing Officer

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EXAMINATION AND ORIENTATION AREA OF THE NEW EMPLOYEE



Submitted by:

IVY O. MACALALAD
Marketing Officer

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Marketing Officer

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INVENTORY LIST OF SUPPLIES AND EQUIPMENTS

ITEM#	PARTICULARS	UNIT	DESCRIPTION	DATE ACQUIRED	REMARKS	ON SHTE	ON STOCK
1	AIR FRESHENER	CAN	GLADE	2016	Consumable	13	12
2	AIR FRESHENER	BTL	HICO	2016	Consumable	24	2
3	ALUMINUM LADDER (10 ft)	UNIT	HEAVY DUTY	2009-2016	Good Condition	12	12
4	ALUMINUM LADDER (12 ft)	UNIT	HEAVY DUTY	2008-2013	Good Condition	10	2
5	ALUMINUM LADDER (14 ft)	UNIT	HEAVY DUTY	2011-2016	Good Condition	2	1
6	ALUMINUM LADDER (16 ft)	UNIT	HEAVY DUTY	2014	Good Condition	4	0
7	ALUMINUM LADDER (8 ft)	UNIT	HEAVY DUTY	2012-2016	Good Condition	16	2
8	ALUMINUM LADDER (8 ft)	UNIT	HEAVY DUTY	2011-2014	Good Condition	24	2
9	BACK PACK SPRAYER	UNIT	GENERIC	2015	Good Condition	16	1
10	BACK PACK SPRAYER	UNIT	GENERIC	2015	Brand New	4	1
11	BOTTLE SPRAY DISPENSER	PC	LOCAL	2015	Good Condition	184	6
12	BUFFING PAD	PC	SM	2015	Good Condition	6	0
13	BUFFING PAD	PC	GENERIC	2015	Good Condition	26	1
14	BUGGY CART	UNIT	RUBBERMAID	2011-2015	Good Condition	24	1
15	BUGGY CART	UNIT	CHINA	2010-2015	Good Condition	26	3
16	BUGGY CART	UNIT	CHINA	2015	Brand New	6	2
17	CARPET SHAMPOO	GAL	MEGARLEEN	2016	Consumable	21	3
18	CARPET SHAMPOO	GAL	JOHNSON	2016	Consumable	6	1
19	CEILING BROOM	GAL	LOCAL	2016	Good Condition	25	10
20	CHLOROX	GAL	GENERIC	2016	Consumable	120	5
21	CHLOROX	CONT	GENERIC	2016	Consumable	10	2
22	CLEANSER	PACK	PENGUIN	2016	Consumable	230	46
23	CLEANSER	PACK	AJAX	2016	Consumable	10	24
24	COMPLETE WAX	GAL	JOHNSON	2016	Consumable	40	1
25	DEODORANT CAKE	PC	ALBATROS	2016	Consumable	26	4
26	DEODORANT CAKE	PC	MEGARLEEN	2016	Consumable	1200	200
27	DISHWASHING	PACK	AXION	2016	Consumable	24	28
28	DISHWASHING	PACK	JOY	2016	Consumable	5	2
29	DISINFECTANT	GAL	LYSOL	2016	Consumable	3	2
30	DISINFECTANT	GAL	ZONROX	2016	Consumable	18	10
31	DISINFECTANT	GAL	MEGARLEEN	2016	Consumable	22	12
32	DISPOSABLE GLOVES	PAIR	GENERIC	2016	Good Condition	720	500
33	DOOR MAT	PAIR	COTTON	2016	Brand New	28	26
34	DUST MOP	PC	GENERIC	2016	Good Condition	6	2
35	DUST PAN METAL	PC	LOCAL	2016	Good Condition	12	0
36	DUST PAN PLASTIC	PC	LOCAL	2016	Good Condition	26	50
37	EMULSION WAX	GAL	MEGARLEEN	2016	Consumable	24	7
38	FACE MASK	PC	GENERIC	2016	Brand New	240	100
39	FEATHER DUSTER	PC	LOCAL	2016	Good Condition	12	6
40	FLOOR SIGN "CAUTION"	PC	CHINA	2012-2015	Good Condition	41	1
41	FLOOR SIGN "CAUTION"	PC	CHINA	2015	Brand New	12	12
42	FLOOR SIGN "WET FLOOR"	PC	CHINA	2011-2013	Good Condition	24	1
43	FLOOR SIGN "WET FLOOR"	PC	CHINA	2016	Brand New	8	10
44	FORWARD ALL PURPOSE CLEANER	GAL	JOHNSON	2016	Consumable	2	2
45	FURNITURE POLISH	GAL	MEGARLEEN	2016	Consumable	15	5
46	FURNITURE POLISH	GAL	JOHNSON SHINE UP	2016	Consumable	2	2
47	FURNITURE POLISH	CAN	PLEDGE	2016	Consumable	21	3
48	FURNITURE/METAL POLISH	CAN	GLO	2016	Consumable	6	2
49	GARDEN CULTIVATOR	PC	GENERIC	2016	Brand New	8	2
50	GARDEN HOSE	SET	HEAVY DUTY	2016	Good Condition	12	1
51	GARDEN TRANSPLANTER	PC	GENERIC	2016	Brand New	6	2
52	GLASS CLEANER	GAL	MEGARLEEN	2016	Consumable	18	8
53	GLASS CLEANER	GAL	JOHNSON - GLANCE	2016	Consumable	3	1
54	GLASS SQUEEGE	PC	GENERIC	2016	Good Condition	36	24
55	GLASS SQUEEZE	UNIT	WINDOW WASHER	2014-2015	Good Condition	129	0
56	GLASS SQUEEZE	UNIT	WINDOW WASHER	2015	Brand New	27	2
57	GRASS CUTTER	UNIT	KAWASAKI	2010-2014	Good Condition	8	2
58	GRASS CUTTER	UNIT	KAWASAKI	2014	Brand New	2	0
59	GRASS SCISSORS	PC	GENERIC	2014	Good Condition	6	5
60	HAND BRUSH WOOD - RECTANGLE	PC	GENERIC	2016	Good Condition	12	2
61	HAND BRUSH WOOD - SEXY	PC	GENERIC	2016	Good Condition	22	24
62	HAND GLOVES	PAIR	LOCAL	2016	Good Condition	120	10
63	HAND GLOVES	PAIR	SM	2016	Good Condition	240	1
64	HARD HAT	UNIT	HEAVY DUTY	2016	Brand New	8	2

