

NOTICE OF AWARD

28 January 2021

MS. MA. LUZ A. RULLAN

General Manager
Mckleene Premium Products, Inc.
16 General Luna Street
San Fernando City, La Union

Dear Ms. Rullan,

Warm greetings from the Department of Social Welfare and Development – Cordillera Administrative Region (DSWD-CAR)!

We are happy to inform that your bids/proposals received and opened on November 25, 2020 for the project, **Outsourcing of Service Provider for Facility Maintenance to DSWD Field Office, Training Center and Other Facilities under ITB 2021-DSWD-03** as corrected and modified in accordance with the Instructions to Bidders is hereby accepted, as follows:

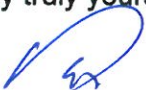
| Lot Number | Description | Contract Amount |
|--------------|--|-------------------------|
| Lot 1 | Outsourcing of Service Provider for Facility Maintenance to DSWD Field Office, Training Center and Other Facilities | Php 1,483,077.86 |
| Total | One Million Four Hundred Eighty-Three Thousand Seventy-Seven Pesos and Eighty-Six Centavos | |

You are hereby required to provide within ten (10) calendar days from receipt of this notice to post the performance security in the form of cash, managers check or cashier's check or bank guarantee issued by a Universal or Commercial Bank in the amount of Five (5%) percent or Surety Bond issued by a surety or insurance company duly certified by insurance commission as authorized to issue such security amounting to Thirty Percent (30%) of the total contract price.

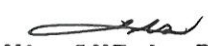
Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Thank you.

Very truly yours,



LEO L. QUINTILLA
OIC Regional Director

Conforme:  MA. LUZ A. RULLAN
Date : January 29, 2021

NOTICE TO PROCEED

29 January 2021

MS. MA. LUZ A. RULLAN

General Manager
Mckleene Premium Products, Inc.
16 General Luna Street
San Fernando City, La Union

Dear Ms. Rullan,

Warm greetings from the Department of Social Welfare and Development – Cordillera Administrative Region (DSWD-CAR)!

The attached Contract of Agreement having been approved, notice is hereby given to Mckleene Premium Products, Inc. that work may commence for the project, **Outsourcing of Service Provider for the Janitorial Services and Facility Maintenance to DSWD Field Office, Training Center and Other Facilities (ITB 2021-DSWD-03)** from **February 1, 2021 to December 31, 2021**.

Upon receipt of this notice, you shall be responsible for performing the services under the terms and conditions of the agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing the space provided below. Keep one (1) copy and return the remaining copies to this Office.

Very truly yours,



LEO L. QUINTILLA
OIC Regional Director

I acknowledge receipt of this Notice on: February 1, 2021
Date

Name or Authorized Representative: MA. LUZ A. RULLAN
Name

Signature: 

CONTRACT AGREEMENT

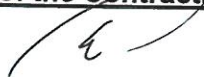
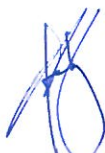
THIS AGREEMENT made the 29th day of **January 2021** between **Department of Social Welfare and Development – Cordillera Administrative Region** represented by **LEO L. QUINTILLA**, Regional Director with office address at 40 North Drive, Baguio City, Philippines (hereinafter called “the Entity”) of the one part and **MCKLENE PREMIUM PRODUCTS, INC.** represented by **MA. LUZ A. RULLAN**, **General Manager** with office address at 16 General Luna Street, San Fernando City, La Union, Philippines (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and services, particularly **Outsourcing Service Provider for the Facility Maintenance to DSWD Field Office, Training Center and other Facilities (ITB 2021-DSWD-03)** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Million Four Hundred Eighty-Three Thousand Seventy-Seven Pesos and 86/100 (Php 1,483,077.86)** from **February 1, 2021 to December 31, 2021** (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**



3. In consideration for the sum of **One Million Four Hundred Eighty-Three Thousand Seventy-Seven Pesos and 86/100 (Php 1,483,077.86)** from **February 1, 2021 to December 31, 2021** or such other sums as may be ascertained, **MCKLENE PREMIUM PRODUCTS, INC.** agrees to provide the goods and services for the **Outsourcing Service Provider for the Facility Maintenance to DSWD Field Office, Training Center and other Facilities** in accordance with his/her/its Bid.
4. The **Department of Social Welfare and Development – Cordillera Administrative Region** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.


