

**CONTRACT OF JANITORIAL SERVICES**

KNOW ALL MEN BY THESE PRESENTS:

SEP 17 2012

This CONTRACT OF SERVICES made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012 in Manila, Philippines by and between:

**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE (PCOO)**, a government office duly authorized and existing under and by virtue of the laws of the Republic of the Philippines, with official address at New Executive Building, J.P Laurel Street, Malacañang, Manila, represented its Secretary, **HON. HERMINIO B. COLOMA, JR.**, hereinafter referred to as the **CLIENT**;

-and-

**CANCU ENTERPRISES AND GENERAL SERVICES, INC.**, a duly established company organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address at Unit 913 Pasig Condominium Col. Licsi Street, Caniogan, Pasig City, represented by its **General Manager, Mr. ISAGANI L. CUA**, hereinafter referred to as the **SERVICE AGENCY**.

-WITNESSETH-

**WHEREAS**, the **CLIENT** requires a janitorial service contractor to provide janitorial, cleaning and maintenance services to the offices of PCOO at the New Executive Building and its premises and Bahay Ugnayan and its premises at Malacañang Compound, Manila;

**WHEREAS**, the **SERVICE AGENCY**, engaged in the business of furnishing janitorial maintenance services and represents itself to be qualified in the field of janitorial services, buildings and general maintenance, has offered its services to the client;

**WHEREAS**, the PCOO Bids and Awards Committee, through Resolution No. 003 issued on 29 May 2012, awarded to the **SERVICE AGENCY** the janitorial maintenance and sanitation services requirements of the **CLIENT**.

**I. RESPONSIBILITIES OF THE SERVICE AGENCY:**

1. The **SERVICE AGENCY** shall furnish and provide necessary labor, materials, equipment and/or cleaning paraphernalia, supplies and supervision for the maintenance and cleanliness of the **CLIENT'S** offices and its premises. To effectively render this task, the **SERVICE AGENCY** shall undertake the following schedules regularly:

**A. DAILY ROUTINE SCHEDULE:**

1. Clean and maintain such cleanliness throughout the day of areas provided for in Section VII of the Bidding Documents which is attached hereto as **Annex A**, and forms as an integral part of this contract;
2. Sweep, mop, spot, scrub and polish all floor areas, including, but not limited to the entrance, main lobby, hallways, waiting areas and comfort rooms continuously through the day to guarantee cleanliness;

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3. Clean and sanitize the restrooms and its implements such as the wash basin, faucets, mirrors, urinals, and toilet bowls, with effective disinfecting chemicals and deodorizers;
4. Dust and clean windows, ledges, air vents, balconies, terraces, partitions which require daily attention;
5. Dust and clean office furniture and fixtures;
6. Empty and clean of ashtrays in the smoking areas, trash bins, and other receptacles provided for that purpose;
7. Ensure that glass elements in the building are clear and devoid of any dirt, readily apparent or otherwise;
8. Vacuum and clean all rugs and carpets from time to time as may be deemed necessary;
9. Run errands and provide messengerial services from time to time, when limitations of the office dictate such need; and
10. Other duties that may be assigned in connection with janitorial services.

**B. WEEKLY ROUTINE SCHEDULE:**

1. Wash, scrub, and strip floor areas of tough stains, and thereafter polish them;
2. Rid fixtures suspended from the ceilings and walls such as light fixtures, drapes, and blinds of dust and cobwebs by washing, dusting, or by vacuum;
3. Clean, wax and polish office furniture and counter tops, excluding equipment which requires special maintenance. Wash and clean furniture, such as davenport and chairs, showing signs of soil due to many causes;
4. Vacuum and cleaning of draperies, rugs and carpets; and
5. Thorough cleaning of surroundings of the **CLIENT'S** premises.

**C. MONTHLY PERIODIC OPERATIONS:**

1. General cleaning of all areas provided for in Section VII of the Bidding Documents, including canopy roofing and roof-gutter of surrounding;
2. Render assistance in the pest and insect controls, beautification, and improvement operations of the **CLIENT**;
3. Assist the **CLIENT** in handling janitorial personnel during the inventory by the **CLIENT** of its supplies, office furniture, and equipment;
4. Utilize janitorial service personnel in the conduct of pest and insect control operations of the **CLIENT**;

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5. Provide labor support assistance during ground beautification and improvement projects of the **CLIENT**;
6. Provide additional manpower during celebrations and special occasions;
7. Run errand and messengerial services;
8. Donate indoor ornamental plants;
9. Donate one hundred (100) pieces of plastic bags for the collection of garbage monthly; and
10. Provide additional supplies, whenever necessary to attain cleanliness and optimum maintenance.

