

CONTRACT AGREEMENT FORM

THIS AGREEMENT made the 1st day of March 2021 between **UNIVERSITY OF THE PHILIPPINES BAGUIO** of Governor pack Road, 2600 Baguio City (hereinafter called "the Entity") of the one part and **MCKLEENE PREMIUM PRODUCTS, INC.** of 16 Gen. Luna St., San Fernando, La Union (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., **TEN (10) MONTHS JANITORIAL SERVICES** under bid reference no. **UPB-BID-EPA2021-02**, and has accepted a Bid by the Supplier for the supply of the services for the period March to December 2021 in the sum of **THREE MILLION FOUR HUNDRED TWELVE THOUSAND FOUR HUNDRED FIFTY-SEVEN PESOS PhP 3,412,457.00** (hereinafter called "the Contract Price");

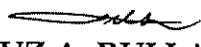
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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 shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted, including corrections to the bid resulting from the Procuring Entity's bid evaluation;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract;
 - (f) the Entity's Notice of Award;
 - (g) the Performance Security; and,
 - (h) the General Contract Agreement.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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.


RAYMUNDO D. ROVILLOS
 Chancellor

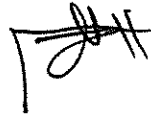

MA. LUZ A. RULLAN
 General Manager

for:
University of the Philippines Baguio

for:
Mckleene Premium Products, Inc.

CERTIFIED FUNDS AVAILABLE:


CECILE G. DANGAWEN
 Chief, Accounting Office



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
SAN FERNANDO CITY, LA UNION) S.S.


BEFORE ME, a Notary Public for and in the ~~SAN FERNANDO CITY, LA UNION~~ personally appeared on March 7, 2021, the following persons, presenting to me their respective Competent Evidence of Identity, as indicated below:

NAME	GIID NO.	ISSUED AT/ON
Raymundo D. Rovillos	UMID#000-1117-4338-2	Baguio City
Ma. Luz a. Rullan	SSS ID No. 01-0276531-1	San Fernando City, La Union

known to me and identified by me through competent evidence of identity to be the same persons who executed the foregoing instrument denominated as the GENERAL CONTRACT AGREEMENT FOR THE 10-MONTH SECURITY SERVICES CONTRACT consisting of THREE (3) pages, including this page, having

acknowledged before me that it is their own, respective, free and voluntary act and deed and that of the institutions that they represent.

TO THE TRUTH OF THE FOREGOING, witness now my hand and seal on the date and at the place indicated.


ANDRE H DACANAY
Notary Public of San Fernando City, La Union
Commission No. 03-2020
Until December 31, 2021
3/F, Rm. 307, Diocesan Center, CSFLU
PTR No. 1686408; 01 / 04 / 2021
IBP No. 137726; 01 / 05 / 2021
Roll No. 38362; TIN 159-321-249

DOC NO 29
PAGE NO 07
BOOK NO 411
SERIES OF 2021

Section VI. Schedule of Requirements

Comply

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

ITEM NUMBER	DESCRIPTION	QUANTITY	TOTAL	DELIVERY/PERIOD OF SERVICE
1	Provision of twelve (12) months janitorial services	26 janitorial personnel	26	12 months contact duration

MANPOWER DEPLOYMENT REQUIREMENT:

No. of janitors	Tour of Duty	No. of Man-Hours
26	0700-1500 Monday-Friday	8 hrs
7	0700-1500 Saturday	8 hrs

SUPPORT EQUIPMENT REQUIREMENT:

PARTICULARS	MINIMUM EQUIREMENTS
Uniform	Twenty Six (26) sets
Raincoats and Boots	Twenty Six (26) sets
Face Mask, disposable	1 box per month

[Handwritten Signature]

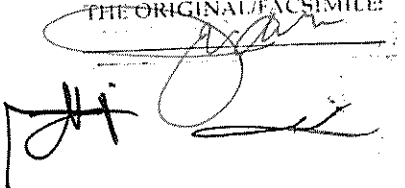
8

Technical Specifications

Comply

Specification	Statement of Compliance
	<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>The Service Provider must have at least a 3-year track record and experience (<i>past and present</i>) in providing janitorial services in at least two of the following:</p> <ol style="list-style-type: none"> 1. Government Agencies 2. Malls and department stores 3. Commercial banks 	<p>Comply</p>
<p>The Service Provider's office should be located within Baguio City area;</p>	<p>Comply</p>
<p>The Service Provider shall provide, assign and delegate janitors/janitress to man the fixed and/or roving posts determined by the UP Baguio</p>	<p>Comply</p>