LEO L. QUINTILLA
Regional Director


MA. LUZ A. RULLAN
General Manager

for:

for:

**DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT – CAR**


**MCKLENE PREMIUM PRODUCTS,
INC.**

Signed in the presence of


ENRIQUE H. GASCON JR.
OIC-ARD for Administration


VIRGINIA D. BALDO
General Services Supervisor

CERTIFIED FUNDS AVAILABLE:


WILBOURN B. BACOLONG
Accountant III

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

SAN FERNANDO CITY, LA UNION)

BEFORE ME, a Notary Public for in SAN FERNANDO CITY, LA UNION, Philippines,
personally appeared this 29th day of **JANUARY 2021**.

| Name | Community Tax Cert. No./ID No. | Date/Place Issued |
|--------------------------|-----------------------------------|------------------------------------|
| <u>LEO L. QUINTILLA</u> | <u>DSWD ID No: 061096</u> | <u>August 23, 2018/Iloilo City</u> |
| <u>MA. LUZ A. RULLAN</u> | <u>SS - Yu No. 01 - 0276331-1</u> | <u>March 1999 / La Union</u> |

Known to me to be the same persons, who executed the foregoing instruments and acknowledged that the same is free and voluntary act and deed.

This document refers to the Contract of Services consisting of three (3) pages including this page signed by the parties and witnesses.

IN WITNESS WHEREOF, I have hereunto set my hands and affixed my notarial seal at the place and date above written.

ANDRE H. BACAMAY
Notary Public of San Fernando City, La Union
Commission No. 48-2020
Until December 31, 2021
3/F, Rm. 307, District Center, CSFLU
PTR No. 1686408; 01/04/2021
TDP No. 137726; 01/05/2021
Roll No. 38362; 199 139-227-249
Notary Public

Doc. No.: 362

Page No.: 74

Book No.: L11

Series of: 2021

TERMS OF REFERENCE

ARTICLE I OBJECT OF THE CONTRACT

This is a contract for services whereby the **AGENCY** shall provide the **DSWD-CAR** with a contractual manpower services.

ARTICLE II SCOPE OF WORK

The **AGENCY** shall faithfully and efficiently perform all the duties relevant to the contract of services in accordance with its **PROPOSED HOUSEKEEPING PLAN** as shown in **Annex "A"**, which shall include supervising and monitoring the performance of its employees assigned to the **DSWD-CAR**, to wit:

A. DAILY ROUTINE OPERATION

1. Sweeping, mopping, scrubbing, waxing and polishing of floors, hallways, lobbies, stairways, surroundings, garage and other areas that require cleaning where there is a constant number of visitors shall be serviced continuously;
2. Cleaning and sanitizing of all toilets and bath with the use of disinfecting chemicals on the floor, lavatories, urinals and water closets;
3. Dusting, polishing, cleaning and/or damp wiping of glass tops, glass doors, glass partitions, glass walls, counters and furniture;
4. Dusting and cleaning of inside windows, window ledges, air vents, stair railing and other horizontal and vertical surfaces;
5. Sweeping of sidewalks, driveways, ramps, parking areas and surrounding areas;
6. Sweeping of cobwebs and removing of finger marks and stains on walls and ceilings when necessary;
7. Sweeping of lawn/surroundings within the perimeter of the property;
8. Maintenance/watering of plants, including removal of dried leaves and weeds;
9. Reporting of all damages, breakage, vandalism, electrical malfunctions and other necessary repair works which require attention of the **DSWD-CAR's** management;
10. Removing of spots and stains on floors, walls, cubicles, carpets and rugs;
11. Vacuum cleaning of rugs, carpets, rooms, furniture's, other areas, draperies, if any;
12. Cleaning and dusting of tables, chairs, cabinets and other furniture and equipment;
13. Assists in transferring of tables, chairs, cabinets, counters, etc. upon instruction of the **DSWD-CAR's** management;
14. Collection of garbage and waste materials as often as necessary to be disposed of and segregated at designated disposal areas pursuant to RA 9003 entitled "Ecological Solid Waste Management Act of 2000";
15. Frequent spraying of air fresheners in work areas and other designated places;

16. Keeping all corridors, hallways, lobbies, entrances, stairways and air handling unit free of obstructions;
17. Other services within the building, which may be assigned by the **DSWD-CAR's** management from time to time within the scope of janitorial services.

