



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

## NOTICE OF AWARD



July 29, 2024

**The Manager**  
**VISION JANITORIAL AND ALLIED SERVICES**  
Tacloban City

Dear **Sir/Madam:**

This is to notify you that your Bid for the **PROCUREMENT OF CLERICAL SERVICES** for the contract Price of **One Hundred Twenty-Five Thousand Nine Hundred Fifty-Eight Pesos and Fifty-Five Centavos (P125,958.55)** Only is hereby accepted.

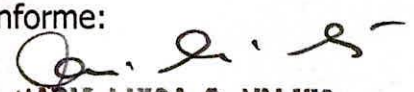
Please refer to the attached signed quotation for the details of the specifications. May we remind likewise that processing of payment is subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the Request for Quotation.

For information and guidance.

Very truly yours,

  
**IMELDA C. LACERAS, CESO III**  
Regional Director

Conforme:

  
**MARIA LUISA G. VALUIS**  
GENERAL MANAGER

(Signature over Printed Name)


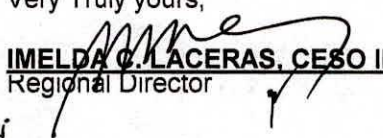
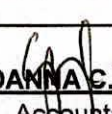
**Manager / Authorized Representative**  
**VISION JANITORIAL AND ALLIED SERVICES**

Date of Receipt: July 29, 2024

**PURCHASE ORDER**

**Department of Budget and Management  
Regional Office VIII**

Villa Ruiz, Bgy 77, Marasbaras, Tacloban City  
Tel. No. (053) 888-0548, & 832-1628

Supplier :		<b>VISION JANITORIAL AND ALLIED SERVICES</b>		P.O. No. : <u>2024-07-027</u>	
Address :		Tacloban City		Date : <u>July 29, 2024</u>	
TIN :				Mode of Procurement : <u>Negotiated - SVP</u>	
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>DBM RO VIII, Marasbaras, Tacloban City</u>				Delivery Term :	
Date of Delivery : <u>See note below.</u>				Payment Term : <u>LDDAP-ADA</u>	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	LOT	<b>Procurement for the delivery of CLERICAL SERVICES for the months of August to December 2024</b>	1	125,958.55	P125,958.55
		Pls. find attached: a.General Conditions of Contract b.Special Conditions of Contract c.Schedule of Requirements d.Technical Specifications e.Price Schedule  Delivery Period: August 1 – December 31, 2024			
<b>TOTAL</b>					<b>P125,958.55</b>
<p>In Case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.</p> <p>We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 45%;"> <p>Conforme: </p> <p><b>MARIA LUISA G. VALUIS</b> GENERAL MANAGER</p> <p>(Signature over printed name) <u>July 29, 2024</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p>Very Truly yours,</p> <p></p> <p><b>IMELDA C. LACERAS, CESO III</b> Regional Director</p> </div> </div>					
Fund Cluster : _____			ORS/BURS No. : _____		
Funds Available : _____			Date of the ORS/BURS: _____		
 <b>MA. JOANNA G. LANTAJO</b> Accountant			Amount : _____		



## **1. Scope of Contract**

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. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## **2. Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder 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 of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, 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.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 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, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section II. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <ol style="list-style-type: none"> <li>1. Delivery of clerical services shall be made by the supplier in accordance with the term specified in the <b>Schedule of Requirement</b> within five (5) calendar days from receipt of Notice of Award (NOA) and Purchase Order (PO). The supplier shall present the following documents of the proposed clerk for the pre-approval of the Procuring Entity: <ol style="list-style-type: none"> <li>a. Curriculum Vitae/Bio-data with pictures taken within the last three (3) months of the proposed clerk to be detailed in DBM ROVIII;</li> <li>b. Health certificate issued by any government hospital or any government facility authorized to issue the same. Certificate issued should be taken within pre-approval period or within five (5) calendar days from receipt of NOA and PO;</li> <li>c. Valid Philippine National Police Clearance;</li> <li>d. Valid National bureau of Investigation clearance;</li> <li>e. Certified True Copy of Diploma/Transcript of Records; and</li> <li>f. Certificate of Trainings attended, or Certificate issued by the Human Resource or authorized representative in relation to work experience.</li> </ol> </li> <li>2. Within one (1) working day after the submission of the above-mentioned documents, the Procuring Entity (PE) shall conduct the Basic Computer Proficiency Test (Basic Word, Excel, etc). Following the conduct of this exam, the PE will inform the Service Provider in writing the name of the clerk to be assigned in DBM ROVIII and shall appear with the procuring entity escorted by the authorized officer of the Service Provider.</li> <li>3. The Pre-Approval shall be recommended by Mr. Emilio M. Albos, Chief Administrative Officer subject to the approval of the Head of the Procuring Entity.</li> <li>4. The SERVICE PROVIDER shall not replace the assigned clerk without prior clearance/approval of DBM RO VIII which reserves the right to reject any proposal for replacement if such is found to impose imminent danger to the service. On matter of disciplinary action towards the personnel, DBM ROVIII shall cooperate with the Service Provider by means of mutual consultation.</li> </ol> <p>Moreover, during contract implementation, the Service Provider and the clerk should have a 'lock-in' contract to ensure compliance to the period stipulated in the Schedule of Requirements.</p>

