

Records
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CONTRACT OF JANITORIAL SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This contract of janitorial services made and entered into by and between:

INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE, created by virtue of Executive Order No. 128, Series of 1987 with the office address at General Santos Avenue, Bicutan, Taguig City, represented by **ANNABELLE V. BRIONES, Ph.D.**, Director, ITDI, hereinafter referred to as **I.T.D.I.**

AND

EXCELLENT GENERAL SERVICES, INC. duly existing and organized by virtue of the laws of the Philippines with office address at No. 28 Evangeline Reyes St., BF Resort Village, Talon II, Las Piñas City, represented by **GINA O. RAMOS**, President and General Manager hereinafter referred to as the **SERVICE AGENCY**.

WITNESSETH

WHEREAS, on July 22, 2020, a public bidding for janitorial services for ITDI was conducted;

WHEREAS, after careful evaluation, **EXCELLENT GENERAL SERVICES, INC.** was chosen to provide janitorial services for ITDI;

NOW THEREFORE, for and in consideration of the foregoing premises and of mutual covenants and stipulation contained herein, the parties do hereby agree as follows:

1. The **SERVICE AGENCY** shall render, undertake and perform janitorial service to ITDI offices and grounds located at Bicutan, Taguig City:
2. The cleaning and janitorial maintenance to be performed by the SERVICE AGENCY under this agreement shall consist of the program of services to include wherever the following:

A. DAILY AND ROUTINE SERVICES

1. Sweeping, mopping, spot scrubbing and polishing of all floors. Areas where heavy traffic occurs including main lobby, entrance ways, waiting areas and comfort rooms shall be serviced continuously during office hours to guarantee cleanliness;
2. Cleaning and sanitizing of toilets and restrooms with the use of effective disinfecting chemicals on the wash urinals and toilet bowls, fogging of toilets and hallways with deodorants as well as provide checklist for proper monitoring;
3. Dusting and/or damp wiping of glass tops, glass doors, counters, furniture, partitions, sidings and doors;

4. Dusting and cleaning of inside and outside windows, windows ledges, air vents; stair railings and other horizontal or vertical surface;
5. Cleaning and polishing of hand rails, brass signs and trims;
6. Cleaning of trash receptacles;
7. Disposal of trash, rubbish and garbage from the building receptacles provided for the purpose;
8. Cleaning of driveways, lawn, landscape areas and garden spot area and concrete pavements and continuous spot sweeping of those areas to prevent unsightly accumulation of dirt;
9. Sweeping of cobwebs and removing of finger marks on walls and ceilings whenever necessary;
10. Checking of water faucets, water apparatus, light and electrically run equipment except those that need special care;
11. Cleaning and sweeping of surroundings;
12. Watering of plants, cleaning and sweeping of all dry leaves along the road and sidewalks;
13. Trimming of plants to preserve the desired contours;
14. Other duties that maybe assigned in connection to janitorial service;

B. WEEKLY ROUTINE SERVICES

1. Thorough washing, scrubbing and stripping of old wax on all floors and stairways;
2. Refining, waxing and polishing of all floors and stairways;
3. Dusting of light fixtures suspended from the ceiling, Venetian blinds and drapes;
4. Cleaning, waxing and polishing of office furniture, fixtures and counters except equipment requiring special maintenance. Furniture such as davenport and chairs showing signs of soil due to any cause will be washed and cleaned;
5. Thorough scrubbing and sanitizing of toilets and washrooms;
6. Mowing of lawns and leaves disposal;
7. Replanting and application of fertilizers whenever and wherever necessary;

C. MONTHLY PERIODIC OPERATIONS

1. Thorough general cleaning of all areas;
2. Cleaning of air-con filters, diffusers, light and fixtures and as the client may indicate like electric fans and others;

3. Inspection and cleaning of gutters including reporting of damage for immediate repair;

D. MISCELLANEOUS SERVICES

1. Carrying or hauling of furniture and fixtures, supplies and/or records;
2. Assist in the transfer of tables, chairs, cabinets, counters, etc. upon instruction of the client;
3. Reporting of all breakage and electrical malfunction and others which requires attention of client;
4. Other services that maybe assigned from time to time

E. GROUND MAINTENANCE

To ensure continued healthy growth for plants, grass and trees. Maintain at all time well-groomed and cultivated garden and lawns.