CERTIFIED MACHINE COPY OF
THE ORIGINAL/FACSIMILE



<p>The Service Provider shall provide additional or reduce the number janitor/hours as maybe directed by UP Baguio Administration through a written notice under the same terms, conditions and rate of compensation set forth in the contract of service.</p>	<p>Comply</p>
<p>The Service Provider shall provide well trained, physically and mentally fit as supported by updated medical certificate and valid NBI clearance</p>	<p>Comply</p>
<p>The Service Provider shall notify UP Baguio in writing within seven (7) calendar days in all matters pertaining to the rotation, reassignment, suspension and/or termination and imposition of disciplinary measure to erring janitors and/or immediately terminate as circumstances warrant.</p>	<p>Comply</p>
<p>The Service Provider shall act on requests for replacement, reassignment and rotation within forty eight hours (48 hours) upon receipt of the written notification from the Procurement Entity.</p>	<p>Comply</p>
<p>The Service Provider hold the UP Baguio free from any action or liability arising from any claims of the janitors and other personnel deployed by the Janitorial Agency for benefits under the Labor Code of the Philippines. Any increase in wage, social security contributions, or any similar payments as may be imposed by law or competent authority shall be automatically adjusted in accordance with accounting and auditing rules and regulations and subject to the availability of savings and upon showing of actual payment made to their employees. There shall be no employer-employee relationship between the UP Baguio and the janitors and other personnel employed by the Janitorial Agency.</p>	<p>Comply</p>
<p>The Service Provider shall be responsible for any loss or damage to UP Baguio properties and premises,</p>	<p>Comply</p>

[Handwritten signature]

[Handwritten signature]

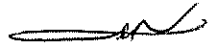
<p>provided that such properties are properly turned over to the agency or the janitor. Such loss or damage shall include those caused by fortuitous events such as fire, earthquakes, typhoon, war and rebellion. Proper turn over shall mean a complete inventory of all property accountabilities per office provided at the outset and the ocular succeeding occasions.</p>	<p>Comply</p>
<p>The Service Provider shall secure Certificate of Acceptability of Work from the Administration on a monthly basis as a requisite for processing of payments.</p>	<p>Comply</p>
<p>The Service Provider shall ensure payment of wages on a regular schedule every 15th and 30th of each month in accordance with the minimum wage law and/or provisions of the Labor Code and its implementing rules and regulations.</p>	<p>Comply</p>
<p>The Service Provider shall regularly submit to UP Baguio once a month, a list of janitor/ personnel with their assigned post for the purpose of monitoring shift rotations and supervisions by the UP Baguio.</p>	<p>Comply</p>
<p>The Service Provider shall at the end of the contract periods, turn over to UP Baguio all property accountabilities and any amount of damages or property losses shall be deducted from the collectible amount due to the Service Provider.</p>	<p>Comply</p>
<p>The Service Provider shall hold the UP Baguio free from any liability from acts of its janitors which cause damage of whatever type to UP Baguio employees and properties or to any third party and their properties.</p>	<p>Comply</p>
<p>The Service Provider shall at all times maintain peace and order within the UP Baguio premises and shall</p>	<p>Comply</p>



fulfill other janitorial -related tasks that may be assigned by the responsible officers of the UP Baguio.	Comply
The Service Provider shall subject janitors to drug, alcohol or other related tests from government accredited testing centers annually.	Comply

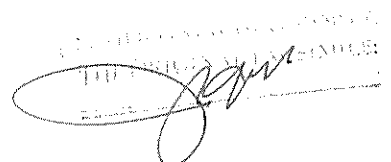
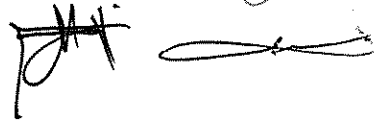
I hereby certify to comply with all the above Technical Specifications.
MCKLEENE PREMIUM PRODUCTS, INC.

Name of Company/Bidder

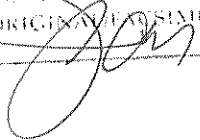

MA. LUZ A. RULLAN, GENERAL MANAGER

Printed Name, Position and Signature of
 Bidder's Authorized Representative
DECEMBER 16, 2020

Date

Section IV. General Conditions of Contract

CERTIFIED MACHINE COPY OF
THE ORIGINAL AS SHOWN


1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are <i>University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Irene J. Enriquez</i>.</p>
2.2	<p>Payments shall be made by the UP Baguio to the service provider on a monthly basis upon submission by the service provider of the following documents:</p> <ol style="list-style-type: none"> a. Actual deployment of personnel and man-hours during the billing period; b. Proof of compliance with legal requirements on the payment of salaries such as duly signed payroll, issuance of pay slips to security guards, premium remittances and taxes. This will serve as requisite for every billing; c. Certificate of Acceptability of Work from the Administration
4	<p>Spot inspection of the performance of the janitors/janitresses, their attendance, uniform at any time it is deemed necessary.</p>
5	<p>The janitorial agency shall correct any defect in the delivery of janitorial services which shall not be limited to replacement of any personnel, within twenty four (24) hours upon receipt of the valid complaint. The correction of defect must be acceptable to UP Baguio.</p>



**REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF THE PHILIPPINES BAGUIO**

Gov. Pack Road, 2600 Baguio City, Philippines
Telefax: (074) 442-3888/446-9973
www.upb.edu.ph

NOTICE OF AWARD

MS. MA. LUZ A. RULLAN
General Manager
Mckleene Premium Products, Inc.
16 Gen. Luna St., San Fernando, La Union
(072) 242 3552

Dear Ms. Rullan:

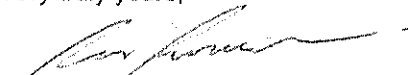

We are happy to notify you that your Bid for the for the Project: Procurement of Twelve (12) Months Janitorial Services (UPB-BID-2021-2) is hereby awarded to you at a Contract Price Equivalent to **Three Million Four Hundred Twelve Thousand Four Hundred Fifty Seven and 50/100 Pesos Only (PhP 3,412,457.50)** for March to December 2021 or **Three Hundred Forty One Thousand Two Hundred Forty Five and 75/100 Pesos Only (PhP 341,245.75)** per month.