Submitted By:
 Ms MANDY BER SERVICES
 IVY O. MICALALAD
 Marketing Officer

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64	HEAVY DUTY FLOOR POLISHER 16"	UNIT	WILSON					
65	HEAVY DUTY FLOOR POLISHER 16"	UNIT	WILSON	2009-2013	Good Condition	31	3	
66	HEAVY DUTY FLOOR POLISHER 16"	UNIT		2015	Brand New	8	6	
67	HEAVY DUTY FLOOR POLISHER 18"	UNIT	VICTOR	2010-2012	Good Condition	6	0	
68	HEAVY DUTY FLOOR POLISHER 20"	UNIT	VICTOR	2012	Good Condition	2	8	
69	HEAVY DUTY VACUUM CLEANER (dry/industrial)	UNIT	JOHNSON	2010	Good Condition	1	0	
70	HEAVY DUTY VACUUM CLEANER (dry/industrial)	UNIT	SHOP VAC	2015	Good Condition	0	0	
71	HEAVY DUTY VACUUM CLEANER (dry/industrial)	UNIT	SUPER VAC	2014	Good Condition	4	0	
72	HEAVY DUTY VACUUM CLEANER (dry/industrial)	UNIT	SHOP VAC	2012-2014	Good Condition	4	0	
73	HEAVY DUTY VACUUM CLEANER (wet & dry)	UNIT	SHOP VAC	2015	Brand New	3	2	
74	HEAVY DUTY VACUUM CLEANER (wet & dry)	UNIT	GIBBLI	2011-2015	Good Condition	5	2	
75	HEAVY DUTY VACUUM CLEANER (wet & dry)	UNIT	NEVADA	2009-2012	Good Condition	3	1	
76	HEAVY DUTY VACUUM CLEANER (wet & dry)	UNIT	OUARK	2010-2015	Good Condition	1	1	
77	HEAVY DUTY VACUUM CLEANER (wet & dry)	UNIT	GIBBLI	2015	Brand New	1	0	
78	INSECTICIDE	CAN	BAYGON	2016	Consumable	18	18	
79	ITAK / BOLO	CAN	RAID	2016	Consumable	2	0	
80	JANITORIAL CART	PC	HEAVY DUTY	2018	Good Condition	8	3	
81	JANITORIAL CART	UNIT	RUBBERMAID	2009-2013	Good Condition	26	3	
82	JANITORIAL CART	UNIT	CHINA	2009-2013	Good Condition	32	2	
83	KARTILYA	UNIT	CHINA	2015	Brand New	24	12	
84	KARTILYA	UNIT	HEAVY DUTY	2011-2012	Good Condition	13	0	
85	MICRO FIBER CLOTH	PC	HEAVY DUTY	2015	Brand New	5	19	
86	MOP HANDLE	PC	GENERIC	2016	Good Condition	120	60	
87	MOP HEAD	PC	LOCAL	2015	Good Condition	62	48	
88	MOP SQUEEZER WITH BUCKET	PAIR	LOCAL	2016	Good Condition	320	160	
89	MOP SQUEEZER WITH BUCKET	PAIR	RUBBERMAID	2011-2014	Good Condition	36	2	
90	MOP SQUEEZER WITH BUCKET	PAIR	RUBBERMAID	2009-2011	Good Condition	3	2	
91	MOP SQUEEZER WITH BUCKET	PAIR	CHINA	2015	Brand New	12	7	
92	MOP SQUEEZER WITH BUCKET	PAIR	CHINA	2015	Brand New	12	7	
93	FACE MASK	PC	CHINA	2012-2014	Good Condition	12	1	
94	PEST CONTROL SPRAYER	UNIT	Nes	2015	Brand New	120	10	
95	PIKO	UNIT	HEAVY DUTY	2018	Good Condition	8	1	
96	PLASTIC DRUM	PC	GENERIC	2015	Brand New	8	1	
97	PLASTIC GARBAGE BAG 18 x 18 x .0008	PC	LOCAL	2014	Good Condition	31	13	
98	PLASTIC GARBAGE BAG 22 x 24 x .0008	PC	(TRANSPARENT)	2016	Consumable	6,000	200	
99	PLASTIC GARBAGE BAG 22 x 24 x .0008	PC	(BLACK)	2016	Consumable	4,200	5,000	
100	PLASTIC GARBAGE BAG 22 x 24 x .0008	PC	(YELLOW)	2016	Consumable	10,000	6,000	
101	PLASTIC GARBAGE BAG 26 x 32 x .0008	PC	(GREEN)	2016	Consumable	6,000	5,000	
102	PLASTIC GARBAGE BAG 26 x 32 x .0008	PC	(BLACK)	2016	Consumable	8,800	5,000	
103	PLASTIC GARBAGE BAG 26 x 32 x .0008	PC	(YELLOW)	2016	Consumable	8,800	5,000	
104	PLASTIC GARBAGE BAG 26 x 32 x .0008	PC	(GREEN)	2016	Consumable	8,800	3,000	
105	PLASTIC GARBAGE BAG 30 x 37 x .0012	PC	(TRANSPARENT)	2016	Consumable	3,000	400	
106	PLASTIC GARBAGE BAG 30 x 37 x .0012	PC	(BLACK)	2016	Consumable	3,000	400	
107	PLASTIC GARBAGE BAG 30 x 37 x .0012	PC	(YELLOW)	2016	Consumable	7,800	5,000	
108	PLASTIC GARBAGE BAG 30 x 37 x .0012	PC	(GREEN)	2016	Consumable	12,000	8,000	
109	PLASTIC PAIL	PC	(GREEN)	2016	Consumable	7,800	3,000	
110	PLASTIC SPRAYER	PC	LOCAL	2015	Good Condition	48	38	
111	PLASTIC TRASH CAN (OVAL)	PC	GENERIC	2016	Brand New	62	38	
112	POLISHING PAD	PC	LOCAL	2016	Good Condition	60	10	
113	POLISHING PAD	PC	LOCAL	2016	Good Condition	26	24	
114	POLYMER SEALER FINISH WAX	GAL	SM	2016	Good Condition	1	1	
115	POWDER SOAP	KL	MEGAKLEEN	2016	Consumable	16	12	
116	POWDER SOAP	KL	ROSE	2016	Consumable	68	12	
117	POWDER SOAP	SACK	SOLAR	2016	Consumable	24	32	
118	POWDER SOAP	PACK	TEMPO	2016	Consumable	4	3	
119	PRESSURE WASHER	UNIT	TIDE	2016	Consumable	6	42	
120	PRESSURE WASHER	UNIT	LOCAL	2012-2014	Good Condition	13	1	
121	PRUNING SHEAR	PC	LOCAL	2015	Brand New	2	1	
122	PUSH BRUSH WOOD	PC	GENERIC	2015	Brand New	4	2	
123	PUSH CART	UNIT	GENERIC	2013	Consumable	24	12	
124	PUSH CART	UNIT	RUBBERMAID	2011-2014	Good Condition	3	1	
125	RAKE	UNIT	CHINA	2009-2013	Good Condition	16	12	
126	ROLLING TRASH BIN	PC	HEAVY DUTY	2015	Good Condition	3	2	
127	ROLLING TRASH BIN	PC	LOCAL	2012-2014	Good Condition	3	0	
128	RUBBER BOOTS	PAIR	LOCAL	2015	Brand New	6	6	
129	RUGS	KL	LOCAL	2015	Brand New	24	12	
130	SAFETY BELT	UNIT	ROUND RUGS	2012	Consumable	32	24	
131	SCOTCH BRITE	PC	HEAVY DUTY	2015	Brand New	4	1	
132	SCOTCH BRITE	PC	SM	2016	Consumable	24	6	
133	SCOTCH BRITE	PC	SCOTCH BRITE	2016	Consumable	120	12	
134	SCOURING PAD	PC	LOCAL	2016	Consumable	120	100	
135	SCRUBBING PAD	PC	LOCAL	2016	Consumable	60	60	