In addition, the following shall be provided by the SERVICE AGENCY
Free of charge:

1. Provision of plants to improve interior/indoor plants;
2. Messengerial work within ITDI premises;
3. Pest control services against crawling and flying insects (labor and equipment only)
4. Custodial services such as minor carpentry, electrical, plumbing and sewerage services (labor only)
5. Provision of air fresheners (glade) to executive offices and conference room;
6. Provision of additional janitor whenever necessary;
7. Extra hour of services during Christmas, anniversaries, parties and special occasion celebrated within the year in the ITDI premises;
8. Provision of extra tools and equipment for the assurance of cleanliness and sanitation of the premises as the need arises;
9. Reporting of repairs such as leaking faucets, busted bulbs, etc.;
10. Free termite proofing (labor and equipment only);
11. Assistance in serving snacks and/or food during meeting and conferences;
12. Provision of scaffolding for high rise cleaning;
13. Washing of executive cars and ITDI vehicles;
14. Provision of sanitation supply such as tissue paper to executive offices and comfort rooms;
15. Assurance that the salary of janitors/janitresses are paid on time;
16. Assurance of standby relievers as the need arises;

17. Assurance of on time delivery of supplies and materials;

3. The SERVICE AGENCY shall maintain a total of at least twelve (12) Janitors / Janitresses to the following:

Supervisor	-	1
Leadman	-	1
Janitors (Male / Female	-	10
Total	-	12

To report for work eight (8) hours a day (7am – 4pm), six days a week from Mondays to Saturdays, excluding Sundays and holidays. ITDI however may request the SERVICE AGENCY to increase or decrease the number of janitors provided that due notice thereof is served upon the SERVICE AGENCY in which case corresponding contract price prescribe shall be made: that the SERVICE AGENCY is under the obligation to hire another additional janitor, should there be a need for it without cost to the ITDI to supplement a personnel required in the call of bids;

The ITDI may, at any time, request for the relief and/ or replacement within twenty-four (24) hours.

4. The SERVICE AGENCY shall provide and maintain replacement of the items/materials and equipment as follows:

ITEMS	QUANTITY
A. Monthly Replenishment	
• Airfreshner/Air Mist	1 gal.
• Airfreshner - Glade	1 tube
• Baygon – Insecticide	4 tubes
• Carpet Shampoo	1 gal.
• Cleaning Rags	15 pcs.
• Cleanser	3 kls.
• Deodorant Cake	50 pcs.
• Disinfectant – Lysol	1 tube
• Doormat	10 pcs.
• Furniture Cleaner – Pledge	1 tube
• Glass Cleaner	1 gal.
• Kleenson	2 gal.
• Liquid Wax – T.G.	6 gal.
• Mop Head	6 pcs.
• Muriatic Acid	1 gal.
• Plastic Garbage Bag	75 pcs.
• Powder Soap	15 kls.
• Nylon Cord/Tansi	1 kl.
• Red Wax	1 gal.
• Toilet Bowl Cleaner	2gal.
B. Quarterly Replenishment	
• Mop Head Handle	5 pcs.
• Broom-soft	8 pcs.
• Push Brush	2 pcs.
• Steel Wool	1 box

- Spatula/Gum Remover 2 pcs.
- Toilet Brush 5 pcs.
- Hand Spray 3 pcs.
- Toilet Pump 2 pcs.
- Stick Broom 12 pcs.
- Scrubbing/stripping pad 16" 2 pcs.
- Polishing Pad, 16" 1 pc.

C. Every Six (6) Months

- Pail 6 pcs.
- Dust Pan 8 pcs.
- Ceiling Broom 6 pcs.
- Grass Cutter Blade 1 pc.
- Hand Brush 6 pcs.
- Metal Polish 1 can
- Sand Paper 2 pcs.