You are hereby required to enter into the contract within ten (10) calendar days upon receipt of this Notice of Award and immediately provide the University the performance security in any one of the following forms:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

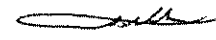
Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the Bid Security.

Very truly yours,


RAYMUNDO D. ROVILLOS
Chancellor 

Conforme:

Name of the Representative of Bidder:
Company Name:
Date:


MA. LUZ A. RULLAN
MCKLEENE PREMIUM PRODUCTS, INC.
February 19, 2021

CERTIFIED MACHINE COPY OF
THE ORIGINAL/FACSIMILE





**Travellers Insurance
Surety Corporation**
Since 1964

"Your Key to stability. Your partner in business."

Head Office:
10th Floor, G.E. Antonino Bldg., T.M. Kalaw
cor. J. Bocobo Streets, Ermita, Manila
Tels.: 8521-3822; 8521-5455; 8400-9327
Fax: 8521-4931; 8525-1119

G(13) No. 189651

TRISCO BOND NO. _____

Premium P: _____
D.S. _____
E-Vat _____
LGT _____
N. Fee _____

TOTAL P: _____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, MCKLEENE PREMIUM PRODUCTS, INC
No. 16. General Luna St., San Fernando City, Ia Union

and TRAVELLERS INSURANCE & SURETY CORPORATION, a corporation organized and existing under and by virtue of the laws of the Philippines, as SURETY, are held and firmly bound unto the OBLIGEE UNIVERSITY F THE PHIL BAGUIO CITY in the sum of PESOS 1,023,737.25 (P. One million twenty three thousand seven hundred thirty seven & 25/100) Philippine Currency, for the payment of which sum well and truly to be made, we bind, ourselves, our heirs executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE AS FOLLOWS:

To guarantee the full and faithful performance between MCKLEENE PREMIUM PRODUCTS, INC. AND University OF THE PHILIPPINES, BAGUIO CITY for the Procurement of twelve (12) Months Janitorial Services (UPB-BID-2021-2)

It is understood, however that the liability of the surety company under this bond shall in no case exceed the amount of One Million twenty three thousand seven hundred thirty seven & 25/200 (Php 1,023,737.25) Phil. Currency.

This bond is callable on demand per IRR-A of RA 9184 as amended.

WHEREAS, the insurance company shall require the principal to put a collateral as a condition precedent for the issuance of this bond.

NOW, THEREFORE, if said Principal shall in all respect duly and fully perform all and singular covenant, terms, conditions and agreement stipulated in said award to the true intent and meaning thereof, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

The liability of TRAVELLERS INSURANCE & SURETY CORPORATION, under this bond will expire on 2/22/2022 and this bond will be deemed automatically cancelled ten (10) days after its expiration unless the Surety is notified in writing within said period of any existing obligation thereunder. It is hereby further agreed and understood that no action at law or equity shall be brought against the Surety under this Bond unless the same is brought before a competent Court within one year from the date said written notice of any existing obligation is received by the Surety, as herein stipulated.

IN WITNESS WHEREOF, this 22nd day of February, 2021 at San Fernando City, Philippines.

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its duly authorized officer.

MS. MA LUZ A. RULLAN
Principal

**Travellers Insurance
Surety Corporation**
Since 1964

TIN 000-196-058-000 VAT
La Union Service Office:

BY: ANITA F. SANGLAY
Authorized Signatory

SIGNED IN THE PRESENCE OF:

CERTIFIED MACHINE COPY OF
THE ORIGINAL/FACSIMILE:

TRISCO BOND NO.

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES } S.S.

In the City of San Fernando, La Union, Philippine Islands, this 22nd day of February 2021 personally appeared before me.

NAME	IDENTIFICATION NO.	ISSUED	
		AT	ON
MS. MA LUZ A. ROLLAN	SSS ID No. 01-0276531-1	La Union	March 1999

and Anita F. Sanglay with Identification No. 2590510 issued at City of San Fernando, La Union on 1.5.2021 for and in behalf of TRAVELLERS INSURANCE & SURETY CORPORATION with Comm. Tax No. 00357001 issued at Manila on 1.5.2021 to me known to be the same persons who signed and executed the foregoing instrument and acknowledged before me the same is of their own voluntary act and deed.

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

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Book No. 2
Series of 2021

ATTY. ERNESTO V. RAFON, Ph.D.
NOTARY PUBLIC
ROLL No. 00228-TN # 172-170-614
IBP LICENSE # 1007213
2021 PTR # 5853733 SEVILLA
SAN FERNANDO CITY, LA UNION

REPUBLIC OF THE PHILIPPINES } S.S.

City of San Fernando, La Union

Anita F. Sanglay of TRAVELLERS INSURANCE & SURETY CORPORATION having been duly sworn, states and deposes that the said TRAVELLERS INSURANCE & SURETY CORPORATION is a corporation duly organized and existing under and by virtue of the laws of the Philippines, with its principal office at Manila, and is duly authorized to execute and furnish bonds for all purposes within the Philippines, and that it is actually worth the amount specified in the foregoing undertaking to wit: One million twenty three thousand seven hundred thirty seven & 25/100

(P 1,023,737.25) Pesos, Philippine Currency, over and above all just debts and obligations and property, exempt for execution.