B. WEEKLY ROUTINE OPERATION

1. Washing of inside windows, partitions and doors, frames and screens;
2. Cleaning and polishing of office furniture and fixtures and counter excluding items or equipment that requires specialized maintenance, furniture such as davenport and chairs showing signs of spill due to any cause shall be washed and cleaned.
3. Washing, scrubbing and polishing of all stairways;
4. Washing and sweeping of driveways and ramps;
5. Washing, scrubbing, waxing and polishing of all floors;
6. Application of special sanitizing and waxing solution to hallways, lobbies and offices;
7. General cleaning and sanitizing of all comfort rooms with the use of special disinfectant;
8. High dusting and removing of cobwebs in rooms, offices and hallways; and
9. Cultivating and watering of plants and trimming of plants.

C. MONTHLY ROUTINE OPERATION

1. Washing and cleaning of all windows and glasses either by hands or with the use of glass wiper;
2. Cleaning of all light diffusers, louvers, venetian blinds, roman shades and other fixtures which need cleaning;
3. High dusting and thorough general cleaning of all areas;
4. Thorough cleaning of comfort rooms with the use of special disinfectant;
5. Attend to scheduled monthly or quarterly meeting with GSS;

D. MISCELLANEOUS SERVICES

1. To provide extra manpower or extension of authorized tour of duty during special occasions or in case of emergencies or natural calamities necessitating relief operations, and to have a team of trained personnel within the authorized work force to undertake such job;
2. Frequent visit of operations officer to monitor performance of deployed personnel with complete uniform and other paraphernalia;
3. Assistance in outdoor and indoor beautification of the premises;
4. Quarterly meeting with the procuring entity;
5. Perform satisfactory performance throughout the term of contract;
6. DOLE Department Order 174, series of 2017 and DOLE 18-A shall be strictly observed and shall submit monthly mandatory contributions (SSS, PAG-IBIG and PHILHEALTH);
7. Other related and reasonable services that maybe assigned and requested by the **DSWD-CAR** from time to time. The services shall include rendition of overtime services

E. SERVICES OF SKILLED WORKER

1. Daily assessment, inspection and repairs for possible damages within the DSWD facilities which need immediate attention;
2. Preparation of request for repair of assessed facilities
3. To conduct minor repairs such as but not limited to plumbing, electrical damages and basic carpentry works specifically at the toilet and kitchen area
4. Assist on the daily, weekly and monthly routine operation of the utility workers
5. Other services within the building, which may be assigned by the DSWD-CAR's management from time to time within the scope of janitorial services.

F. SERVICES OF UTILITY SUPERVISOR

1. Daily supervision of all facility maintenance personnel assigned at the Field Office, Training Center and RSCC;
2. Preparation and submission of reports to supervisor, consolidation and submission of needed reports;
3. Assessment of submitted DTR of utility personnel before submission to DSWD.
4. Assist on the daily, weekly and monthly routine operation of the utility workers
5. Other services within the building, which may be assigned by the DSWD-CAR's management from time to time within the scope of janitorial services.

ARTICLE III DURATION OF THE CONTRACT

The contract duration shall be from **February 1, 2021 to December 31, 2021**

Failure of the AGENCY to perform the services as required herein, to the DSWD-CAR's satisfaction, or any violation of the terms and conditions of this Contract, shall entitle the DSWD-CAR the right to terminate this Contract and forfeit the performance bond in its favor. That the renewal of each contract is dependent on the performance evaluation of the AGENCY. If janitorial services are provided after the expiration of this contract, all provisions of this agreement will remain in effect. The contract may be extended until such time the contract is renewed or terminated.

ARTICLE IV ASSIGNMENT OF PERSONNEL

1. In the performance of the work mentioned, the AGENCY shall provide personnel and shall at all times, maintain the same number of personnel and shall assign them in accordance with the schedules in the **Deployment of Personnel Schedule** as shown in **Annex "B"**.