D. Equipment

- Floor Polisher, heavy duty 7 units
With complete set of
Scrubbing, stripping
and brush
- Vacuum cleaner 2 units
- Glass squeegee 8 pcs.
- Extension Cord (30 meters) 3 sets
- Water Hose, 50 meters 5 sets
- Step Ladder 6" 1 unit
- Step Ladder 8" 1 unit
- Floor Warning Sign 5 units
- Grass Scissors 2 pcs.
- Bolo 2 pcs.
- Garden Tools 2 pcs.
- Rake 2 pcs.
- Spading fork 2 pcs.
- Crowbar/Bareta 2 units
- Karet 1 pc.
- Piko 1 pc.

5. The SERVICE AGENCY hereby warrants to make available at all times, relievers and/or replacements to ensure continuous and uninterrupted service in case of absence;

6. That the supervisor and janitors to be assigned by the SERVICE AGENCY under this contract shall be:

- Literate: can read and write;
- Experienced, qualified and possessed with valid and favorable health and NBI clearance, copies thereof to be promptly furnished to ITDI;
- Mentally and physically fit;
- Of good moral character and reputation, honest and cooperative disposition;

- Provided with uniform and identification card

7. That ITDI shall at all times be informed by the SERVICE AGENCY of the names and functions of its personnel working in the ITDI premises;
8. The SERVICE AGENCY shall answer directly to ITDI for the cost of any damage to or lost of the ITDI property or to those for which the ITDI may be held responsible through the negligence and dishonesty of the janitor of the SERVICE AGENCY while in the course of their duties after due investigation and due process. In this connection, the janitors whom SERVICE AGENCY assigned to perform the service subject to this agreement shall submit themselves to the security guard of ITDI before entering and leaving the premises;
9. There shall be no employer-employee relationship between ITDI and the SERVICE AGENCY. The SERVICE AGENCY hereby acknowledge that no authority has been conferred upon by the ITDI to hire any person on behalf of ITDI and that the person to be assigned by the SERVICES AGENCY to perform the services called for under his agreement are not employees of the ITDI and or not in any way or manner connected with or related to ITDI.

It is expressly understood and agreed upon that the person to be assigned by the SERVICE AGENCY to perform the services called for under this agreement are and shall remain the employees of the SERVICE AGENCY. As such, the SERVICE AGENCY warrants that it shall fully and faithfully comply with all the laws, rules and regulations pertaining to the employment of labor now existing or which may hereinafter be enacted, including but not limited to the requirements of the labor code as amended and the Social Security Act. The SERVICE AGENCY hereby warrants to hold ITDI free and harmless from any liability arising out of any accident that may befall the SERVICE AGENCY's employees while performing their duties at the ITDI premises as well as for any labor claims which the SERVICE AGENCY's employees may file against ITDI. The SERVICE AGENCY shall furnish ITDI copies of the monthly/quarterly remittance to SSS and PAG-IBIG within five (5) days of the succeeding month/quarter.

10. That in the consideration of the stipulated service rendered by the SERVICE AGENCY, **ITDI** shall pay to the SERVICE AGENCY the amount of **TWENTY-ONE THOUSAND FIVE HUNDRED SIXTY-ONE & 59/100 (P21,561.59)** per month for each janitor broken down as follows:

A. AMOUNT DUE PER JANITOR

Rate	P537.00/day
310 days - Ordinary working days x P537.00/12 mos. -	P13,872.50
13 th Month Pay - P13,872.50 / 12	1,156.04
5 days Incentive Leave Pay (P537.00x5days/12 mos.)	223.75
Total amount directly to Janitor	15,252.29

B. AMOUNT TO GOVERNMENT IN FAVOR OF JANITOR

ECC	10.00
SSS Premium	1,120.00
PhilHealth	208.09
Pag-ibig	100.00
Total amount to Government in favor of Janitor	1,438.09

C. TOTAL COMPENSATION PER JANITOR **P16,690.38****D. ADMINISTRATIVE COST AND PROFIT MARGIN**

(10% x Compensation) 1,669.04

E. SUPPLIES AND MATERIALS 892.00**F. TAXES TO GOVERNMENT (12% OF C+D+E)** 2,310.17**G. CONTRACT PER MONTH** **21,561.59**
vvvvvvvv