Travellers Insurance Surety Corporation
Since 1964

TIN 000-196-058-000 VAT
Anita F. Sanglay
BDU-La Union

Subscribed and sworn to before me this 22nd day of February 2021 CSFLU Philippines, Affiant exhibited to me his Identification No. and that of the Corporation as above mentioned.

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ATTY. ERNESTO V. RAFON, Ph.D.
NOTARY PUBLIC
ROLL No. 00228-TN # 172-170-614
IBP LICENSE # 1007213
2021 PTR # 5853733 SEVILLA
SAN FERNANDO CITY, LA UNION

CERTIFIED MACHINE COPY OF THE ORIGINAL/FACSIMILE

CERTIFIED TRUE / PHOTO COPY

Blg. 2019/17-R
(No.) 2019/17-R



hp
LEONILA R. LANSANGAN
IC Supervising Insurance Specialist
Licensing Division
Insurance Commission

Date: JAN 04 2019

Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Pananalapi
Department of Finance
INSURANCE COMMISSION

TRAVELLERS INSURANCE & SURETY CORPORATION
CERTIFIED TRUE COPY OF THE ORIGINAL

By:
[Signature]
ANITA E. SANGLAY
Branch-General Agent

KATIBAYAN NG PAGKAMAYKAPANGYARIHAN
CERTIFICATE OF AUTHORITY

ITO AY PATUNAY na ang **TRAVELLERS INSURANCE & SURETY CORPORATION**
(This is to certify that **TRAVELLERS INSURANCE & SURETY CORPORATION**
NG LUNGSOD NG MAYNILA, PILIPINAS)

na isang pang **DI-BUHAY**
a **NON-LIFE**
(FIRE, MARINE, CASUALTY & SURETY)

na kompanya ng seguro ay nakatagor sa lahat ng mga kailangang itinakda ng batas
insurance company, has complied with all requirements of law

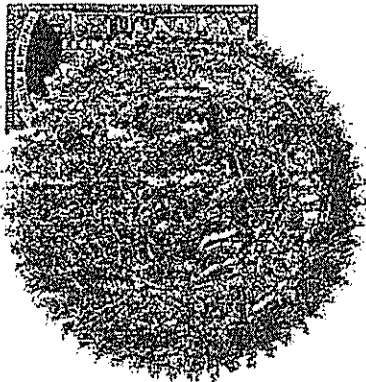
ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakaiboban
of the Philippines relative to such insurance companies, and it is hereby granted

nitong **KATIBAYAN NG PAGKAMAYKAPANGYARIHAN** upang makipagnegosyo ng
this **CERTIFICATE OF AUTHORITY** to transact

uri ng seguro na itinakda sa itaas hanggang ikalabingdalawa ng hatinngapi, ng ikatatlumpu't isang
the class of insurance business above set forth until twelve o'clock midnight, on the thirty first

araw ng Disyembre, taong dalawang libo't dalwampung-isa
day of December 2021

maliban kung agad na bawin o pigilin ng may makatuwirang dahilan
unless sooner revoked or suspended for cause.)



Bilang **KATUNAYAN NITO**, inilagda ko ang aking pangalan
(in **WITNESS WHEREOF**, I have hereunto subscribed my name)

at ikinintal ang Opisyal na Tatak ng aking Tanggapan
and caused my Official Seal to be affixed.

sa Lungsod ng Maynila, Pilipinas. Ito ay may bisa
at the City of Manila, Philippines. This becomes

simula ika-isa ng Enero 2019.
effective on 1 January 2019.)

[Signature]
DENNIS B. FUNA
Insurance Commissioner

*AO No. 119 issued on
April 4, 1965

Date Issued: _____

CERTIFIED MACHINE COPY OF
THE ORIGINAL/FACSIMILE

[Signature]

UNIVERSITY OF THE PHILIPPINES

Gov. Pack Road, Baguio City

**GENERAL CONTRACT AGREEMENT FOR THE
TEN (10) MONTHS JANITORIAL SERVICES**

KNOW ALL MEN BY THESE PRESENTS:

This Contract made and entered into this 1st day of March 2021 at Baguio City, by and between:

The **UNIVERSITY OF THE PHILIPPINES**, the national university, created by virtue of Act. No. 1870, as amended and strengthened by Republic Act No. 9500, through its constituent university, **UNIVERSITY OF THE PHILIPPINES BAGUIO**, represented by its Chancellor, **RAYMUNDO D. ROVILLOS**, hereinafter referred to as the "UNIVERSITY";

and

MCKLEENE PREMIUM PRODUCTS, INC., a corporation operating under the laws of the Philippines, with address at #16 Gen. Luna Street, San Fernando City, La Union, duly represented herein by its **GENERAL MANAGER, MA. LUZ A. RULLAN**, granted full power and authority to do, execute and perform any and all acts necessary and to represent **MCKLEENE PREMIUM PRODUCTS, INCORPORATED**, hereinafter referred to as the "CONTRACTOR";

WITNESSETH: That

WHEREAS, the UNIVERSITY desires to contract janitorial services for its buildings located at the UP Baguio Campus, Baguio City as specified in the attached list marked as Annex "A" and made as integral part hereof;

