

## CONTRACT FOR JANITORIAL SERVICES

**KNOW ALL MEN BY THESE PRESENTS:**

This Contract is entered into this 13<sup>th</sup> day of January 2018 at Taguig City, by and between the:

**TECHNICAL EDUCATION AND SKILL DEVELOPMENT AUTHORITY**, a national government mandated by Republic Act No. 7796, with principal place of business at TESDA Complex, East Service Road, South Luzon Expressway, Taguig City, Metro Manila, represented in this Contract by its Director General/Secretary, **GUILING A. MAMONDIONG**, and hereafter referred to as the "**AUTHORITY**";

-and-

**D' TRIUMPH CLEANERS AND ALLIED SERVICES, INC.**, a private corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at 394 San Nicolas 3, Molino Road, Bacoor City, Cavite, represented in this Contract by its President, **MS. MARION M. MAALA**, hereinafter referred to as the "**AGENCY**".

**WITNESS THAT:**

**WHEREAS**, the **AUTHORITY** intends to apply the sum of **Eighteen Million Six Hundred Fifty Thousand Five Hundred Twenty-Seven Pesos and 08/100 (Php18,650,527.08)** being the total Approved Budget for the Contract (ABC) for CY 2018 for the Provision of Janitorial Services Requirements for TESDA Central Office (January 1, 2018 – December 31, 2018);

**WHEREAS**, the **AUTHORITY** advertised the Invitation to Bid for the Provision of Janitorial Services Requirements for TESDA Central Office (January 1, 2018 – December 31, 2018) in two (2) newspapers of general circulation and posted the same in the PhilGEPS on 10 November 2017, respectively;

**WHEREAS**, responding to the abovementioned Invitation to Bid, two (2) prospective bidders signified their interest to participate in said bidding process by purchasing bidding documents, namely: 1) D' Triumph Cleaners and Allied Services, Inc. and 2) CBII Philippines International, Inc.;

**WHEREAS**, the opening of bids was held on 22 November 2017, 2:20 p.m. at the CSA Conference Room, 2<sup>nd</sup> Floor of TESDA Administration Building in Taguig City;

**WHEREAS**, only the **AGENCY** passed the post-qualification pursuant to Section 34 of Rule VIII of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

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**WHEREAS**, accordingly, a Technical Evaluation Group (TEG) was created to assist the Bids and Awards Committee (BAC) in evaluating the eligibility, technical and financial requirements submitted by the **AGENCY** during the bid opening;

**WHEREAS**, in view of the TEG report, the **AGENCY** had been found to be the Lowest Calculated Responsive Bid pursuant to Section 34.4 of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

**WHEREAS**, the recommendation to award the contract in favor of the **AGENCY** through BAC Resolution No. 64-2017 on 07 December 2017 had been elevated by the Director General to the TESDA Board for approval;

**WHEREAS**, the TESDA Board approved the award of contract to the **AGENCY** in the amount of Seventeen Million Five Hundred Forty-Six Thousand Six Hundred Thirty-One Pesos and 84/100 (Php17,546,631.84) through Board Resolution No. 2017-47 issued on 18 December 2017;

**NOW, THEREFORE**, for and in consideration of the foregoing, this Agreement is entered by and between the **AUTHORITY** and the **AGENCY** with the following covenants, to wit:

**A. PERFORMANCE BY THE AGENCY**

1. The **AGENCY** shall provide the **AUTHORITY** with:
  - a) Seventy-one (71) janitorial attendants who shall render janitorial services at the abovementioned address of the **AUTHORITY**; and
  - b) Said janitorial attendants shall render janitorial services for eight (8) hours a day and six (6) days a week in accordance with specific schedules as may be submitted by the **AUTHORITY** starting 16 January 2018 to 31 December 2018.
2. The services to be rendered by the **AGENCY** shall consist of the following:

**I. Daily Routine Operations:**

- a) Sweeping, mopping, spot scrubbing and polishing of all floors. Areas such as the main lobby, entrance way, waiting areas, elevator cars and comfort rooms shall be serviced continuously during hours of use to maintain cleanliness;
- b) Cleaning, sanitizing of toilets and rest rooms with the use of effective disinfecting chemicals on the wash basins, urinals and toilet bowls, and fogging of toilets and hallways with deodorants;
- c) Dusting and cleaning of horizontal and vertical surfaces including all furniture;
- d) Dusting, polishing and cleaning of all glass tops, glass doors, glass partitions, inside windows, window ledges, air vents, partitions, and brass attachments which require daily attention;
- e) Emptying and cleaning of ash-trays and waste paper containers, pick-up butts from sand, burns and disposal of trash to the receptacles provided for this purpose;
- f) Sweeping of cobwebs and removing of finger marks on the walls and ceilings when necessary;

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- g) Maintenance and watering of ornamental plants and trees;
- h) Sweeping of sidewalks fronting the building;
- i) Vacuuming of all carpeted floors;
- j) Checking of water faucets, water apparatus, lights and equipment and windows at the close of office hours; and
- k) Maintenance of grounds including cutting of overgrown plants and grasses in designated areas.

## II. Weekly Periodic Operations:

- a) Washing, scrubbing, waxing and polishing of all floors and stairways;
- b) Washing of inside and outside glass windows, partitions and door;
- c) Dusting of light fixtures suspended from the ceiling, venetian blinds and drapes;
- d) Cleaning, waxing and polishing of office furniture, counters, and the like excluding items that require specialized maintenance. Furnitures such as davenport and chairs showing signs of soil due to any cause will be washed and cleaned;
- e) Placing of all indoor plants under rain or sun on weekends or holidays and returning them during weekdays;
- f) Removing of cobwebs from 7<sup>th</sup> floor down to the basement including all walls and columns inside the building;
- g) Polishing of all metals signs;
- h) Vacuum cleaning of draperies;
- i) Cleaning of all fire escapes, air handling units at the 3<sup>rd</sup> floor terrace and rooftop of the building; and
- j) Cleaning, applying of wax and polishing of public areas such as auditorium, canteen and the like.

## III. Monthly Periodic Operations:

- a) General cleaning of all exterior glasses;
- b) Thorough general cleaning of all areas covered by this Contract;
- c) Cleaning of diffusers, lights and other fixtures as may be required by the **AUTHORITY**; and
- d) Shampooing of carpets and furniture as may be required by the **AUTHORITY**.

## IV. Miscellaneous Services

- a) Hauling of office furniture and equipment within the premises;
- b) Report on fixtures and other building accessories needing repairs (i.e., leaking faucet);
- c) Assistance to GSD Maintenance Personnel on maintenance and repair activities;
- d) Supplies and materials shall be provided by the **AGENCY** as listed in the bidding documents. Aside from the quantity, the **AGENCY** shall ensure the quality of said supplies and materials. The **AUTHORITY** reserves the right to reject any supplies and materials that are not of good quality and withhold payment for such goods; and
- e) Provision of other related services as may be so required from time to time.

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