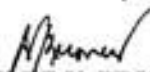
11. The payment of monthly salaries/other forms of remuneration covered by the Contract price of all janitors/janitress shall be done within the ITDI premises on specific paydays in the presence of the service agency paymaster. ITDI reserves the right to verify the actual wage paid to the janitor/janitress.
12. That ITDI shall provide a room to store all cleaning equipment, supplies and material necessary for the upkeep and maintenance of all ITDI buildings and surroundings. The SERVICE AGENCY shall on the first month of every quarter make available in the premises of the ITDI all cleaning materials, supplies and necessary cleaning equipment to be used for the foresaid period subject for inspection.
13. The SERVICE AGENCY shall within (10) day from signing this agreement, furnishing and post a performance bond issued by the Surety Bond in the amount of at least thirty (30%) percent of the total contract price, conditioned to answer for any claim which the ITDI may have against the SERVICE AGENCY arising from this agreement.
15. For any violation of any provision of this agreement, for the SERVICE AGENCY, ITDI shall have the right to collect from the offending party the reasonable amount for damages and attorney's fees in addition to cost that are legally taxable.
16. It is understood that the consideration herein shall be adjusted accordingly if and when any law, decree, rules and regulations shall have been passed by the government that may affect the sum herein stated and is understood that the same is based on the existing minimum wage law, rules and regulations providing for the payment of employees benefits as of the execution of the agreement.

17. By agreement of the parties, this contract shall take effect on **October 1, 2020** and shall continue to have force and effect until **September 30, 2022**. However, option to terminate the services of the SERVICE AGENCY for failure to abide by the terms and conditions of this agreement upon prior notice of at least thirty (30) days shall be considered valid only when personally delivered and duly received by a responsible personnel of the SERVICE AGENCY or when sent by registered mail at the given address of the SERVICE AGENCY.
18. It is understood that failure of ITDI to demand compliance with any of the conditions stipulated herein or any act of liberality shall not be considered as a waiver on the part of ITDI for the enforcement of this agreement nor shall it relieve the SERVICE AGENCY of any of its obligations provided hereunder.
18. The SERVICE AGENCY shall comply with the reasonable instructions relative to the janitorial operations which may from time to time be given by ITDI.
19. The notarial fees and necessary documentary stamps shall be for the account of the SERVICE AGENCY.

IN WITNESS WHEREOF, the parties have affixed their signatures this OCT 05 2020 day of 2020 at _____

**INDUSTRIAL TECHNOLOGY
DEVELOPMENT INSTITUTE**

By:

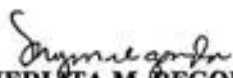

ANNABELLE V. BRIONES, Ph.D.
Office of the Director

**EXCELLENT GENERAL
SERVICES, INC.**

By:



GINA O. RAMOS
President

SIGNED IN THE PRESENCE OF:


MERLITA M. REGONDA
OTC, ADMIN


OSCAR A. RAMOS
Board Secretary

FUNDS AVAILABILITY:


SOLEDAD S. REYES
Chief, Accounting Section

ORS # 2020030178

2020070572

ACKNOWLEDGEMENT

Republic of the Philippines
LAS PIÑAS CITY) S.S

BEFORE ME, Notary Public for and in **LAS PIÑAS CITY** Philippines, this
_____ day of OCT 03 2020, personally appeared DR. ANNABELLE V. BRIONES, Director, **INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE** with
Company Identification NO. 2001117994 issued at Taguig City on _____
and MRS. GINA O. RAMOS, President of **EXCELLENT GENERAL SERVICES, INC.**
with Community Tax No. 09943977 issued at Las Piñas City on January 3, 2020
Both known to me and known to be the same persons who executed the foregoing instrument and
they acknowledge to me, that the same is their free and voluntary act and deed as well as that of
the agency/entity they respectively represent.

WITNESS MY HAND AND SEAL on the date and at the place above mentioned.

NOTARY PUBLIC

Hermino T. Ubana, Sr.
ATTY. HERMINO T. UBANA, SR.
Notary Public Until December 31, 2020
PTR No. 11957871 J 01-02-2019, Las Piñas City
IBP No. 080678. 01-04-2019, Pasig City
Attorneys Roll No. 18657
MCLE Compliance No. V-0020830. 04-28-2019
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