

## CONTRACT FOR JANITORIAL SERVICES

**KNOW ALL MEN BY THESE PRESENTS:**

This Contract is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2023 at \_\_\_\_\_, 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, Fort Bonifacio, Taguig City, Metro Manila, represented in this Contract by its Director General, **DANILO P. CRUZ**, and hereafter referred to as the "**AUTHORITY**";

-and-

**CBII PHILIPPINES INTERNATIONAL, 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 8771 Unit-C Santol Street San Antonio Village, Makati City, represented in this Contract by its President, **REYNALDO M. CUEVAS**, hereinafter referred to as the "**AGENCY**".

### WITNESS THAT:

**WHEREAS**, the **AUTHORITY** intends to apply the sum of **Nineteen Million Six Hundred Fourteen Thousand Three Hundred Fifty-Nine Pesos and 88/100 (Php19,614,359.88)** being the total Approved Budget for the Contract (ABC) for CY 2023 for the Provision of Janitorial Services Requirements for the TESDA Central Office for FY 2023;

**WHEREAS**, the **AUTHORITY** advertised the Invitation to Bid for the Provision of Janitorial Services Requirements for the TESDA Central Office for FY 2023 in websites of the Philippine Government Electronic Procurement System (PhilGEPS) and TESDA, and posted the same at the bulletin board near TESDA Gate 1 on 18 October 2022, respectively;

**WHEREAS**, responding to the abovementioned Invitation to Bid, the **D'Triumph Cleaners & Allied Services Inc.**, and **CBII Philippines International, Inc.** signified their interest to participate in said bidding process by purchasing bidding documents;

**WHEREAS**, the submission and opening of bids was held on 9 November 2022 at the Gabriela Silang Room, TESDA Women's Center, Gate 1, TESDA Complex, Building 2, East Service Road, South Luzon Expressway, Fort Bonifacio, Taguig City;

**WHEREAS**, the **AGENCY** passed the post-qualification pursuant to Section 34 of Rule VIII of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184;

**WHEREAS**, accordingly, a Technical Working Group (TWG) 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 TWG report, the **AGENCY** had been found to be the **Lowest Calculated Bid (LCB)** pursuant to Section 34.4 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184;



**WHEREAS**, the recommendation to award the contract in favor of the **AGENCY** through BAC Resolution No. 110-2022 on 13 December 2022 had been approved by the Director General;

**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) Sixty-Seven (67) 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 1 February 2023 to 31 December 2023.
2. The services to be rendered by the **AGENCY** shall consist of the following:
  - a) Sweeping, mopping and polishing of floors areas and scrubbing of areas where human traffic occurs in order to ensure cleanliness at all times;
  - b) Dusting and cleaning of all machines and equipment, glass doors and fixed glass doors and panels, wooden doors, door jambs, door louvers, glass windows, window ledges folding partitions, furniture, table tops, chairs, cabinets, filing shelves, books, files and all other horizontal and vertical spaces including ceilings and non-glass walls;
  - c) Cleaning, sanitizing and freshening of toilets and wash rooms in all areas using effective cleaning, sanitizing and air freshening agents on lavatories, water closets, shower and slop sinks;
  - d) Collecting of trash, rubbish and garbage contained in the garbage collection pit provided for the purpose located in workstations and other areas within the premises and properly segregate the collected waste according to its kind;
  - e) Cleaning of trash cans, plant boxes, drinking fountains, directional signages, air-con filters and outer surface, stands, boards, markers and the like;
  - f) Sweeping and polishing of stairways, elevator cars, elevator railings, brass wall plates and other signs or similar finish;
    - Wet and dry sweeping and vacuuming of carpeted areas; and
    - Spraying of certain areas (lobby, function rooms, Executive Offices) with deodorants and fresheners.
  - g) Watering of plants;
  - h) Assists in the application and administration of pest control chemicals;
  - i) Grass cutting and leaf blowing activities on the surroundings; and
  - j) Performs other related janitorial functions.



3. 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.
4. The **AGENCY** shall exercise discipline, supervision, control and administration over its janitorial attendants in accordance with the law, pertinent government rules and regulations as well as the rules and policies set forth by the **AUTHORITY** on the matter.
5. The **AGENCY** shall guarantee for the loss or damage of the **AUTHORITY's** property unless it has been duly established after investigation that said loss or damage did not result from the act, omission, negligence or fault of the **AGENCY** or any of its janitorial attendants. Such loss, pilferage, breakage or damage of the properties involved must be reported in writing to the **AGENCY** within five (5) working days from occurrence or discovery thereof. When such loss or damage is caused by force majeure or fortuitous event, the **AGENCY** shall not in any way be made responsible.
6. The **AGENCY** shall comply with all existing labor laws, i.e., minimum wage, cost of living allowance, 13<sup>th</sup> month pay, service incentives leave pay, retirement benefits, Social Security Services (SSS)/Pag-IBIG Fund/Philippine Health Insurance Corporation (PhilHealth) premium contributions and other mandatory benefits as provided by law. For this purpose, it shall submit monthly upon presentation of the bill, a sworn certification that it has paid wages, allowances and bonuses of its employees in accordance with the law.
7. The provision of quarters for Janitorial personnel shall be for the account of the **AGENCY**, not the **AUTHORITY**.