Submitted By:
 Mr. MARY POWER SERVICES
 IVY O. MACALALAD
 Marketing Officer

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134	SCRUBBING PAD	PC	BM	2016	Consumable	1	1
136	SHOVEL	PC	HEAVY DUTY	2014	Good Condition	11	1
136	SHOVEL	PC	HEAVY DUTY	2016	Brand New	6	2
137	SOFT BROOM	PC	LOCAL	2016	Consumable	190	85
137	SPATULA	PC	LOCAL	2016	Good Condition	50	5
138	SPRAY GUN	PC	GENERIC	2016	Brand New	24	12
139	SPRINKLER	PC	GENERIC	2016	Brand New	2	2
140	STAIN REMOVER	GAL	MEGARLEEN	2016	Consumable	6	2
141	STEEL WOOL	TUBE	PENGUIN	2016	Consumable	36	12
142	STICK BROOM	PC	LOCAL	2016	Consumable	46	35
143	STRIPPING PAD	PC	LOCAL	2016	Consumable	36	12
144	STRIPPING PAD	PC	BM	2016	Consumable	3	1
145	TITANIC TRUCK	UNIT	RUBBERMAID	2012-2014	Good Condition	3	0
146	TOILET BOWL BRUSH - WIRE	PC	LOCAL	2016	Good Condition	5	0
147	TOILET BOWL BRUSH - PLASTIC	PC	LOCAL	2016	Good Condition	120	18
148	TOILET BOWL BRUSH - WOOD	PC	LOCAL	2016	Good Condition	2	1
149	TOILET BOWL CLEANER	GAL	MEGARLEEN	2016	Consumable	69	18
150	TOILET BOWL CLEANER	GAL	JOHNSON (GO-GETTER)	2016	Consumable	3	1
151	TOILET PUMP	PC	GENERIC	2016	Good Condition	48	20
152	TONG	PC	LOCAL	2016	Brand New	39	15
153	TRAFFIC GRADE EMULSION WAX	GAL	JOHNSON	2016	Consumable	18	10
154	TRASH BIN	UNIT	RUBBERMAID	2010-2012	Good Condition	18	0
155	TRASH BIN	UNIT	CHINA	2002-2012	Good Condition	38	3
156	TROWEL	PC	GENERIC	2015	Brand New	5	5
157	WATER HOSE WITH COUPLING	PC	GENERIC	2015	Good Condition	6	1
158	WAX STRIPPER	GAL	JOHNSON - STEP OFF	2016	Consumable	2	1
159	WAX STRIPPER	GAL	MEGARLEEN	2016	Consumable	23	6

Submitted By:
Ms MARIANNE VER SERVICES

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JANITORIAL*LANDSCAPING*GROUND MAINTENANCE*CARPET SHAMPOOING*HOUSEKEEPING
EQUIPMENT REPAIRS*ONE-TIME CLEANING*AND OTHER RELATED SERVICES

Total Number of Janitor/Janitress and Supervisor

Supervisor	=	18
Janitor/Janitress	=	345
Total of Personnel	=	353

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT QUEZON CITY		QUEZON CITY GENERAL HOSPITAL QUEZON CITY	
SUPERVISOR / ASSISTANT SUPERVISOR		SUPERVISOR / ASSISTANT SUPERVISOR	
1 ROSILLO, ROBERT PAUL		1 BAYLA, ANA LIEB	3 MARCILLA, ALVIN
2 GOMIAS, ARJEN		2 CARDINAL, CATHERINE	4 CARBONEILL, JOSEPH
JANITOR / JANITRESS / RELIEVERS		JANITOR / JANITRESS / RELIEVERS	
3 ABECB, EMNYLOU		5 ABIERRA, MARY JANE	27 MBENDOZA, ARNOLD
4 ACABADO, RAYMOND		6 ABUAN, MARIA ANA	28 MINAMI, CEDRICK
5 AFRICA, MERWIN		7 ALTMAN, ERNESTO	29 MOY, LILIA
6 ALCOVENDAS, LETECIA		8 ANDRADA, JESS MAR	30 MORAL, JOEL
7 ALDAVE, PAULO		9 BAGAWISAN, LUCIO	31 OMBAL, SHEILA MAE
8 ARIANTE, EMELY		10 BASILIO, JOMARK	32 QUILAB, ALBERT
9 ARRE, JUAN		11 BULANADI, DONNA	33 QUIROS, JERALD
10 BALDERRAMA, REAILOU		12 CAJURAO, CHRIS MAY	34 ROMERO, JOMAR
11 BALLESTROS, GLEASON		13 COROZ, ALVIN	35 RONDUBIO, ROSMARIE
12 BASTASA, JUN CARLO		14 CRUZ, DWIGHT DAVID	36 SALONOX, DANIEL
13 BROGADA, JEANNETTE		15 CUENTO, JANISA	37 SALUBAE, SHERYL
14 BULACON, RAUL		16 DE GUZMAN, BIBOY	38 SARMIENTO, MARTINELL
15 CAHACUNGAN, GERRY		17 DE GUZMAN, TOMAS	39 SERGIO, JAYVIE
16 CANON, SANNY BOY		18 DOCE, ELMA	40 SIDULO, MARK ANTON
17 CASTRO, VIRGILIO		19 GARCIA, KIRBY ARIAN	41 TOSCANO, JESTON
18 COLUMBRILLO, GENE		20 GOMEZ, CYRUS	42 UNA, MIGUEL
19 COROZ, ANGELINE		21 GOLIA, ANGELO	43 UNTAI, JOCELYN
20 COTAS, CRISTINE		22 HEPSEMI, MARY JANE	44 VILLAFRANCA, JOBERT
21 DE GUZMAN, CRISTINA		23 LABTIC, MARY ROSE	45 VILLARUZ, WARREN
22 DELA CRUZ, JOHN WEIH		24 LLARINAS, SHIRLEY	46 VINLUAN, ALVIN
23 DACUMOS, CAROL MAY		25 LOZANO, QUENNIK	
24 BOB, MITCHEL		26 MAGPUSAO, ARABELLE	
25 ESPANOLA, JIMMY			
26 ESPINOSA, CHRISTYAN			
27 FUENTES, LUCEL			
28 GANADEN, MARK JOSEPH			
29 GARCIA, ROLDAN			
30 GASPAR, MHEL ROSE			
31 GULLING, LIONIZA			
32 IBANEZ, JACINTO			
33 JIMNEZ, JACINTO			
34 JUALO, RUBEN			
35 LIGSAY, CONSOLACION			
36 MALINAG, JERRY			
37 MARCELO, BARDYCK			
38 MARTINEZ, GLADYS MARIE			
39 MELGAR, DANREI			
40 MIGUEL, JOHN CHRISTOPHER			
41 MORALES, BETH			
42 NUYDA, MARK JOMEL			
43 OGOC, MARIANO			
44 ORTIGAS, PILIPINA			
45 PASAPORTE, MARIE GET.			
46 PIQUERO JR., LEONTLO			
47 QUINDO, AGNIS			
48 REMANDABAN, ALLYNDA			
49 RIVERA, ARTIE			
50 SEGUN, RENRBOY			
51 SISON, RONALD			
52 SORIAGO, LUEVIMINDA			
53 TRIGO, JOSEPE			
54 VENTURA, JARRI			
55 VENTURA, MICHAEL			
56 VILLANUEVA, HAZEL JOY			

BUREAU OF FIRE PROTECTION
QUEZON CITY

SUPERVISOR / ASSISTANT SUPERVISOR

1 MANILAC JR, EDILBERTO

JANITOR / JANITRESS / RELIEVERS

2 ABLANQUE, MARVIN	9 LICUDINE, JESTONE
3 BARIS, REMEDY	10 MUGAR, ARIS
4 CEDANO, VENJO	11 PAROCRUZ, RICKY
5 DEL ROSARIO, RYANN	12 PELLICANO, HELEN
6 DEL VALLE, SANDY	13 PERELLO, JIMMY
7 HUELGAS, BENJIE	14 RAGAS, JOHN GERALD
8 JARAVELO, JOBETH	15 TAYOTO, MICHAEL