**D. OTHERS**

Notwithstanding the above-mentioned responsibilities, those enumerated in items 3.0 up to 3.3 in Section VII of the Bidding Documents shall be performed. Section VII of the Bidding Documents are hereby attached and included as integral part of this Contract of Services.

2. That the **SERVICE AGENCY** shall furnish the **CLIENT** with physically fit, well-trained and carefully selected janitorial personnel and supervisor(s) to perform the above maintenance task and sanitation job from Monday to Saturday including Sundays and Holidays. The following time schedule of janitorial services shall be observed:

(FROM MONDAYS TO FRIDAYS)

- |                                   |   |                         |
|-----------------------------------|---|-------------------------|
| a. Four (04) janitorial personnel | - | 6:00 a.m. to 3:00 p.m.  |
| b. One (01) janitorial personnel  | - | 7:00 a.m. to 4:00 p.m.  |
| c. One (01) janitorial personnel  | - | 11:00 a.m. to 8:00 p.m. |

(DURING SATURDAYS)

- |                                    |   |                         |
|------------------------------------|---|-------------------------|
| a. Three (03) janitorial personnel | - | 7:00 a.m. to 4:00 p.m.  |
| b. Three (03) janitorial personnel | - | 11:00 a.m. to 8:00 p.m. |

(DURING SUNDAYS)

- |                                    |   |                         |
|------------------------------------|---|-------------------------|
| a. Three (03) janitorial personnel | - | 7:00 a.m. to 4:00 p.m.  |
| b. Two (02) janitorial personnel   | - | 11:00 a.m. to 8:00 p.m. |

(DURING HOLIDAYS)

- |                                    |   |                         |
|------------------------------------|---|-------------------------|
| a. Three (03) janitorial personnel | - | 7:00 a.m. to 5:00 p.m.  |
| b. Two (02) janitorial personnel   | - | 11:00 a.m. to 8:00 p.m. |

3. That the **SERVICE AGENCY** shall provide one (1) supervisor to oversee the job and his/her salary charged to the account of the **SERVICE AGENCY**;
4. That the **SERVICE AGENCY** shall provide the **CLIENT** with relievers and/or replacement in case of absences;

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5. That the **SERVICE AGENCY** shall provide the **CLIENT** with adequate supply of janitorial equipment and cleaning supplies and materials necessary for the effective performance of the services;
6. That the **SERVICE AGENCY** shall secure necessary security clearances from the proper agencies for all its personnel assigned for this purpose;
7. That the personnel of the **SERVICE AGENCY** shall be issued Presidential Security Group (PSG) identification (ID) cards after due application and screening;
8. That the **SERVICE AGENCY** and its personnel shall observe and obey all existing rules, regulations, orders and directives and those that may be issued to them;
9. That the **SERVICE AGENCY** shall assume pecuniary liability for any damage or loss of any property belonging to the **CLIENT**, the New Executive building and its premises, Bahay Ugnayan and its premises if, after proper investigation, such loss or damage is attributable to the negligence or misdemeanor of the personnel of the **SERVICE AGENCY**;
10. The personnel of the **SERVICE AGENCY** shall always wear their uniforms with the corresponding logo of their company during working hours for easy identification;
11. That the **SERVICE AGENCY** also agreed that its personnel may be subjected to on-the-spot search by the **CLIENT'S** authorized guards or security while on duty every time the janitorial personnel enters and leaves the premises of the **CLIENT**;
12. The **SERVICE AGENCY** fully and faithfully comply with the provisions of the New Labor Code, as well as with other laws, rules and regulations pertaining to the employment of labor which are now existing or which may hereinafter be promulgated or enacted, as well as to assist, defend and hold the Client free and harmless from any claim/s which the **SERVICE AGENCY'S** personnel may lodge against the **CLIENT**; and
13. That, it is understood that the assigned janitors shall be under the direct employ, control, and supervision of the **SERVICE AGENCY**. The **CLIENT**, however, shall at all times, have the right to inspect the work of the **SERVICE AGENCY'S** personnel at its premises. If in the judgment of the **CLIENT**, a particular employee of the **SERVICE AGENCY** assigned at the premises is not performing effectively, the **CLIENT** shall have the right to require the **SERVICE AGENCY** to relieve and replace said janitor and replacement shall be made within twenty four (24) hours from written notice.

## II. RESPONSIBILITY AND RIGHT OF THE CLIENT:

The **CLIENT** shall allocate a suitable storage inside or within the building premises for the use of janitorial personnel of the **SERVICE AGENCY** for their supplies, equipment and materials needed in the daily work.