2.2	<p>1. Upon delivery of the service to the PE, the Service Provider shall notify the DBM ROVIII and submit the following documents to DBM ROVIII within 15 working days every after the end of the applicable month, as basis for the payment:</p> <ul style="list-style-type: none"> <li>a) Original copies of the SERVICE PROVIDER's Billing Statement showing Service description, quantity and amount.</li> <li>b) Certified copies of documents reflecting proof of payment/remittance of Social Security System, PhilHealth and Pag-IBIG benefits of the clerk assigned to the entity.</li> <li>c) Certified copy of the payroll of the prior month showing acknowledgement of receipt by the clerk of his or her salaries released every after a period of 15 days.</li> </ul> <p>Overtime work to be rendered by the clerk in exigency of the service shall be recommended by the Chief Administrative Officer or his duly Authorized representative and subject to the Approval of the HOPE. It is understood that the billing shall include Overtime Pay requirement, if any, for the given period.</p> <p>2. The Service Provider shall pay the salary of the clerk within five (5) calendar days every after a period of 15 days corresponding to the work rendered for the given period.</p>
4	<p>DBM ROVIII shall conduct inspections and tests at any time during the contract. This shall be done through conducting a Basic Computer Proficiency Test to the clerk to assess the Supplier's compliance to the Schedule of Requirement and Technical Specifications. Any adverse findings shall be a ground for termination of contract at the option of the PE.</p>



# Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Clerical Services	One (1)	1	<p>8 Hours/Day for five (5) days a week, Mondays to Fridays excluding all Holidays (Regular and Special Non-Working)</p> <p>However, in the exigency of the service, the work rendered outside the regular working days/time shall be entitled to an overtime pay.</p> <p>Starts On: August 1, 2024 or on the first day of duty rendered by the outsourced personnel (whichever comes first)</p> <p>Ends on: December 31, 2024.</p>



## ***Section IV. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.



# Technical Specifications

Item	Specification	Statement of Compliance
1	<p><b>1. Delivery of Clerical Service</b></p> <p>Five months provision of Clerical Service at DBM ROVIII, rendering eight (8) hours, five (5) days a week excluding all holidays (regular and special non-working)</p> <p>One (1) Clerk required</p> <p>However, the clerk may be requested to provide assistance outside the regular working hours or during weekends, or holiday, upon the approval of the Chief Administrative Officer or his/her duly Authorized representative.</p> <p><b>2. Scope of Work to be Rendered</b></p> <p>The outsourced personnel agrees to perform the following services: Assist and support the Records Unit in the:</p> <ul style="list-style-type: none"> <li>• Receiving and releasing of documents;</li> <li>• Scanning, archiving and inventory of documents/records;</li> <li>• Filing and reproducing of documents; and</li> </ul> <p>Perform other duties and functions as may be required by the office in the enforcement of regulations and instructions</p> <p><b>3. Personnel Requirement/Qualifications</b></p> <p>The clerk to be deployed should have the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>a. At least two (2) years completion of studies on the tertiary level, preferably in office/business, secretarial administration, computer science or management-related courses.</li> <li>b. Should have at least 6 months relevant work experience related to administration and clerical functions.</li> <li>c. Strong Computer skills and working knowledge of Microsoft Office (e.g. MS Word, MS. Excel, etc).</li> <li>d. Of good moral character and without criminal record as evidenced by valid PNP Clearance and NBI Clearance.</li> <li>e. Physically and mentally fit, as evidenced by the medical certificate issued by any government hospital or any government facility authorized within pre-approval</li> </ol>	<p><i>(Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters for each Specifications.)</i></p>