PARAMOUNT CHEMICALS INC.
QUEZON CITY

SUPERVISOR / ASSISTANT SUPERVISOR

1 EUGENIO, BETH C.

JANITOR / JANITRESS

2 BAUL, JOVEN M.
3 COMPETENTE, NOLITO

NATIONAL POLICE COMMISSION
QUEZON CITY

SUPERVISOR / ASSISTANT SUPERVISOR

1 MONTEREY, ALBERTO

JANITOR / JANITRESS / RELIEVERS

2 ADOREMOS, JOEL	15 LISCANO, JENNIFER
3 AGAPAY, JERIC	16 LOPEZ, SUSAN
4 ANGOS, BEVERLY	17 MARIN, NAVAL
5 ASIO, SUNDRER	18 OCTA, ALBERT
6 ATIENZA, ROSITA	19 PAYAPAG, ERIY
7 BAUD, JENILYN	20 RAMOS, ALLAN KEVIN
8 BINAYA, DENNIS	21 RICAFFRENTE, GERMAN
9 BINUYA, ROLANDO	22 SAN ESTEBAN, JERALD RHEY
10 CAVONCY, APRIL JOY	23 TAMAYO, RONIER
11 CAJURAO, CHRIS MAY	24 TUPAZ, JOSEPHINE
12 DANIEL, VLADIMYR	25 VILLON, MICHELLE
13 DELA CRUZ, GAY	

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CORPORATION		32 AMAREZ, ROSANNA	27 GUTIEL, DANILLO
QUEZON CITY		33 LIRASAN, JAY R	28 LAD-AY, CUREL
SUPERVISOR / ASSISTANT		34 MALAZA, ALGINE	29 MALINAO, EDEN
SUPERVISOR		35 MARASIGAN, APRIL	30 MANLUTAC, ALEJANDRO
1 ESPOS, CRISTOPHER		36 MAGADA, EVALYN	31 MENDOZA, EVERLY JOY
		37 MARTINEZ, ZANORIX	32 MERCADO, JUSTINE
JANITOR / JANITRESS / RELIEVERS		38 MOTIL, JULIE	33 MONDEA, LEONEL
		39 MUCHA, CATHERINE	34 MOTILLA, RONALYN
2 BAGACAY, GERRY		40 OLIVEROS, JAKE RUSSEL	35 OLIVER, MELCHOR
3 BALABBO, ADELINA		41 ORLANDA, JAY	36 OMBAL, ADELA
4 BERNARDINO, MICHAEL		42 Pelayo, ROSE ANN	37 ORENICIO, MARVRN
5 BOLAGOT, LITICIA		43 PERALTA, ALLEN	38 OSIANA, HELEN
6 BORRE, STEPHEN		44 QURRON, ALADIN	39 PACON, JOSEPH
7 CAROLA, JESSIE		45 RAMOS, JOSEBERT	40 PEYARIOS, SIMPLICIO
8 CAULIAN, MARY JOY		46 RAJID, JAKE	41 PERUCHIO, JEANETTE
9 FRANCISCO, MARK ANTHONY		47 REFUERSO, JOVY	42 PORTACIO, MARK
10 CANADEN, ANGELA MARIE		48 ROMERO, RIO	43 RAMOS, MARK PAUL
11 MACALIM, KENNEDY		49 ROTA, LESTER	44 RAMADA, ROBERTO
12 MANONDO, RENANTE		50 SANTOS, CHERRY ROSE	45 SALVADOR, ANTONIO
13 MATARUNDO, MARY JANE		51 SILVANO, GLICERIA	46 SANCHEZ, ERLINDA
14 PARRENO, ROMMEL		52 VICTORIA, ALBERTO	47 SECSON, DOLORES
15 PRESTO, RONALD		53 VILLOTES, GERUNDIO	48 STO. TOMAS, DENNIS
16 RAMOS, HERALD		54 WATEMAR, JILLY	49 TONGOL, MICHAEL
17 RRYES, RUBEN		55 ZACARIAS, CECILIA	50 YAPE, BRICCIO
18 RODRIGUEZ, WILFREDO		QUIRINO PROVINCIAL MEDICAY. CENTER	
19 SALENGA, RAUL		QUIRINO PROVINCH SUPERVISOR / ASSISTANT SUPERVISOR	
20 SEKON, SALDO		1 IBARONDO, JOEL	
21 TACO, EMILY		PHILIPPINE ORTHOPEDIC CENTER	
22 TORREGOZA, JOMAR		QUEZON CITY SUPERVISOR / ASSISTANT SUPERVISOR	
23 TRABADO, MARK FARNEST		1 LAQUINDANUM, FRANCISCO JR	
24 TRIGO, MARK JAYSON		2 FRANCO, RAMIL	
25 VALENCIA, GINA		JANITOR / JANITRESS / RELIEVERS	

PASIG & TAGUIG		3 ARDYSON, MARIDOT	
SUPERVISOR / ASSISTANT		4 ARIOLA, BETONI	
SUPERVISOR		5 AZCARRAGA, WILMA	
1 MENDOZA, JONVIRG		6 BASTIONG, MICHEL	
2 GERONIMO, RICHARD		7 BASTIONG, MICHEL	
JANITOR / JANITRESS / RELIEVERS		8 BISDA, MICHAEL ANGELO	
3 ABINION, JANE MARIE		9 BUCAD, JAYSON	
4 ALUM, GLICERIA		10 CABAIS, JONALD	
5 ANDALES, MYRA		11 CABANATAN, AGNES	
6 ANTONIO, MARICEL		12 CASTRO, CYNDI	
7 ARGUELLES, SALVACION		13 DE GUZMAN, ERNESTO	
8 ARIL, AYLIN		14 DEANON, JUSTIN	
9 ARISGADO, EMELITA		15 DELFIN, EULA	
10 ARSUA, EDGAR		16 DELFIN, SHELYN	
11 BACOLOD, GENELYN		17 DELYOS, MYRA	
12 BARUELA, ROMALY		18 EBCAS, BENJAMIN	
13 BAYRON, HELEN		19 EMPLEO, JENNY	
14 BRUYA, RAYMOND		20 ENRIQUEZ, LEO	
15 BIHAY, PHILIP		21 FORIO, PHILIP	
16 CADEER, JOHN MICHAEL		22 FRANCIA, VANESSA	
17 CALDERON, JEREMMI		23 FRANCISCO, JOSEPH	
18 CAMRON, CRISY		24 GARCIA, RISALINO	
19 CAYABYAB, ANTONIO		25 GENTULAN, BENZEN	
20 DE ASIS, ELMA		26 GULLA, JENR	
21 DINGALAN, REY			
22 DIAZ, ROCHEL			
23 DOCE, WILMER			
24 DOMINGO, ARIES			
25 DUALAGAN, JONA MAE			
26 EVASCO, LORY			
27 GARCIA, CRISTELYN			
28 GENEGA, VIRGEN			
29 HERNANDEZ, RACHELLE			
30 INDONILLA, JAY-AR			
31 LADIBE, LUCITA			

Submitted By:
 MS MANPOWER SERVICES

 IVY O. MACALALAD
 Marketing Officer

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 IVY O. MACALALAD
 Marketing Officer