2. The **AGENCY** shall provide a “reliever” for those who may be absent. Provided, however, that the Deployment of Personnel Schedule maybe changed anytime upon oral or written request by the **DSWD-CAR**. Provided further, that the **AGENCY** obligates itself to increase or decrease the number of assigned personnel upon written request of the **DSWD-CAR**. Whenever the exigency of the services required, in which case, the necessary expenditures for employment of such additional personnel shall be paid by the **DSWD-CAR**;
3. The number of personnel provided should be fully utilized as stated in the in **Annex “B”**. If the **AGENCY** wishes to voluntarily provide additional manpower, it should not be charged to the **DSWD-CAR**;
4. The **AGENCY** shall assign qualified, well trained and experienced personnel to undertake the services as herein provided and the **AGENCY** shall be responsible for the selection of the employees to be assigned by them subject to concurrence or approval of the **DSWD-CAR**;
5. All the **AGENCY**’s personnel to be assigned to the **DSWD-CAR** must be physically and mentally fit, of good moral character, honest, reliable, courteous, professionally trained and has undergone recruitment process. The **DSWD-CAR** however, reserves the right to demand the immediate replacement of any personnel assigned by the **AGENCY** to the job. In cases of dismissal, transfer or suspension of any personnel, the **AGENCY** shall inform in writing the **DSWD-CAR**’s *Administrative Division*, and the reason for such disciplinary action prior to its implementation.
6. Should the **DSWD-CAR** find any of the **AGENCY**’s assigned personnel undesirable or with unsatisfactory performance, the **AGENCY** shall, upon written request, immediately replace the personnel concerned with one acceptable to the **DSWD-CAR**. Moreover, should any of said personnel perform any act which may be prejudicial to the interest of the **DSWD-CAR** or should any of the said employees be found to be incompetent or negligent in the performance of his/her functions, the **AGENCY** shall immediately replace him/her at its own instances or at the request of the **DSWD-CAR**;

The undue refusal of the **AGENCY** to discharge the employee/s concerned shall give the **DSWD-CAR** the right either to bar outright said employee from rendering further services or to terminate this Contract;

7. The **AGENCY** shall at all times enforce strict discipline and good order among its personnel under this Contract. The **AGENCY**’s personnel shall be allowed access to the premises of the **DSWD-CAR** only during their respective scheduled working hours as approved by the **DSWD-CAR** and shall be confined to their respective assigned areas of work. Whenever, it is deemed necessary, the **DSWD-CAR** duly authorized personnel may subject the **AGENCY**’s personnel to routinary search, even while the latter are on duty and/or before they leave the **DSWD-CAR**’s premises;

8. The **AGENCY** shall provide for its own account proper uniforms to its personnel assigned in the **DSWD-CAR**, complete with identification cards which shall be worn during work hours and at all times that these personnel are within the **DSWD-CAR**'s premises. The **AGENCY**'s personnel shall at all times be in proper and clean uniform provided by the **AGENCY**;
9. The **AGENCY** and its personnel shall at all times comply with all the safety and security regulations of the **DSWD-CAR**.

ARTICLE V SUPPLIES, MATERIALS, TOOLS AND EQUIPMENT REQUIRED

1. The provision of supplies/materials & equipment shall be delivered by the **AGENCY** to the **DSWD-CAR**;
2. The maintenance, repair and replacement of tools and equipment necessary and incidental to the performance of its obligations shall be for the account of the **AGENCY**.
3. Delivery of the required supplies and materials to be used for the succeeding month must be done not later than five (5) working days before the end of the current month for inspection by the **DSWD-CAR**'s *General Services Section (GSS)*.

ARTICLE VI CONSIDERATION

1. For and in consideration of the service/s rendered, the **DSWD-CAR** hereby agrees to pay the **AGENCY** the amount of **One Million Four Hundred Eighty-Three Thousand Seventy-Seven Pesos and Eighty-Six Centavos (Php 1,483,077.86) from February 1 to December 31, 2021** for services rendered of 7 utility workers; 1 Supervisor and 1 Skilled Worker including supplies/materials. However, the rate is adjusted accordingly in case of future government mandated wage increase and other charges upon written request by the **AGENCY** and approval by the **DSWD-CAR**.

However, tardiness, under time, half-days and absences incurred by the employees assigned to the **DSWD-CAR** shall be deducted accordingly from the monthly billing of the **AGENCY**. **Janitorial supplies**, the breakdown of which is shown in **Annex "C"** hereof and forming part of the contract, shall also be deducted from the said billing if not delivered to the **DSWD-CAR**.

2. For services rendered over and above eight (8) hour regular working time, the **AGENCY** shall charge overtime, night differential and holiday pay as the case may be in accordance with existing labor rules and regulations of the Republic of the Philippines based on the billing rates. Provided that the services covered herein are duly approved by the General Services Section Head of the **DSWD-CAR**.