2	<p>period or within five (5) calendar days from receipt of NOA and PO</p> <p>The SERVICE PROVIDER upon receipt of the NOA and PO shall be required to submit to DBM ROVIII a sworn statement attesting the compliance with the foregoing.</p> <p><b>4. Uniform</b></p> <p>The SERVICE PROVIDER shall provide the personnel with appropriate uniforms and ID; and ensure that he/she shall observe proper personal hygiene and appear neat and clean at all times.</p> <p><b>2. Obligations and Responsibilities of the Service Provider</b></p> <p>The Service Provider shall comply with the following obligations and responsibilities:</p> <ul style="list-style-type: none"> <li>a) Shall assign a Roving Supervisor from its own account to monitor the attendance of the clerk and handle consolidation of daily timecards periodically in preparation for the billing to DBM ROVIII.</li> <li>b) Service Provider shall ensure that clerk diligently reports for duty. Habitual tardiness and absences incurred without valid reasons shall be a ground for replacement of clerk or termination of contract with the service Provider.</li> <li>c) Have the clerk changed or replaced upon request of the Procuring Entity for justifiable reasons (such as but not limited: hospitalization, contagious &amp; severe health conditions, etc). A change of clerk to be assigned shall require clearance from the Head of the Procuring Entity and shall automatically require submission of qualification papers as required in the Special Conditions of Contract at least three (3) working days before its effectivity.</li> <li>d) The Service Provider through its clerk assigned to DBM ROVIII shall at all times maintain confidentiality of all documents and information that he/she may have knowledge by virtue of the service and not disclose all confidential information received from or entrusted by DBM ROVIII. The clerk shall be prohibited from using</li> </ul>	
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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

**BAC Resolution Declaring Single Calculated and Responsive Bid,  
and Recommending Award of Contract for the  
“Procurement of Clerical Services”**

**RESOLUTION No. 2024-07-039**

**WHEREAS**, the Department of Budget and Management ROVIII-BAC issued Request for Quotation (RFQ) to three (3) bonafide local suppliers namely: **VISION JANITORIAL AND ALLIED SERVICES, HELPMATE SERVICES INC,** and **TCO SECURITY AGENCY** for the “Procurement of Clerical Services” thru **Negotiated-Small Value Procurement** with a total **Approved Budget for the Contract (ABC)** of **₱125,960.00**.

**WHEREAS**, the RFQs were duly acknowledged and received by the above suppliers;

**WHEREAS**, in response to the said request, all suppliers submitted their quotation within the deadline of bid submission;

**WHEREAS**, the quotations received were evaluated by the Committee on a “per lot” basis;

**WHEREAS**, upon careful examination of the quoted/bid, **VISION JANITORIAL AND ALLIED SERVICES** was found to have offered the Single Calculated and Responsive Bid, as indicated in the attached Abstract of Quotation;

**NOW, THEREFORE**, We, the members of the Bids and Awards Committee, hereby **RESOLVE** as it is hereby **RESOLVED**:

- a.) To declare **VISION JANITORIAL AND ALLIED SERVICES** as the bidder with the Single Calculated and Responsive Bid for the “Procurement of Clerical services” and Recommend award of contract to the said supplier with a total contract price of **₱125,958.55**;
- b.) To specify in the Notice of Award (NOA) that processing of payment shall be subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the RFQ; and
- c.) To recommend for approval by the **REGIONAL DIRECTOR** of the **DEPARTMENT OF BUDGET AND MANAGEMENT ROVIII** the foregoing findings and recommendation.

**RESOLVED**, at the DBM-ROVIII Office, this 26<sup>th</sup> day of July 2024.

(On Leave)  
**FLORITA M. LACDO-O**  
Chairperson

  
**JUVY A. LOBEDICA**  
Vice-Chairperson

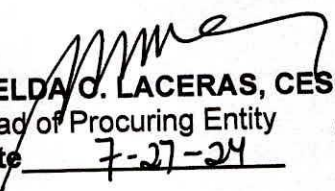
(Adopt)  
**LIBERACE N. LIMSIACO**  
Member

  
**EMILIO M. ALBOS III**  
Member

  
**ABSAL N. ABAH**  
Member

☒ APPROVED

☐ DISAPPROVED

  
**IMELDA O. LACERAS, CESO III**  
Head of Procuring Entity  
Date 7-27-24