NATIONAL IRRIGATION ADMINISTRATION QUEZON CITY SUPERVISOR / ASSISTANT SUPERVISOR		LOCAL WATER UTILITIES ADMINISTRATION QUEZON CITY SUPERVISOR / ASSISTANT SUPERVISOR	
1 CALDERON, JUMAR		1 SABADO, LARRY	
2 BORRE, EVANGELINE			
JANITOR / JANITRESS / RELIEVERS		JANITOR / JANITRESS / RELIEVERS	
3 ADAS, RUBELYN		2 ABEJAR, CHRISTINE JOY	
4 ALABADO, SHIELA		3 ACOSTA, ANGELO	
5 BAGASBAS, RECHEL ANN		4 ANCALINA, CORAZON	
6 BARRIENTOS, ARWIN		5 BAGASAN, MARIO	
7 BERASTI, JADE		6 CASTRO, JOHN ANTHONY	
8 CAJURAO, MA. SHIENA		7 DAYLAG, RANDY	
9 CANDELA, CRIS		8 DEANON, ARMELYN	
10 CARANZO, LIZA		9 DELA CRUZ, ADELFA	
11 CARSOLO, JAIME		10 DIGAY, MANUEL	
12 CASTAÑEDA, MARICEL		11 DIGNO, ROSAURO	
13 CEBO, LOLITO JR		12 DURON, MARK ANTHONY	
14 CULTIVO, MA. ELAINE		13 GARCIA, DEXTER ARVIC	
15 DE LEON, JENELYN RHOSE		14 GOYLAN, JAMES	
16 DELA CRUZ, BIRNVENIDO		15 LACANDASO, MARY MELIZA	
17 DELA CRUZ, DONDES		16 LAURENTE JR., FEDERICO	
18 DESPUES, REA		17 MACALE, RIZALINO	
19 DORNIDO, CANDELARIA		18 MATEO, MARISSA	
20 ESTOESTA, AIRHYNE		19 ONIZA, EMILITO	
21 FAJARDO, MERVIN		20 ORIBENDO, MICHIGLE	
22 FERNANDO, VILLA GRACE		21 PAGTAMA, STANICRIS	
23 FERRER, GINALYN		22 PERALTA, ADELAIDA	
24 FURTO, SERVANDO		23 RASCANO, ARLYN	
25 GASPAN, GINA		24 SALONGY, VILMA	
26 GERSIN, NOVIELYN		25 TOLEDO, JOSEPH	
27 GONZALES, NOLI		26 TORNO, JIMMY	
28 GULLA, ARJAY		27 VOLUNTAD, LUDOVICO	
29 GUNOY, MARY JOY			
30 JAVIER, JEFFERSON			
31 LIM, ANDREW			
32 LUMALANG, RYAN CARLO			
33 MAGAYON, JANET			
34 MAGDAGAN, APRIL GRACE			
35 MARIANO, JEFFREY			
36 MELAD, DAISY			
37 MENONG, MORICO			
38 MIGUEL, GLENN			
39 MINON, LEONARD			
40 MUÑEZ, MARY CLAIRE			
41 OBERO, MARICHEL			
42 OCHIA, ROLLY			
43 OGUIS, ROBELLE			
44 OLARTE, ANJANETH			
45 ORENCIO, MERLYN			
46 PAJARILLO, MARLYN			
47 PANGEN, MARICEL			
48 POLINAR, ANDRIAN CHRISTIAN			
49 REGUERAS, WELSTIE			
50 REYES, EVALINDA			
51 REYES, MYRNA			
52 RILLON, REMELYN			
53 ROJO, ALFRED			
54 ROMANILLOS, JOHN EMERSON			
55 RUILO, MARIA LITA			
56 SABB, NORIELYN			
57 SALAS, RACHEL			
58 SIMAGNAN, CLARISA			
59 VALENTIN, ROMAN			
60 VERGARA, ROSALYN			

Submitted By:
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IVY O. MACALALAD
Marketing Officer

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JANITORIAL * LANDSCAPING * GROUND MAINTENANCE * CARPET SHAMPOOING * HOUSEKEEPING
EQUIPMENT REPAIRS * ELEVATOR OPERATOR * ONE-TIME CLEANING AND OTHER RELATED SERVICES

Department of Budget and Management
Janitorial Manpower Service
Bid Opening: November 17, 20

RECRUITMENT AND HIRING POLICIES AND PROCEDURES

HIRING POLICY

Hiring of employees is a management function and prerogative.
The secretary shall inform the senior staff management verbally or preferably in writing in vacancy that requires employee substitution, temporary or otherwise arising from indefinite leave of absence, employee termination and/or resignation or the creation of a new rank- and-file position within maximum period of (5) day after the management on the Question Vacancy.

PERSONNEL SELECTION

M8 shall allow the employees to forward a list of prospective employee for a position that is declared vacant and open to applicants. In the event incumbent employees are interested in any qualify for the vacant position, they shall be accorded priority status.

CRITERIA FOR SELECTION

The following criteria shall be considered in deliberating on the acceptance or non-acceptance of manpower /janitorial service personnel and receptionist/secretaries.

Completion of the following required documents and pertinent papers:

1. Letter of application /resume and Bio Data
2. 2 pcs 2x2 ID picture
3. 2 pcs 1x1 ID picture
4. Community tax certificate
5. Barangay Clearance
6. Police Clearance
7. NBI Certificate
8. High school and college diploma
9. Birth Certificate
10. SSS M1 form or SSS ID
11. TIN number
12. Medical Certificate/ Drug Test

Each document must be submitted in 2 copies placed in separate folder and placed in 1 long brown enveloped.

ADMISSION PROCEDURE

Upon Submission of required documents the applicant is interviewed by the officers of the M8. After deliberation and approval, the applicant is notified as starting dated of his/ her training period for one week or more depending in the performance made during the entire training period. The M8 officers deliberate on the performance and work attitude of the applicant is admitted as contractual employee.

PERFORMANCE EVALUATION

Performance evaluation shall be conducted on all probationary employees before the conducted of their two weeks probationary period.

Performance evaluation shall be conducted fairly. However, should one disagree with his/her performance evaluation, he/she discuss it with the senior dental staff. If no satisfactory results can be reached, a special management meeting will be called to review and resolve the issue.

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IVY O. MACALALAD
Marketing Officer

#39 Unit B, K-8th Street, West Kamias, Quezon City, Metro Manila, Philippines 1102
Telefax No.: (02) 351-83-35 Email : m8_manpowerservices@yahoo.com

IVY O. MACALALAD
Marketing Officer

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PROBATIONARY PERIOD

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve satisfactory level of performance and level of performance and determine whether the new position meets their expectations. M uses their period to the evaluate employee capabilities, work habits, overall performance and general ability to fit in M8.

All and new rehired employees shall work on probationary period on the first three (3) weeks after the date of hire. If M8 determines that the initial designated probationary period may be extended for a specific period. An employee may be terminated before completion of the probationary period of M8, despite successful completion of the probationary period, an employee maybe terminated at any time for just cause or authorized after the due process.

CONTRACTS

The terms and condition of employment shall be stated in the written contract that shall be signed by the M8 officer and employee.

DRESS CODE

There is designated uniform/ work suit provided by M8 which shall be worn during working hours before time-in and before time-out. The careful use of the provided items is required from the employee. Employee should be aware the proper grooming.