WHEREAS, the CONTRACTOR has offered to provide janitorial services to maintain and keep the aforementioned buildings in order, at cost the specifics of which are shown in the bid tendered by the CONTRACTOR, attached hereto as Annexes "B" and "B-1",

WHEREAS, the UNIVERSITY is willing to accept, as it hereby accepts, the CONTRACTOR'S offer to provide janitorial services, in accordance with the terms and conditions hereinafter set forth;

NOW, THEREFORE, for and in consideration of the foregoing premises and the terms and conditions herein contained, the parties have agreed as follows:

1. THE SCOPE OF WORK TO BE UNDERTAKEN BY THE CONTRACTOR

A. DAILY AND ROUTINE SERVICES:

1. Sweeping, mopping, spot scrubbing and polishing floors
2. Thorough cleaning, sanitizing and disinfecting of toilets, toilets bowls and washrooms, applying, sanitizing and disinfecting agents on commodes, urinals and wash basins;
3. Dusting and/or damp-wiping of other vertical and horizontal surfaces, racks, cabinets, doors, windows, and fixtures/furniture including telephone units, electric fans air conditioners and exhaust fans;
4. Cleaning glass panes and panels;
5. Collection and emptying of trash and other disposable items at specified disposable points;
6. Gardening in certain areas;
7. Arranging of classroom chairs and cleaning of blackboards;
8. Other duties that may be assigned by the Vice Chancellor for Administration thru/or the Campus Maintenance Officer from time to time.

B. WEEKLY SERVICES:

1. Scrubbing, waxing and polishing of floors, including stripping;
2. Scrubbing and dusting of walls, ceilings, corridors and corners
3. Cutting of grass, cleaning of campus surrounding areas.

C. MONTHLY SERVICES:

1. Cleaning of gutters and downspouts;
2. General cleaning

II. PERSONNEL TO BE PROVIDED BY THE CONTRACTOR:

1. The CONTRACTOR shall provide the UNIVERSITY with twenty-six (26) janitors/janitresses who are well - trained, experienced and trustworthy. In no case shall the CONTRACTOR provide mere trainees, but only qualified, regular employees. The CONTRACTOR shall issue a certification that the janitors/janitresses to be assigned to the UNIVERSITY have completed the training course/program for janitors and that they are not mere trainees. Among the janitors/janitresses to be assigned at the University, one shall act as an Officer-in-Charge (OIC) who shall be responsible for the efficient performance and conduct of the janitors/janitresses.
2. The CONTRACTOR shall assign, on top of the OIC, a supervisor from Mckleen Premium Products Inc., who shall, at least once a week, spot-check the attendance, performance, to meet and make reminders to janitors/janitresses, and monitor the compliance to the provisions stated in this contract.
3. The CONTRACTOR shall undertake to reserve and/or replace any janitor/janitresses from his/her assignment if the UNIVERSITY finds it to be in the best interest of the service.

4. The CONTRACTOR shall also provide the twenty-six (26) janitors/janitresses the following at no cost to the them or the University;

1. two (2) sets of uniform for each janitor/janitress;
2. one set raincoat and boots for each, and;
3. twelve (12) boxes at one (1) per month of disposable face mask.

III. WORK SCHEDULE TO BE FOLLOWED BY THE CONTRACTOR:

1. The CONTRACTOR hereby undertakes to carry out the following schedule: Monday through Friday, eight (8) hours daily, generally within 7:00 a.m. to 4:00 p.m. with twenty-six (26) janitors on duty. During Saturdays, for eight (8) hours or within 7:30 a.m. to 4:30 p.m., seven (7) janitors shall be on duty. Units/Offices concerned may, however, apply a forty (40) hour a week schedule suited to their particular needs. The Head of the CMO, in coordination with the Vice Chancellor for Administration of the University, shall determine the appropriate eight-hour period and the areas of responsibility for each janitor assigned within their respective units/offices.
2. One-hour noon break and 15-minute coffee breaks in the morning and in the afternoon shall be on staggered basis so that there is always a janitor on duty and available in the buildings to be serviced.

IV. CONTRACT DOCUMENTS

The following documents are incorporated hereto and shall be deemed to form and be read and construed as part of this Agreement, viz:

1. List of Buildings (Annex A)
2. Cost Distribution (Annex B)
3. the Supplier's Bid (Annex C)

IV. WARRANTIES:

1. The personnel and other employees of the CONTRACTOR assigned to the UNIVERSITY shall in no case be considered employees of the UNIVERSITY, and as such, the CONTRACTOR shall be responsible for all claims of personal injury or damage, including death, caused by said personnel/employees to any third party in the course of the performance of their janitorial functions and duties.
2. The CONTRACTOR shall be jointly and severally liable with its concerned employees and personnel for any damage caused to the UNIVERSITY, its

property and/or staff and to any third persons due to tortuous or criminal act(s) committed by its (CONTRACTOR'S) personnel.

