

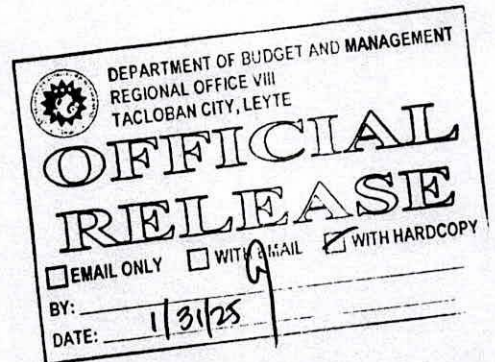


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

NOTICE OF AWARD

January 30, 2025

The Manager
VISION JANITORIAL AND ALLIED SERVICES INC.
Tacloban City



Dear **Sir/Madam:**

This is to notify you that your Bid for the "**DELIVERY OF CLERICAL SERVICES FOR THE MONTHS OF FEBRUARY TO APRIL 2025**" for the contract Price of **Seventy-Eight Thousand Sixty-Seven Pesos and Sixty-Nine Centavos (P78,067.69)** 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

(Signature over Printed Name)

Manager / Authorized Representative
VISION JANITORIAL AND ALLIED SERVICES INC.
Date of Receipt: 30 JAN 2025

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 : **VISION JANITORIAL AND ALLIED SERVICES INC.**
 Address : Tacloban City
 TIN :
 P.O. No. : **2025-01-004**
 Date : January 30, 2025
 Mode of Procurement : Negotiated-SVP

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :		DBM RO VIII, Marasbaras, Tacloban City		Delivery Term :	
Date of Delivery :		See note below.		Payment Term : LDDAP-ADA	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	Delivery of Clerical Services for the months of February to April 2025.	One (1) Clerk	78,067.69	78,067.69
		Annexes: 1. Special Conditions of Contract 2. Schedule Requirement 3. Technical Specifications 4. Price Schedule			
		Delivery Period: February 1 to April 30, 2025.			
					78,067.69


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.

We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.

Very Truly yours,

IMELDA C. LACERAS, CESO III
 Regional Director

Conforme:

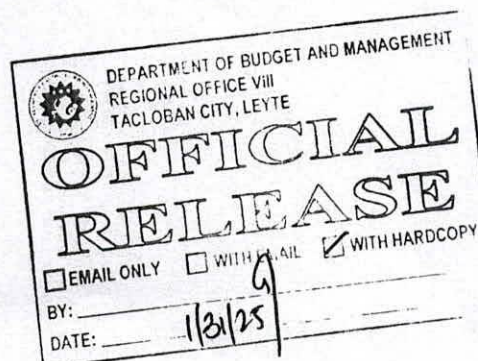

MARIA LUISA C. VALUIS
 (Signature over printed name)
30 JAN 2025
 Date

Fund Cluster : _____
 Funds Available : _____

MA. JOANNA C. LANTAJO
 Accountant

ORS/BURS No. : _____
 Date of the ORS/BURS: _____

Amount : _____





VISION JANITORIAL and ALLIED SERVICES INC.

+63 053 832-4126

483 Sandy Lane, Marasbaras
Tacloban City LEYTE Philippines
email:visionmain@yahoo.com

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January 28, 2025

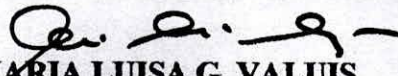
TECHNICAL SPECIFICATIONS

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

Item	Specification	Statement of Compliance
1	1. Delivery of Clerical Services	
	Three months provision of Clerical Services at DBM ROVIII, rendering eight (8) hours, five (5) days a week excluding all holidays (regular and special non-working)	COMPLY
	One (1) Clerk required	
	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.	COMPLY
	2. Scope of Work to be Rendered	
	The outsourced personnel agrees to perform the following services:	COMPLY
	Assist and support the Records Unit in the:	
	<ul style="list-style-type: none">• Receiving and releasing of documents;• Scanning, archiving and inventory of documents/records;• Filing and reproducing of documents; and• Perform other duties and functions (particularly Administrative assistance on the Human Resource (HR) and / or Planning Unit) as may be required by the office in the enforcement of regulations and instructions	COMPLY COMPLY COMPLY COMPLY
	3. Personnel Requirement/Qualifications	
	The clerk to be deployed should have the following minimum qualifications:	
	a. At least two (2) years completion of studies on the tertiary level, preferably in office/business, secretarial administration, computer science or management and other related courses.	COMPLY
	b. Should have at least 6 months relevant work experience related to administration and clerical functions.	COMPLY
	c. Strong Computer skills and working knowledge of Microsoft Office (e.g. MS Word, MS Excel, etc.)	COMPLY
	d. Of good moral character and without criminal record as evidenced by valid PNP Clearance and NBI Clearance.	COMPLY
	e. Physically and mentally fit, as evidenced by the medical certificate issued by any government hospital or any government facility authorized within the pre-approval period or within five (5) calendar days from receipt of NOA or PO	COMPLY

g.g.g.