PROFESSIONALISM IN THE JOB

Professionalism in the job means:

- Knowing, understanding, and accepting work responsibilities and abiding by the provisions of the employee handbook
- Practicing respectful and dignified services to all clients, co-workers, superiors and management, remembering that one's job or position does not give one the license, in the performance of function, to abuse the rights and dignity of others person, particularly those who, by ranks or status, are below himself/herself
- The employee shall all times be willing to perform ones duties and responsibilities to the best of his/ her ability. It is incumbent upon the employee to know and understand ones function to perform the same on his/ her own initiative and without need constant supervision. The employee shall be refrain from doing any act unfavorable to the interest and purpose of M8 The employee shall seek redress of grievance through legal and moral means
- The employee shall, at all times, try to use and encourage others the use of courteous and respectful language. The employee shall likewise avoid all forms of clearly malicious (May malisyal), propane (Bastos), derisive (pag iiskandalo), indecent (pagmamura) that may offend the sensibilities of others, that may cause insult or emotional hurt or otherwise the dignity of a person.
- The employee respects the uniqueness of every individual. In doing so, he/she is prepared to adjust and accept with tolerance and compassion, the habit/ behavior (pag-uugali at sistema) of all colleague, associates, peers or subordinate (mga kasama sa trabaho) for as long as the same habit/ behavior do not put down the accepted forms of society, the right to privacy and dignity of other individuals.

CLOCKING OR SIGNING IN /OUT

Each employee shall be required to clock to sign in/out. All employees are given direction regarding the time clock system. Signing in sheets (Daily Time Record) is provided and is located at a designated place within the premises of the M8 dental Facility.

The Daily Time Record Form (DTR) is the exclusive property of M8 and cannot be brought home. Penalties in terms of fine(s), reprimand and ultimate Dismissal are imposed on the employee regarding lost and tampered DTR.

The Daily Time Record form DTR is the exclusive property of M8 and cannot be brought home. Penalties in terms of fine (s), reprimand and ultimate Dismissal are imposed on the employee regarding the lost and tampered DTR.

The employee is required to clock/ sign in and out on the time clock or sign in or out for anyone else.

The senior staff or any of the M8 staff must counter sign the daily time record should an employee forget, or for any reason neglect to any punch in/out, leave early, begin work early, work beyond the schedule signing in /out

IVY O. MACALALAD
Marketing Officer

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Marketing Officer

ATTENDANCE, ABSENCES AND PUNCTUALITY

DAILY ATTENDANCE

All employees shall observe the mandated working our rule, that is eight (8) hours a day excluding one (1) hour lunch break and with (1) or (2) days off within the week not necessarily on Sundays. The aforementioned shall be reflected in the DTR.

ABSENCES

Any employee who is unable to report for work shall notify the senior staff through any means of communications if possible.

An absent employee is expected to designate a substitute employee. Repeated absences without notification and/ or justifiable reasons shall be ground for dismissal after due process.

TARDINESS

All employee are expected to be punctual (Hindi nahuhuli sa pag pasuk) in reporting for work an employee shall considered late if she/he reports (10) ten minutes after the specified working time, habitual tardiness shall be computed every (15) days during payroll schedule. After (15) day record of absences and tardiness prepared by the secretary and or treasurer of M8 shall be the basis of any disciplinary action.

Work schedule are specifically determined and dictated by every facilities located in the respective mall facility

BREAK PERIODS

The employee is provided with (1) hour lunch break period or meal period is not necessarily 12:00-1:00 NN. Available personnel during usual lunch period are arranged for this purpose for continued dental serviced. The supervisors per outlet will work out the time schedule for the particular purpose.


ABSENTEEISM

M8 MANPOWER SERVICES is open (7) days a week in some of its outlet requiring (8) hour double shift. All employees are expected to report for work as to schedule regardless of traffic or whether conditions.


Attendance is a part of all overall job performance should the employee be unable to report for work due to illness or other reason, it is his / her obligation to notify (ipaalam) the supervisor on duty or to M8 Management Staff. Such notification is required for a minimum of two (2) hours prior to the employee shall call management every day, when absent from work.

Habitual failure to inform on duty in each outlet or the M8 Management of an absence will result to the disciplinary action including termination. M8 reserved the right to impose whatever discipline it determines appropriate in the light of all the circumstances of an employee lateness and/or absenteeism.

Should the employee be absent for three (3) or more consecutive days, the employee shall be furnish M8 with a signed and dated physicians statement and must provide the reasons for the absences. Failure to provide this information will be considered UNEXCUSED ABSENCES.


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Marketing Officer

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Marketing Officer







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RESTAURANT SERVERS * CLERICAL * EQUIPMENT REPAIRS * ONE-TIME CLEANING AND OTHER RELATED SERVICES

Department of Budget and Management
Janitorial Manpower Service
Bid Opening: November 17, 2008

RECRUITMENT PROCEDURE

NOW HIRING
Male and Female
With Proving Personality
College level
Male at least 5'5"
Female at least 5'3"
With Good Moral Character
At least 30-45 yrs old
For Contact For Eva 0922-881-3430

NOW HIRING
Male
With Experience
With Good Moral Character
At least 18-35 yrs old
For Contact For Eva 0922-881-3430

Step 1:

Posting of Open Position



Step 2:

Preparation of Documents



Step 3:

Waiting for walk-in applicants or call pre-qualified applicants



Step 4:

For walk-in / new applicants

Issue a list of requirements to be submitted

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M8 MANPOWER SERVICES

Submitted By:
M8 MANPOWER SERVICES

IVY O. MACALALAD
Marketing Officer

IVY O. MACALALAD

#39 Unit B, K-8 Street, Westpark Office, Quezon City, Metro Manila, Philippines 1102
Telefax No.: (02) 351-88-35 Email: m8_manpowerservices@yahoo.com



Step 5:

Applicants submits all necessary documents and requirements



Step 6:

Call applicants for initial interview



Step 7:

Initial interview



Step 8:

Written exam



Step 9:

Pre-selection

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JIN MANPOWER SERVICES

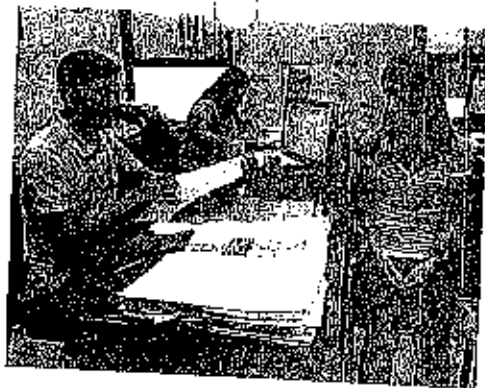
Submitted By:
MB MANPOWER SERVICES

[Signature]
IVY O. MACALALAN
Marketing Officer

[Signature]
IVY O. MACALALAN
Marketing Officer

[Signature]

[Signature]



Step 10:

Second Interview

This is conducted by the Operations Manager at times.

Step 11:

Successful candidates are now recruited. Orientation and briefing will be conducted by the personal officer.