3. The CONTRACTOR shall hold the UNIVERSITY free and harmless from any act or negligence whatsoever or from any claim by any or all of the personnel supplied by the CONTRACTOR performing services pursuant to this contract, whether under the Employees' Compensation Law, and any or all other Philippine Labor Laws, it being agreed that the CONTRACTOR'S personnel, are not the employees of the University, and it also being understood that due and faithful compliance with aforementioned laws shall devolve entirely upon the CONTRACTOR.
4. The CONTRACTOR, upon official notice by the UNIVERSITY, shall immediately replace, suspend, and/or discharge/terminate the services of the CONTRACTOR'S employees whose behavior, appearance, conduct and performance is not in conformity with the standards set by the UNIVERSITY.

V. OBLIGATIONS OF THE UNIVERSITY:

1. All electricity, janitorial supplies and equipment, and water to be used in the performance of the services to be rendered therein shall be made available by the UNIVERSITY at no cost to the CONTRACTOR.
2. The UNIVERSITY shall also make available to the CONTRACTOR designated areas/spaces for use of the latter's personnel for purposes of administration, supervision and storage of equipment, materials and supplies at no cost to the CONTRACTOR, provided however, the designated areas shall be kept clean at all times, and free from unnecessary equipment and/or materials. The designated area must be vacated once a new rotation or area of assignment is implemented, which is agreed by parties to be monthly.
3. For and in consideration of the services to be rendered by the CONTRACTOR, the UNIVERSITY shall, during the existence of this contract, pay the CONTRACTOR a monthly amount of **Three Hundred Forty-One Thousand Two Hundred Forty-Five Pesos and Seventy-Five Centavos (PhP 341,245.75) Only** which shall include the services rendered by TWELVE (12) janitors/janitresses on Saturdays or a total contract price amounting to **Three Million Four Hundred Twelve Thousand Four Hundred Fifty-Seven Pesos and Fifty Centavos (PhP 3,412,457.50)** for ten months, inclusive of the required government contributions and other expenses.
4. The contract price of **Three Hundred Forty-One Thousand Two Hundred Forty-Five Pesos and Seventy-Five Centavos (Php341,245.75)** per month shall be payable at the end of each month, subject to the usual government accounting and auditing rules and regulations; PROVIDED THAT, all taxes due the government shall be borne by the CONTRACTOR; PROVIDED THAT, the UNIVERSITY may opt to lessen the number of janitors/janitresses specified herein at anytime during the contract period should circumstances warrant such action; and PROVIDED FURTHER THAT, should the University desire to get additional janitors/janitresses in excess of the

numbers stipulated herein, the rate per head shall be the same as the rate herein agreed upon and specified.

5. In the event of the government-mandated increase in wages during the effectivity of this Contract, the contract price may be increased accordingly by an amount not exceeding the additional wages and benefits required by law. The same shall be implemented only when funds are allocated and appropriated for that purpose.

VI. CERTIFICATIONS SUBMITTED BY CONTRACTOR:

1. As a pre-condition for any payment by the UNIVERSITY to the CONTRACTOR under this Contract, the latter shall submit to the OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION (hereinafter referred to as "OVCA") official certifications from the appropriate government institutions concerned that the CONTRACTOR has duly paid for Social Security, Medicare and State Insurance Contributions, and other benefits of their employees under existing laws and regulations. It shall also submit a certification that each janitor/janitress or employee assigned to the University has duly received the corresponding wages and other compensation due them as provided by law. The payroll of the janitors/janitresses assigned to the University with their corresponding signatures indicating the amount that they received for a particular period of time must also be attached to said certification.
2. Failure of the CONTRACTOR to submit the above-mentioned certification earlier than (5) days prior to the date of payment by the UNIVERSITY as provided under this Contract, shall be considered a violation of the terms and conditions of this Contract and shall give the UNIVERSITY the right to unilaterally rescind, revoke or terminate this Contract; or withhold payment to the CONTRACTOR until the latter shall have complied with this provision.

If any of the above mentioned certifications are found to have forged signatures or fictitious names of the janitors/janitresses assigned to the subject premises within UP Baguio Campus, then the same shall be considered a serious breach of this Contract, which shall warrant the immediate rescission or pre-termination thereof, without prejudice to whatever other legal actions, sanctions or remedies whether civil or criminal are available to the UNIVERSITY under the law.

VII. MONTHLY EVALUATION:

1. The UNIVERSITY, through the Office of the Vice Chancellor for Administration, shall conduct a monthly evaluation of the performance of the janitors, based on reports from the heads of units/offices where these janitors/janitresses are assigned.

The reports of the heads of units/offices shall include, but not be limited to, the following matters:

- a. Deployment and performance of Contractor personnel;
 - b. Problems encountered and suggested solutions;
 - c. CONTRACTOR'S compliance with the provisions of this Contract.
2. The OVCA shall collate and analyze all monthly reports from unit heads and rate the over-all performance of the CONTRACTOR, as "Very Good", "Good", "Fair", or "Poor" for purposes stated in Article X of this Contract.

VIII. PRETERMINATION OF CONTRACT:

1. Violation of any of the provisions herein by the CONTRACTOR shall be ground for pre-termination of this CONTRACT by the University, which shall serve a written notice to the CONTRACTOR fifteen (15) days before the intended date of such pre-termination.
2. This Contract may also be pre-terminated if the CONTRACTOR fails to receive an over-all rating of "good" as defined in Article VIII hereof, for two rating periods at any time during the effectivity of the contract.