<p>THE SERVICE PROVIDER upon receipt of the NOA or PO shall be required to submit to DBM ROVIII a sworn statement attesting the compliance with the foregoing.</p>	<p>COMPLY</p>
<p>4. Uniform</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>COMPLY</p>
<p>2. Obligations and Responsibilities of the Service Provider</p>	
<p>The Service Provider shall comply with the following obligations and responsibilities:</p>	
<p>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.</p>	<p>COMPLY</p>
<p>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.</p>	<p>COMPLY</p>
<p>c) Have the clerk changed and replaced upon request of the Procuring Entity for justifiable reasons (such as but not limited: hospitalization, contagious and 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 <u>Special Conditions of Contract</u> at least three (3) working days before the effectivity.</p>	<p>COMPLY</p>
<p>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 all confidential information or documents for purposes other than compliance with its obligation as Clerk.</p>	<p>COMPLY</p>
<p>e) Shall maintain at least satisfactory level of performance throughout the term of contract, based on a prescribed set of performance criteria, to wit:</p>	<p>COMPLY</p>
<p>1. Quality of service rendered; 2. Time management and initiative; 3. Attitude and professional ethics; 4. Punctuality and attendance</p>	<p>COMPLY COMPLY COMPLY COMPLY</p>


MARIA LUISA G. VALUIS
 General Manager



VISION JANITORIAL and ALLIED SERVICES INC.
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483 Sandy Lane, Marasbaras
Tacloban City LEYTE Philippines
email: visionmain@yahoo.com

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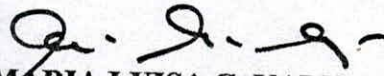
January 28, 2025

SCHEDULE OF REQUIREMENTS

**Request for Quotation (RFQ) for the Delivery of Clerical Services for the months of
February to April 2025
at the Department of Budget and Management (DBM) Regional Office No. VIII
Villa Ruiz Subdivision, Marasbaras, 6500 Tacloban City**

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

Lot Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Clerical Services	One (1) Clerk	1	8 Hours/Day for five (5) days a week, Mondays to Fridays excluding Holidays (Regular and Special Non-Working) However, in the exigency of the service, the work rendered outside the regular working days/time shall be entitled to an overtime pay. Starts On: February 1, 2025 Ends on: April 30, 2025


MARIA LUISA G. VALUIS
General Manager



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PRICE SCHEDULE

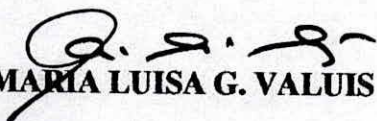
Name of Project: Procurement of Clerical Services

Name of Bidder: Vision Janitorial and Allied Services Inc.

Daily Basic Salary Rate: Php 736.77

Number of Days Per Month: 22 days

Particulars	Amount
REIMBURSABLE COST:	
A. Payable Directly to Clerk	
Basic Salary (Salary Grade 4)	16,024.75
13 th Month Pay	1,335.40
Sub-total	17,360.15
B. Amount to Government – Employer Share	
Retirement Benefit (RA 7641)	1,381.44
SSS Premium	1,750.00
PHIC Premium	400.62
State Insurance Fund (EC)	30.00
HDMF	200.00
Sub-total	3,762.06
C. Total Reimbursable Costs (A&B)	21,122.21
D. Administrative Cost/Agency Fee	2,112.22
E. Contract Cost Before Tax	23,234.43
F. Tax Obligations (12% VAT of Contract Cost per BIR Ruling No. 213-15 dated June 19, 2015)	2,788.13
G. Total Monthly Contract Rate	26,022.56
H. Total Contract Rate for the period February 1 to April 30, 2025	78,067.69


MARIA LUISA G. VALUIS

Name and Signature of Authorized Representative