Step 12:

Introduction of supplies, materials and equipment's

Step 13:

Off-site training



Step 14:

On-site training



Step 15:

Officially Hired

Submitted By:
NS MANPOWER SERVICES

IVY O. MACALALAD
Marketing Officer

IVY O. MACALALAD
Marketing Officer

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RESTAURANT SERVERS * CLERICAL * EQUIPMENT REPAIRS * ONE-TIME CLEANING AND OTHER RELATED SERVICES

Department of Budget and Management
Janitorial Manpower Service
Bid Opening: November 17, 2007

PICTURES OF A TYPICAL JANITOR / SUPERVISOR



Polo Shirt



Scrub Suit
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IVY O. MACALALAD
Marketing Officer

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8/9



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RESTAURANT SERVERS * CLERICAL * EQUIPMENT REPAIRS * ONE-TIME CLEANING AND OTHER RELATED SERVICES

Department of Budget and Management
Janitorial Manpower Services
Bid Opening: November 17, 2016

PICTURES OF A TYPICAL JANITOR / SUPERVISOR



Polo Jacket



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[Signature]
IVY O. MACALALAD
Marketing Officer

Submitted By:
M8 MANPOWER SERVICES

[Signature]
IVY O. MACALALAD
Marketing Officer

HOUSEKEEPING PLAN

COVERAGE	DESCRIPTION OF TASK	FREQUENCY
Offices/ Reception Areas/ Halls and Stairways	Empty Waste bins and wash them, if required	Daily
	Water indoor plants	Daily
	Bring out indoor plants	Once a week
	Wipe/ clean window shades; clean inside windows; clean door jambs/ balusters/ hand rails; clean glass walls/ partitions	Once a week
	Machine scrub and buff hard floors	Once a week
	Remove cobwebs (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain marks	Once a month.
	Wet cleaning/ dusting/ vacuuming upholstered furniture/ office chairs	Once a month
Office Spaces	dust mop/ spot mop/ buff the floors	As necessary **
	Damp wipe office tables and chairs	Daily
	Damp wipe office equipment, ie., computer screens, key boards, calculators, telephones, desk lamps, filing cabinets, etc.	Daily
	Remove cobwebs (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain marks	Once a month
	Wet cleaning/ dusting/ vacuuming upholstered furniture/ office chairs	Once a month
Multipurpose Hall/ Conference Rooms/ Library	dust mop/ spot mop/ buff the floors	As necessary **
	Empty paper/ waste bins, wash them, if required	Daily
	Damp dust table tops, rearrange chairs	Daily
	Machine scrub and buff hard floors	Thrice a week
	Wipe/ clean window shades; clean inside windows; clean door jambs/ balusters/ hand rails; clean glass walls/ partitions	Once a week
	Remove cobwebs (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls, window sills, surrounds and other vertical ledges with dirt and stain marks	Once a month

Submitted by:


IVY O. MACALALAD
 Marketing Officer

Washrooms and Toilets	Wet clean dust and vacuum upholstered furniture	Once a month
	dust mop/ spot mop/ buff the floors	As necessary **
	Mop, clean, disinfect and dry floor	As necessary **
	Wash, clean and disinfect urinals and toilet bowls	As necessary **
Pantries	Empty and wash waste bins	As necessary **
	Damp wipe and polish with dry cloth the refrigerator, oven, etc.	Thrice a week
	Disinfect floor, pantry sink and and pantry cabinet	Once a week
Multipurpose Building/ Gym	Dust mop/ spot mop the floors, pantry sink and pantry cabinet	As necessary **
	Clean bleachers and shower room	Daily
Records Area/ Stockrooms	Clean and remove dusts from equipment, handrails and stairways	Daily
	clean the floor and remove dusts from equipment and files	Daily
DBM Grounds	Clear rubbish from path walks, driveways, parking areas, park, etc.	Daily
	Water outdoor plants	Twice daily
	Trimming of plants	Twice a month or As necessary **

Note:

* **Frequency** may be changed during the contract implementation, upon the instruction of the head of the Administrative Service.

** "As necessary" means to be checked once a day and cleaned if necessary.

2.1 Service Standard

Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times.

The expected standard after cleaning and waste collection is, as follow:

Office Areas:

- a. All surfaces, fixtures and fittings up to normal cleaning height, should be free from dust, stains and debris.
- b. All waste receptacles should be empty.

Note: Papers files and electronic equipment will not be removed or adjusted while cleaning (where applicable), unless prior permission has been obtained from the employee concerned.

Submitted by:


IVY O. MACALALAD

Marketing Officer

Washrooms and toilets:

- a. All surfaces, fixtures and fittings up to normal cleaning height, should be free from dust, stains and debris.
- b. All sanitary fittings should be free from grime, dirt and smear.
- c. Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other errands within DBM premises)

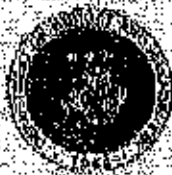
2.2 The duties of the assigned Janitorial Supervisor shall include but are not limited to the following:

- a. Make rounds to check his/ her subordinates, provide special cleaning instructions and/or assignments and ascertain compliance with directives.
- b. Conduct inspection to check cleanliness and orderliness of the premises and inform his/ her subordinates of corrections, if any
- c. Determine materials and supplies needed, and timely inform the Head of the AS-General Services Division of the requirement.
- d. Train subordinate on proper cleaning methods, use of equipment, safety practices and work regulations.

Submitted by:


IVY O. MACALALAD

Marketing Officer



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
FINANCE AND STRATEGY DIVISION, SAN MIGUEL MANILA

BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

November 29, 2016

MS. IVY O. MACALALAD
MR Manpower Services
59-B, XBth Street
Barangay West Kamilis
Quezon City

Dear Ms. Macalalad:

We are pleased to inform you that the contract for the Project, "Janitorial Manpower Services," is hereby awarded to MR Manpower Services by the amount of P17,940,265.48.

In this regard, you are hereby required to post a performance security in the amount and form stated in Section 39 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 prior to the signing of the contract.

Very truly yours,

BENJAMIN E. DIOKNO

Secretary

BENJAMIN E. DIOKNO

Secretary

BENJAMIN E. DIOKNO

Secretary



STRONGHOLD INSURANCE COMPANY, INCORPORATED

PERFORMANCE BOND

SKI NO.: CUB-5743
G(13)-8085-0234039



VALID FOR GOVERNMENT INFRASTRUCTURE, SUPPLY & SERVICES CONTRACTS ONLY

VALID FOR GOVERNMENT INFRASTRUCTURE, SUPPLY & SERVICES CONTRACTS ONLY

KNOW ALL MEN BY THESE PRESENTS:

That we, **MR MANPOWER SERVICES**-No. 88 Unit B, K-8th Street, Gray, Kamias, Quezon City as Principal, and **STRONGHOLD INSURANCE CO., INC.**-17/F Security Bank Centre, 6778 Ayala Avenue, Makati City, a corporation duly organized and existing under and by virtue of the laws of the Philippines, as Surety, are held and firmly bound unto the **DEPARTMENT OF BUDGET AND MANAGEMENT**, as obligee in the sum of **PESOS: FOUR MILLION SEVEN HUNDRED EIGHTY-THREE THOUSAND & 00/100 (PHP 4,783,000.00)** Only, Philippine Currency, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally firmly by these presents.

WHEREAS, the CONDITIONS OF THIS OBLIGATIONS ARE AS FOLLOWS:

To fully and faithfully comply/performance for the *Janitorial Manpower Services*.
This bond is callable on demand.

WHEREAS, the liability of the Surety Company under this bond shall in no case exceed the sum of **PESOS: FOUR MILLION SEVEN HUNDRED EIGHTY-THREE THOUSAND & 00/100 (PHP 4,783,000.00)** Only, Philippine Currency, inclusive of interest, attorney's fee and other damages, and shall not be liable for any advances of the Obligees to the Principal;

WHEREAS, said contract requires the said Principal to give a good and sufficient bond in the above-stated sum to secure the full and faithful performance on its part of said contract;

NOW THEREFORE, if the Principal shall perform well and truly and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract, then, this obligation shall be null and void; otherwise it shall remain in full force and effect.