IX. EFFECTIVITY OF THE CONTRACT:

1. This Contract shall be effective for a period of (10) months beginning **March 1, 2021** until **December 31, 2021** unless sooner terminated by the UNIVERSITY either for unsatisfactory service, or for violation by the CONTRACTOR of any of the terms and conditions of this Contract.
2. It is hereby understood that no renewal, hold-over or extension shall be allowed unless expressly agreed upon in writing by the UNIVERSITY and communicated to the CONTRACTOR at least sixty (60) days before the expiration of the Contract, PROVIDED THAT, in case an emergency situation arises within the sixty (60) day period prior to the expiration date, a shorter period to notify the CONTRACTOR about any such renewal, holdover or extension, shall be done by the UNIVERSITY; PROVIDED FURTHER THAT renewal of Contract shall be for one (1) year only.

X. DESIGNATION BY CONTRACTOR OF ATTORNEY-IN-FACT:

1. For purposes of securing payment by the CONTRACTOR for any of the accountabilities stated under Paragraphs, III-1, VI, VIII and X-1 of this Contract, the CONTRACTOR hereby constitutes the University Cashier as its Attorney-in-fact with authority to withhold such sums due the CONTRACTOR in Order to satisfy its liabilities and/or accountabilities to the UNIVERSITY, or to third person(s) mentioned in the foregoing provisions.
2. The CONTRACTOR hereby commits to vacate the premises upon the termination or pre-termination of this contract, and to peacefully turn over the premises to the incoming janitorial agency(s) that the UNIVERSITY will choose pursuant to government auditing and accounting rules and regulations for the 2021 Janitorial Services Contract of UP Baguio. For this

purpose, the CONTRACTOR hereby designates the UNIVERSITY as its Attorney-in-fact to effectuate the said take over and possession of the premises, and remove, take out, or otherwise cause to be transferred to any suitable storage outside the UNIVERSITY premises, at cost to the CONTRACTOR, the equipment, facilities, fixtures, and other movable property belonging to the CONTRACTOR. In addition, the sum of One Thousand Pesos (P1,000.00) shall be deducted from any amount due or outstanding to the CONTRACTOR for each day beyond December 31, 2021 that it unlawfully withholds the premises or delays in voluntarily removing said personnel, equipment, facilities, fixtures, and other movable property from the premises of UP Baguio.

XI. JUDICIAL RELIEF AND VENUE:

1. In the event of any breach of the terms and conditions of this Contract by the CONTRACTOR, or in case the UNIVERSITY is impleaded in any litigation initiated or brought by any of the personnel of the CONTRACTOR, or by any third party as a consequence of the acts of the Contractor or its personnel and the UNIVERSITY is compelled to seek judicial relief, the CONTRACTOR by way of attorney's fees, binds itself to pay the UNIVERSITY a sum equivalent to twenty five percent (25%) of the total amount claimed; but in no case less than ten thousand (P 10,000.00), aside from any and all damages and costs of litigation including other expenses to which the UNIVERSITY may be entitled under law.
2. That parties hereby agree that the venue for any litigation that may arise as a result of the breach or non-compliance of the terms and conditions of this Contract shall be the proper court in Baguio City.
3. The failure of the UNIVERSITY to insist upon a strict performance of any of the terms, conditions, and covenants hereof, shall not be deemed a relinquishment or waiver of any right or remedy that it has, nor shall it be construed to be a waiver of any subsequent breach or default of the terms herein contained, which shall be deemed in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date and at the place first above written.

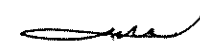
UNIVERSITY OF THE PHILIPPINES
BAGUIO

MC KLEENE PREMIUM
PRODUCTS, INC.

By:


RAYMUNDO D. ROVILLOS
Chancellor

By:


MA. LUZ A. RULLAN
General Manager

SIGNED IN THE PRESENCE OF:

JKC
JESSICA K. CARIÑO
Vice Chancellor for Administration *to*

[Signature]

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
SAN FERNANDO CITY, LA UNION) S.S.

BEFORE ME, a Notary Public for and in the SAN FERNANDO CITY, LA UNION personally appeared on March 7, 2021, the following persons, presenting to me their respective Competent Evidence of Identity, as indicated below:

NAME	GIID NO.	ISSUED AT/ON
Raymundo D. Rovillos	UMID#000-1117-4338-2	Baguio City
Ma. Luz A. Rullan	SSS ID No. 01-0276531-1	San Fernando City, La Union

known to me and identified by me through competent evidence of identity to be the same persons who executed the foregoing instrument denominated as the GENERAL CONTRACT AGREEMENT FOR THE 10-MONTH JANITORIAL SERVICES CONTRACT consisting of SEVEN (7) pages, including this page, having acknowledged before me that it is their own, respective, free and voluntary act and deed and that of the institutions that they represent.

TO THE TRUTH OF THE FOREGOING, witness now my hand and seal on the date and at the place indicated.