ARTICLE VII MANNER OF PAYMENT/BILLING

1. The **DSWD-CAR** shall pay the **AGENCY** the consideration equivalent to actual services rendered in accordance with the provisions of Article VI (1), hereof within fifteen (15) days from receipt of the bill/statement of account.
2. The **AGENCY** shall be solely responsible for the payment of the employees' monthly wages, which shall be paid every 15th and 30th day of the month.
3. In billing the **DSWD-CAR**, it is agreed that **AGENCY** shall submit to the **DSWD-CAR** together with each monthly invoice:
 - a. A sworn statement showing that the actual services have been rendered by its personnel for the period claimed, together with necessary time sheets of its personnel and other papers in support of the **AGENCY's** claim for payment of services rendered as may be required by accounting and auditing rules and regulations;
 - b. A sworn certification duly executed by its General Manager or authorized officers stating that wages, salaries and other remuneration due to all personnel assigned to the **DSWD-CAR** have already been paid. For this purpose, remuneration includes SSS, PAG-IBIG contributions and Philhealth State Insurance; and
 - c. A copy of Official Receipt representing payment for the month preceding the billing month for premium payments of SSS, PAG-IBIG and Philhealth.
 - d. A monthly progress report.

ARTICLE VIII TERMINATION OF CONTRACT

1. This contract may be terminated due to violation of either party of any of the foregoing terms and conditions. The party desiring termination of this Contract shall give at least fifteen (15) days prior written notice to the other party. Termination shall be effected immediately thereafter and after the parties shall have agreed on the settlement of any of its obligations. The termination is without prejudice to the liability of either party for damages under this contract. The failure on the part of either party to enforce any of the provisions of this Contract shall not be considered as a waiver of its rights.
2. The performance of the **AGENCY** shall be evaluated quarterly and if found to be unsatisfactory, this Contract shall be terminated by the **DSWD-CAR** after thirty (30) days written notice.
3. The **DSWD-CAR** shall have the right to unilaterally rescind this Contract for any violation of the terms and conditions thereof, false statement, misrepresentation on pre-qualification submission requirements after thirty (30) days written notice.

ARTICLE IX MISCELLANEOUS PROVISIONS

1. It is expressly understood and agreed that the employees assigned by the **AGENCY** to the **DSWD-CAR** are, for all legal intents and purposes, the employees of the **AGENCY** and not of the **DSWD-CAR**, hence the **DSWD-CAR** does not maintain any employer-employee relationship with said personnel of the **AGENCY**. However, **AGENCY** employees assigned to the **DSWD-CAR** shall be subjected to the latter's existing office rules, regulations and decorum.

Accordingly, the **AGENCY** binds itself to save and hold harmless the **DSWD-CAR** or any of its officials and employees and/or agents from any responsibility for any personal injury or damage, including death, sustained by the **AGENCY** personnel or caused by any of the personnel during the lawful performance of their duties or stay within the premises of the **DSWD-CAR**. The **AGENCY** shall at all times stand fully and solely liable for the enforcement of and/or decrees and those that may be enacted thereafter. The **AGENCY** shall comply with all the rules and regulations pertaining to SSS and PAG-IBIG (RA 7742) membership of their personnel assigned with the **DSWD-CAR** under this Contract.

2. The **AGENCY** shall be liable for all the loses and damages which may be caused through the fault or negligence of the personnel assigned to the **DSWD-CAR**, on the property and facilities of the **DSWD-CAR**, provided that the **DSWD-CAR** shall bring to the attention of the **AGENCY** such damages or losses within five (5) days from discovery by the **DSWD-CAR** of such losses or damages.
3. Any stoppage of work caused by the employees of the **AGENCY** for any reason whatsoever except due to fortuitous event or beyond human control shall be the responsibility of the **AGENCY** and it shall be liable for any damage that may be caused to the **DSWD-CAR** by such work stoppage.
4. The **DSWD-CAR** shall conduct a semester Performance-Base Evaluation to monitor the performance of the personnel deployed by the **AGENCY** within the premises of the **DSWD-CAR**'s building, staff houses and warehouses and decide not only on any and all questions which may arise as to the quality and acceptability of the services rendered, but also on the capability competence and readiness of the personnel to perform their duties. The **AGENCY** shall maintain a satisfactory level of performance throughout the terms of the contract based on the following criteria: 1] quality performance delivered; 2] time management; 3] management and suitability of personnel; 4] contract administration and management; and 5] provision of regular progress reports.
5. The **AGENCY** shall not assign or subcontract the services or any position thereof covered by the Contract without the written approval of the **DSWD-CAR**.
6. The **AGENCY** shall not, during the term of this Contract disclose to any third party any information to the state of affairs or business of the **DSWD-CAR** which has come to the knowledge of the **AGENCY** by reason of this Contract.