The liability of the surety company under this bond shall expire on **December 31, 2017** and the bond is deemed absolutely cancelled **Ten (10)** days thereafter.

IN WITNESS WHEREOF, we have set our hands and signed our names at **QUEZON CITY** this 1st day of January, 2017.

MR MANPOWER SERVICES

JOSILYN M. MEDINA
MANAGER
(Principal)

STRONGHOLD INSURANCE CO., INC.
(Surety)

TIN NO 000-802-270-000

SIMON R. LADEZA
PRESIDENT

SIGNED IN THE PRESENCE OF

Witness

ESTRELLA D. GAMON

Witness



STRONGHOLD INSURANCE COMPANY, INCORPORATED

ACKNOWLEDGEMENT

Republic of the Philippines }
QUEZON CITY, S.S.

SICI BOND NO. CUB-5743
G(13)-E005-0234039

In QUEZON CITY Philippines, 27th day of December, 2016 personally appeared before me.

NAME	Residence Cert. No.	ISSUED	
		At	On
JOSIELYN R. MEDINA STRONGHOLD INSURANCE CO., INC.	TIN NO. 238-723-877-000 08243755	MAKATI CITY	01/06/16
AMON R. LADEZA	TIN NO. 104-148-838-000		

and AMON R. LADEZA with Comm. Tax. Cert. No. TIN NO. 104-148-838-000 issued at on for and in behalf of STRONGHOLD INSURANCE CO., INC. with comm. Tax Cert. No. 08243755 issued at MAKATI CITY on 01/06/16 to me known to be the same persons who signed and executed the foregoing instrument and knowledge before me that same is of their own voluntary act and deed.

In WITNESS Whereof, I have hereunto set my hand and affixed my notarial seal at the place and date first above written.

Doc. No. 142
Page No. 26
Book No. III
Series of 2016

RODOLFO E. MENDOZA
NOTARY PUBLIC
Until December 31, 2016

PTR No. 5323513/Makati/01-04-2016
IBP No. 1016996/Makati/12-29-2015
MCLE No. 0012898-12-14-2015-Pasig City

Republic of the Philippines }
QUEZON CITY, S.S.

AMON R. LADEZA of STRONGHOLD INSURANCE CO., INC., having been duly sworn, states and deposes that the STRONGHOLD INSURANCE CO., INC. is a corporation duly organized and existing under and by virtue of the laws of the Philippines, with its principal office at Makati City and is duly authorized to execute and furnish surety bonds for all purposes within the said Philippines; and that is actually worth the amount specified in the foregoing undertaking to wit: **FOUR MILLION SEVEN HUNDRED EIGHTY-THREE THOUSAND & 00/100 Pesos, (PHP 4,783,000.00) Philippine Currency,** over and above all your debts and obligations and property exempt from execution.

STRONGHOLD INSURANCE CO., INC.

By: **AMON R. LADEZA**
PRESIDENT

Subscribed and sworn to before me this 27th day of December, 2016 at QUEZON CITY, Philippines. Affiant exhibited to me his Comm. Tax Certificate and that the Corporation, as above mentioned.

Doc. No. 143
Page No. 20
Book No. III
Series of 2016

RODOLFO E. MENDOZA
NOTARY PUBLIC
Until December 31, 2016

PTR No. 5323513/Makati/01-04-2016
IBP No. 1016996/Makati/12-29-2015
MCLE No. 0012898-12-14-2015-Pasig City

VALID FOR GOVERNMENT INFRASTRUCTURE, SUPPLY & SERVICES CONTRACTS ONLY

VALID FOR GOVERNMENT INFRASTRUCTURE, SUPPLY & SERVICES CONTRACTS ONLY

CERTIFIED TRUE COPY

ANON R. LADEZA
VICE PRESIDENT



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Pananalapi
Department of Finance
KOMISYON NG SEGURO
INSURANCE COMMISSION

KATIBAYAN NG PAKAMAYKAPANGYARIHAN
CERTIFICATE OF AUTHORITY

ITO AY PAMUKAV na ang **STRONGHOLD INSURANCE COMPANY, INC.**
(This is to certify that **NG LUNGSOD NG MAKATI, PILIPINAS**

na isang pang **DI-BUHAY**
a **NON-LIFE**
(FIRE, MARINE, CASUALTY & SURVEYS)

na kompanya ng seguro ay nakatagan sa lahat ng mga kailangang itinatda ng batas
insurance company, has complied with all requirements of law

ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban
of the Philippines relative to such insurance companies, and it is hereby granted

nitong **KATIBAYAN NG PAKAMAYKAPANGYARIHAN** upang makipugnagayo ng
this CERTIFICATE OF AUTHORITY to transact

uri ng seguro na itinatda sa itaas hanggang ikalabingdalawa ng hatidgabi, ng ikatathampun't isang
the class of insurance business above set forth, until twelve o'clock midnight, on the thirty-first

araw ng Disyembre, taong dalawang libo't labing-walo
day of December 2018

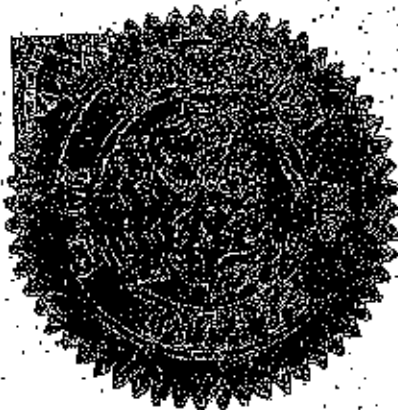
maliban kung agad na bawlin o pigilin ng may makatuwirang dahilan.
unless sooner revoked or suspended for cause.)

Eilang **KATUNAYAN NIYO**, nilagda ko ang aking pangalan
(in WITNESS WHEREOF, I have hereunto subscribed my name

at idinalat ang Opisyal na Tatak ng aking Tanggapan
and caused my Official Seal to be affixed,

sa Lungsod ng Maynila, Pilipinas. Ito ay may bias
at the City of Manila, Philippines. This becomes

shirata (ka-isa ng Enero 2016.
effective on 1 January 2016.)



Immanuel R. Dooc
IMMANUEL R. DOOC
Insurance Commissioner

*AO No. 344 issued on
February 22, 1961

Date Issued: _____



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

November 29, 2016

MS. IVY O. MACALALAD

M8 Manpower Services
39-B, K8th Street
Barangay West Kamias
Quezon City

Dear **Ms. Macalalad:**

We are pleased to inform you that the contract for the Project, "Janitorial Manpower Services," is hereby awarded to M8 Manpower Services in the amount of P15,940,266.48.

In this regard, you are hereby required to post a performance security in the amount and form stated in Section 39 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 prior to the signing of the contract.

Very truly yours,

S E C
BENJAMIN E. DIOKNO
Secretary



MACALALAD, IVY O.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO ST., SAN MIGUEL, MANILA

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

December 29, 2016

MS. IVY O. MACALALAD

M8 Manpower Services
39-B, K8th Street
Barangay West Kamias
Quezon City

Dear **Ms. Macalalad:**

This is to inform you that performance of the obligations specified in the attached Contract for the Project, "Janitorial Manpower Services," shall commence upon receipt of this Notice to Proceed.

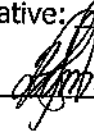
Very truly yours,


BENJAMIN E. DIOKNO

Secretary

I acknowledge receipt and acceptance of this Notice on: _____

Name of Consultant and/or Representative: IVY O. MACALALAD

Authorized Signature:  DECEMBER 29, 2016