The **CLIENT** has the option to request for the increase/decrease in the number of janitorial personnel assigned by the **SERVICE AGENCY** as the need arises. Moreover, the **CLIENT** has the right, in the best interest of the service, to direct the **SERVICE AGENCY** to replace any employee(s) from assignment if they do not meet standard.

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### III. EMPLOYER – EMPLOYEE RELATIONSHIP:

It shall be understood hereinafter that the personnel of the **SERVICE AGENCY** assigned in the **CLIENT'S** premises or jurisdiction remain to be the former's employee and the latter will not in any way be responsible for any act of misdemeanor and/or any claim(s) that may arise relating to or in connection with their employment with **SERVICE AGENCY**.

### IV. TERM OF CONTRACT:

This contract shall take effect on **01 September 2012 up to 31 August 2013**.

After the expiration of this period, the same service contractor will be deemed on a hold-over capacity until such time as another public bidding for the janitorial service shall be conducted by the PCOO, subject to the rules and regulations imposed by the Government Procurement Policy Board (GPPB).

Either party may terminate this contract for any legal and valid cause at any time, upon written notice to other party at least thirty (30) days from the effectivity of the date of termination of the contract.

### V. MODE OF PAYMENT:

Client agrees to pay the total contract price of **ONE MILLION SEVENTY FOUR THOUSAND NINE HUNDRED EIGHTY FIVE AND TWENTY CENTAVOS (Php 1,074,985.20)**, to be paid monthly, subject to existing government accounting and auditing rules and regulations. Such contract price is for engaging the services of six (6) janitors/janitress, including one (1) working supervisor. The monthly payment shall be paid in two (2) equal installments, to be paid after seven (7) days from receipt of the statement of account.

Should the **CLIENT** require the **SERVICE AGENCY'S** personnel to render services beyond their regular working hours/schedule, the **CLIENT** agrees to pay the corresponding overtime computed based on the existing provisions in the labor code. All overtime shall be covered with a written authorization from the **CLIENT**.

### VI. AMENDMENTS AND REVISIONS:

Any amendment or revision to this contract may be executed through a supplemental contract which shall be agreed upon mutually by both parties. Amendments or revisions may include, but not limited to, inclusion of additional personnel to be provided by the **SERVICE AGENCY**.

### VII. PERFORMANCE BOND:

The Service Contractor shall furnish the Client a Performance Bond in the amount **five percent (5%)** of the total price if performance security be in cash or cashier's/manager's check or **thirty percent (30%)** if performance security be in surety bond to cover obligations arising from the contract and shall remain and continue to be in full force and effect for as long as the contract subsists.

IN WITNESS WHEREOF, the parties have hereunto signed this Contract of Agreement this \_\_\_\_\_ day of \_\_\_\_\_, in the City of Manila.

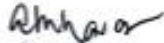
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CANCU ENTERPRISES AND  
GENERAL SERVICES, INC.

PRESIDENTIAL COMMUNICATIONS  
OPERATIONS OFFICE

By:

By:

  
ANA MARIE C. NAVAS  
DIRECTOR/TREASURER

  
HON. HERMINIO B. COLOMA, JR.  
Secretary

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )  
 ) s.s.

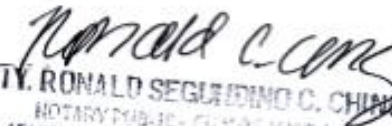
BEFORE ME, personally appeared the following:

NAME	COMPANY	Res. Cert. No.	Issued at/on
HERMINIO B. COLOMA, JR.	PCOO	_____	_____
ANA MARIE C. NAVAS	CANCU	<u>17298076</u>	<u>2-28-12/MLA</u>

Both of whom are known to me and to me known to be the same persons and executed the foregoing instrument and they acknowledged to me that they signed and executed the same as their free act and deed and of their company they respectively represent.

IN WITNESS WHEREOF, I have set my hand and affixed my notarial seal at \_\_\_\_\_  
Philippines, on this 27 of July, 2012.

Doc. No. 78;  
Page No. 8;  
Book No. 40;  
Series of 2012.

  
ATTY. RONALD SEGUARDINO C. CHING  
NOTARY PUBLIC - CITY OF MANILA  
ADMIN. REG. NO. 2011-1014161 REC. 31, 2012  
JULY 20, 2012  
NO. 015801 JUDGE ST. ANTONIO MANILA  
REP. OFF. AT 2701-29 JUNE 2011  
PTR NO. 04162412-19-2011MLA

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