## B. PERFORMANCE BY THE AUTHORITY

1. For and in consideration of the services to be rendered by the **AGENCY** to the **AUTHORITY**, the latter obligates itself to pay and deliver to the former every month, upon the former's submission to the latter of the Statement of Account, the sum of One Million Five Hundred Seventy-Nine Thousand Six Hundred Twenty Pesos and 81/100 (P1,579,620.81) per month payable in two (2) bi-monthly payments, every fifteenth (15<sup>th</sup>) and end of each month provided however, that the above amount represents payments to the **AGENCY** for the sixty-seven (67) janitorial attendants computed at the rate of Twenty-Three Thousand Five Hundred Seventy-Six Pesos and 43/100 (P23,576.43) per month per janitorial attendant rendering eight (8) hours of work per day. It should be understood that the sixty-seven (67) janitorial attendants represent body-count or man-count. Payments made by the **AUTHORITY** shall be inclusive of the VALUE ADDED TAX (VAT) and in accordance with government accounting and auditing rules and regulations.

Considering the change of contract duration from twelve (12) months to eleven (11) months, the new contract amount is **Seventeen Million Three Hundred Seventy-Five Thousand Eight Hundred Twenty-Eight Pesos and 91/100 (Php17,375,828.91)**.

2. The **AUTHORITY** undertakes to provide the janitorial personnel of the **AGENCY** with specific work areas and assignments to enable the **AGENCY** to fully and effectively perform its functions, duties and responsibilities.
3. It must be understood that should the **AUTHORITY** require additional janitorial personnel depending on its needs and purpose, a written notice shall be made.



The same shall be paid on a per janitor basis. Provided, also that should the **AUTHORITY** require a decrease in the number of janitorial attendants, the corresponding adjustment in payment to the **AGENCY** shall also be effected.

### C. WARRANTIES

The **AGENCY** hereby warrants that it has not given or promised to give money, gift to any official or employee of the **AUTHORITY** to ensure contact and that any violation of this warranty shall be sufficient basis to terminate this contract.

### D. MISCELLANEOUS PROVISIONS

1. It is expressly understood that the **AUTHORITY** and **AGENCY** have entered into a contract starting 1 February 2023 until 31 December 2023 subject to the following:
  - a) The bid price shall be fixed based on the actual services rendered and shall not be adjusted during the contract implementation except where there is increase in the minimum wage pursuant to law or new wage order issued after the date of bidding, increase in taxes and increase or decrease in the number of janitorial attendants;
  - b) The Approved Budget for the Contract (ABC) which is Nineteen Million Six Hundred Fourteen Thousand Three Hundred Fifty-Nine Pesos and 88/100 (Php19,614,359.88) is good for FY 2023 only;
  - c) Before end of each year, an assessment or evaluation of the performance of the service provider based on a set of performance criteria shall be made and used as basis whether to continue with the contract or pre-terminate it.
2. It is expressly understood and agreed that the **AGENCY** is not an agent or employee of the **AUTHORITY** in all intents and purpose under the contract with the **AGENCY**. Accordingly, the **AUTHORITY** shall not be responsible for any and all claims for personal injury or damage including death caused either to any of the janitors or any third person where such injury or death arises out or in the course of the lawful performance of duty of said janitors.
3. The **AUTHORITY** reserves the right to pre-terminate the contract in case the **AGENCY** fails to fulfill any of the obligations set forth in this Agreement. In which case, the **AUTHORITY** will not in any way be liable to pay the **AGENCY** any amount representing the portion of the contract which has not been served due to pre-termination including penalties. This is also without prejudice to the filing of appropriate case/s against the **AGENCY**.

### E. EFFECTIVITY OF CONTRACT

1. This agreement shall commence from 1 February 2023 until 31 December 2023.
2. In case of termination, a fifteen (15) day notice shall be made by the either party subject to the obligations already incurred.



IN WITNESS WHEREOF, the Parties hereto have signed this Agreement this \_\_\_\_\_ day of January 2023 in Taguig City, Metro Manila, Philippines.

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**

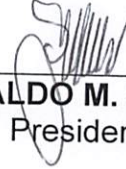
**CBII PHILIPPINES INTERNATIONAL, INC.**

By:



**DANILO P. CRUZ**  
Director General

By:

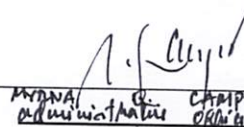


**REYNALDO M. CUEVAS**  
President

WITNESSES:



**SONIA S. LIPIO**  
Director IV  
Administrative Service



**Authorized Representative**

**ACKNOWLEDGEMENT**

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

BEFORE ME, a Notary Public for and in the Province/City of MAKATI CITY this 27 JAN 2023 2022 personally came and appeared:

Name	Government Issued ID No.	Issued by
DANILO P. CRUZ	P1269135C	DFA
REYNALDO M. CUEVAS		

Known to me and known to be the same persons who executed the foregoing instrument which they acknowledge before me as their free and voluntary act and deed.

This instrument consists of five (5) pages including this page wherein this Acknowledgement is written, and is signed by the parties and their instrumental witness on each and every page hereof.

WITNESS MY HAND AND SEAL this 27 JAN 2023 day of JAN 2023 2023 at MAKATI CITY.

Doc. No. 252  
Page No. 75  
Book No. 4  
Series of 2023

**ATTY. DANIEL Q. LACUATA**  
NOTARY PUBLIC M-90  
Until December 31 2023  
PTR No. 11445122J/LPC  
IBP No. 014487/Roll No. 40233  
MCLE No. V-0021564