7. It is understood that failure/delay of the **DSWD-CAR** to demand strict to compliance with any and all of the terms of the Contract shall not be considered as waiver of the enforcement of its right in connection therewith.
8. The **AGENCY** agrees and obligates to finally and unconditionally abide by the decision of the **DSWD-CAR** on the interpretation or construction of any term, condition or stipulation contained in this contract, including its implementation.
9. The **AGENCY** warrants that it shall pay taxes in full and on time and that failure to do so will entitle the **DSWD-CAR** to suspend the payment for the services rendered. The **AGENCY** shall regularly present, within the duration of the contract, a tax clearance from the Bureau of Internal Revenue as well as a copy of its Income and Business tax returns duly stamped and received by the Bureau of Internal Revenue and duly validated with the tax payments made thereon.
10. The **AGENCY** warrants that none of its official or representative has given or promised to give any money of gift to any official or employee of the **DSWD-CAR**, to influence the decision regarding the awarding of this Contract, nor did it exert or utilize and unlawful influence to solicit or to secure this Contract through an agreement to pay a commission brokerage or contingent fees from the contract price. Should the **AGENCY** and/or any of its authorized representatives, break this warranty, it shall be held civilly and/or criminally liable under the Anti-Graft Law or other applicable laws.

ANNEX "A"
PROPOSED HOUSEKEEPING PLAN

| AREAS TO BE CLEANED * | NO. OF PERSONNEL |
|--|-----------------------------|
| Field Office – New Building & Old Building (Whole Area) | 4 Utility Workers |
| RSCC, WANGAL, LA TRINIDAD BENGUET or Temporary Residence (Whole area) | 1 Utility Worker |
| SECRETARY'S COTTAGE AND TRAINING CENTER | 1 Utility Worker |
| Field Office/RSCC/Secretary's Cottage and Training Center (Whole area) | 1 Utility Supervisor |
| | 1 Skilled Worker |

* *The Proposed Housekeeping Plan is subject to change as deemed necessary*

Annex "B"

DEPLOYMENT OF PERSONNEL SCHEDULE

| AGENCY PERSONNEL | AREA OF ASSIGNMENT | SCHEDULE** |
|-------------------------|--|--------------------------|
| Four (5) | Both Old & New Field Office Building | 7:00 am – 4:00 pm |
| One (1) | RSCC, Aurora Hill, Baguio City (temporary address) | 7:00 am – 4:00 pm |
| One (1) | Secretary's Cottage and Training Center, Leonard wood rd., Baguio City | 7:00 am – 4:00 pm |
| Two (2) | Both Old & New Field Office Building/RSCC/Secretary's Cottage and Training Center | 7:00 am – 4:00 pm |

**** Schedule of Janitors is subject to changes as deemed necessary**

ANNEX "C"

JANITORIAL SUPPLIES & EQUIPMENT

A. SUPPLIES*

| ITEM | QUANTITY | UNIT |
|--|-----------------|-------------|
| Toilet Bowl Cleanser | 96 | Liter |
| Bleach | 120 | Liter |
| Liquid Hand Soap | 216 | Liter |
| Powder Soap | 192 | Kilogram |
| Fabric Conditioner | 60 | Liter |
| Dishwashing Liquid (250ml) | 84 | Bottles |
| Air Freshener (320ml) | 144 | Can |
| Furniture Polisher (330ML) | 60 | Can |
| Foot Rug, cotton | 120 | Piece |
| Dusting/waste rug, cotton (10pcs/bundle) | 60 | Bundle |
| Scouring pad | 120 | Piece |
| Dishwashing scrubbing pad | 120 | Piece |

| ITEM | QUANTITY | UNIT |
|-------------------------|----------|-------|
| Tornado mop | 24 | Set |
| Hand gloves, rubberized | 84 | Pairs |
| Sando bag, large | 2,400 | Piece |
| Garbage bag, black, XL | 2,376 | Piece |
| Magic Mop | 60 | Piece |
| Ceiling Broom | 48 | Piece |
| Spray gun, plastic | 72 | Piece |
| Toilet bowl brush | 50 | Piece |
| Vacuum cleaner | 1 | Unit |
| Spinner, 7kg | 1 | unit |

- * *These supplies may increase/decrease depending on the need of DSWD-CAR as long as the cleanliness and orderliness will be maintained. These supplies will also be subjected to inspection by the General Services Section, Administrative Division.*
- ** *Equipment and other supplies to be used by the janitors will be provided by the bidder free of charge (Equipment will still be the property of the bidder after the contract).*