



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION I

**NOTICE OF RENEWAL**

January 19, 2024

**MRS. MA. LUZ A. RULLAN**

General Manager  
Mckleene Premium Products, Inc.  
No. 16 Gen. Luna Street  
City of San Fernando, La Union

Dear Mrs. Rullan:

We are pleased to inform you that the contract for the *Provision of Janitorial/ Messengerial Services* is hereby renewed in the amount of *Eight Hundred Five Thousand Nine Hundred Sixty-Nine & 12/100 (805,969.12)* in accordance with the Guidelines on Renewal of Regular and Recurring Services provided under 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

We appreciate your interest in renewing the subject contract and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,

**RIA V. BANSIGAN**

Director IV

**Received By:**

MA. LUZ A. RULLAN

(Signature above printed name)

\_\_\_\_\_  
(Date and Time of receipt)

# CONTRACT AGREEMENT FOR JANITORIAL AND MESSENGERIAL SERVICES

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THIS CONTRACT AGREEMENT for Janitorial and Messengerial Services is made and entered into this 24<sup>th</sup> day of January 2024 in the City of San Fernando, La Union, by and between:

**DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE I** (hereinafter called the "Entity") with business address at Government Center, Barangay Sevilla, City of San Fernando, La Union; - and -

**MCKLEENE PREMIUM PRODUCTS, INC.** (hereinafter called the "Provider") with business address at No. 16 Gen. Luna St., City of San Fernando, La Union.

WHEREAS, the Bids and Awards Committee (BAC) of the Entity recommended to the Director IV, through Resolution No. 2024-02 dated January 8, 2024, the renewal of contract for janitorial and messengerial services with the Provider;

WHEREAS, through the same BAC Resolution, the Director IV approved the recommendation of the BAC to renew the services of the Provider.

## NOW, THIS CONTRACT AGREEMENT WITNESSETH AS FOLLOWS:

1. The Entity and the Provider herein agree to renew the janitorial and messengerial services being provided by the latter for the period February 1 to December 31, 2024 in the sum of **Eight Hundred Five Thousand Nine Hundred Sixty-Nine & 12/100 (P805,969.12) Only**; and
2. The following documents shall be deemed to form and be read and construed as part of this Contract Agreement, viz:
  - a) Letter dated December 18, 2023 re submission of updated documents;
  - b) Notice of Extension dated December 29, 2023 extending the provision of security services for one (1) month (January 1-31, 2024); and
  - c) Notice of Renewal dated January 19, 2024.

IN WITNESS whereof, the parties hereto have caused this Contract Agreement to be executed in accordance with the laws of the Republic of the Philippines on the date and place first above written.

  
**RIA V. BANSIGAN, CESO III**

Director IV  
Department of Budget and Management  
Regional Office I

  
**MA. LUZ A. RULLAN**

Manager/Owner  
Mckleene Premium Products, Inc.

Witness:

  
**ELIZABETH T. MADRID**

  
**MARGIE LYN E. GACAYAN**

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public in and for the **City of San Fernando, La Union**, this \_\_\_ day of January 2024, personally appeared **DIRECTOR RIA V. BANSIGAN** and **MRS. MA. LUZ A. RULLAN** who have satisfactorily proven to me their identities through the following current identification documents:

Name	Identification Document No.	Valid Until
Dir. Ria V. Bansigan	A05-07-003718	01-24-2034
Mrs. Ma. Luz A. Rullan	SSS ID 01-027653-1	

That they are the same persons who executed and voluntarily signed the foregoing **Contract Agreement for Janitorial and Messengerial Services** which consists of two (2) pages, including this page, which they acknowledged before me as their own free voluntary act and deed and that the **Department of Budget and Management Regional Office I** and the **Mckleene Premium Products, Inc.**, which they represent as Director IV and Manager/Owner, respectively, with full authority to sign in that capacity.

**WITNESS MY HAND AND SEAL** this 23<sup>rd</sup> day of January 2024 at the City of San Fernando, La Union.

\_\_\_\_\_

Notary Public  
 Until December 31, 2024  
 PTR No. \_\_\_\_\_  
 TIN \_\_\_\_\_

Doc. No. 368  
 Page No. 75  
 Book No. LXII  
 Series of 2024





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**NOTICE OF EXTENSION**

December 29, 2023

**MRS. MA. LUZ A. RULLAN**

General Manager  
Mckleene Premium Products, Inc.  
No. 16 Gen. Luna Street  
City of San Fernando, La Union

Dear **Mrs. Rullan:**

We are pleased to inform you that the contract for the provision of janitorial and messengerial services is hereby extended for a period of one month (January 1-31, 2024) in accordance with the Guidelines on Renewal of Regular and Recurring Services provided under 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

We appreciate your interest in extending the contract for the provision of security services and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,

  
**RIA V. BANSIGAN**  
Director IV 



**Received By:**

  
**MA. LUZ A. RULLAN**

(Signature above printed name)

12-29-23

(Date and Time of receipt)

DBM COPY



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
REGIONAL OFFICE I  
**CITY OF SAN FERNANDO, LA UNION**

December 18, 2023

**MRS. MA. LUZ A. RULLAN**  
General Manager  
Mckleene Premium Products, Inc.  
No. 16 Gen. Luna Street,  
City of San Fernando, La Union

RECEIVED BY: *fr*  
DATE **DEC 18 2023**

Dear **Mrs. Rullan**:

This Office intends to renew the existing contract with your Agency for the provision of janitorial and messengerial services for calendar year 2024.

If you agree with the said renewal, may we request the submission of the updated copy of the following documents:

- 1) Mayor's Permit;
- 2) Income/Business Tax Return; and
- 3) Omnibus Sworn Statement.

We appreciate receiving the above enumerated documents not later than ten (10) days after receipt of this Notice. Nevertheless, this Office reserves the right not to pursue the renewal process due to any adverse findings in the documents and information submitted, without incurring any liability thereof. A separate Notice of Renewal shall be sent to your Agency upon compliance with all the requirements set.

Thank you and our best regards.

Very truly yours,

*[Handwritten Signature]*  
**RYAN A. MILANES**  
BAC Chairperson