Doc. No. 30;
Page No. 67;
Book No. LIII;
Series of 2021;

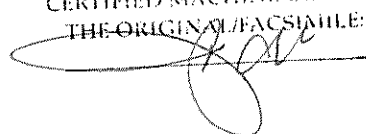
[Signature]
ANDRE H. DACANAY
Notary Public of San Fernando City, La Union
Commission No. 03-2020
Until December 31, 2021
3/F, Rm. 307, Diocesan Center, CSFLU
PTR No. 1686408; 01 / 04 / 2021
IBP No. 137726; 01 / 05 / 2021
Roll No. 38362; TIN 159-321-249

ANNEX A

LIST OF BUILDINGS AS OF JANUARY 2024

1. Iskolar ng Bayan Building (Phases I and II)
2. Old College of Science Building
3. Security Office
4. Kolehiyo ng Agham Building
5. KA Research Center
6. Isabelo delos Reyes Building (3 floors and basement)
7. UP Baguio Canteen "Panganan" Building(2nd Floor)/CMO(1st Floor)
8. Museo Kordilyera
9. UP Baguio Library (1st and 2nd floors)
10. College of Arts and Communication Building
11. "Teatro Amianan" CAC Mini-Theater
12. Court A with Dressing Room
13. UP Baguio Ladies Residence Hall (UPB Dormitory)
14. 2 Walk-up Housing Buildings
15. UP Baguio International House "Balay International"
16. Premises of the Dormitory consisting of 13, 000 sq. m. including Osmeña Hill (Squatter's area)
17. Stock Rooms of Supply and Property Management Office (SPMO)
18. Balay Salun-at (Clinic/ Guidance Office)
19. Abraham Sarmiento Builing (PIC, CCA, SC, OUTCROP, CL, ODSA, NSTP, Sarmietno Hall)
20. Graduate Program Office
21. Human Kinetics Program Building
22. HKP Gymnasium
23. Materials Recovery Facility (unfinished building)
24. College of Social Sciences and Cordillera Studies Center Building
25. General premises of the Campus

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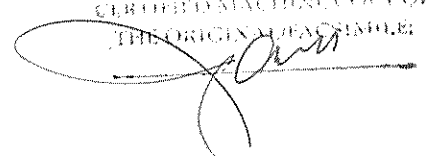
UNIVERSITY OF THE PHILIPPINES BAGUIO
PROCUREMENT OF 12-MONTH JANITORIAL SERVICES CONTRACT (1 January 2020 to 31 December 2020)
COST DISTRIBUTION

	DIRT FREE JANITORIAL AND ALLIED SERVICES		MCKLEEN PREMIUM PRODUCTS, INC	Remarks
Number of days worked per week	5.00		5.00	
Number of hours worked per day	8.00		8.00	
Number of days worked per year	261.00		261.00	
Daily wage	350.00		350.00	
COLA				
A. Monthly Wage	7,612.50		7,612.50	
B. COLA				
C. Others				
13th Month Pay	634.38		634.38	
(5) Days Incentive Pay	145.83		145.83	
Retirement Benefit	656.25		656.25	
SSS Premium	637.50		637.50	SSS Bracket 7250-7749.99 : SSS Circular 2020-033
PhilHealth Contribution	175.00		175.00	Monthly Basic Monthly Salary of P 10,000.00
State Insurance Fund (EC)	10.00		10.00	
Pag-ibig Fund	100.00		100.00	
Total	2,358.96		2,358.96	
D. Total amount to Janitor/& Gov't.	9,971.46		9,971.46	
E. Agency Fee (Administrative Overhead Margin)	996.75	AGENCY FEE IN THE BID AS READ IS LOWER THAN 9.996% CONTRARY TO SEC 11b of DOLE DO 174. This was emphasized during the pre-bid conference.	997.15	10%
F. Total	10,968.21		10,968.60	
G. Value Added Tax	1,316.18		1,316.23	
H. Monthly Contract Amount per janitor/janitress	12,284.39		12,284.84	
I. Total Cost for 26 Janitors/janitress per month	319,394.14		319,405.75	
J. Total Cost for 26 Janitors/Janitress per year	3,832,729.66		3,832,869.04	
K. Add: Extra Saturdays for 12 Janitors/janitress	262,080.00		262,080.00	
L. Total Amount for 12 months	4,094,809.66		4,094,949.04	
M. Monthly Total Cost for 26 Janitors/Janitress	341,234.14		341,245.75	

RESULT: Dirt Free Janitorial and Allied Services' bid proposal is lower by P 11.61 than McKleene Premium Products because of the Agency Fee is lower than 10%. We have indicated it in the minutes of pre-bid meeting that if there is an order for such then they should reflect it in their bids. See attached.

Prepared by:


 Cecile G. Dangawen
 Chief, Accountant

CERTIFIED TRUE AND CORRECT COPY OF
 THE ORIGINAL FACSIMILE


UNIVERSITY OF THE PHILIPPINES BAGUIO
PROCUREMENT OF 12-MONTH JANITORIAL SERVICES CONTRACT

COST DISTRIBUTION SCHEDULE

	(26 Janitors/Janitress)	Remarks
Number of days worked per week	5.00	
Number of hours worked per day	8.00	
Number of days worked per year	261.00	
Daily wage	350.00	
A. Monthly Wage	7,612.50	Daily wage x No. of Days/12 Months
B. Others		
13th Month Pay	634.38	Basic Monthly Wage/12 months
(5) Days Incentive Pay	145.83	Daily Basic Wage x 5/12 months
Retirement Benefit	656.25	RA 7641: Basic wage x 22.5 days/12
SSS Premium	637.50	SSS bracket of PhP 7,250.00-7749.99
PhilHealth Contribution	175.00	Daily Basic wage/2 for Monthly Basic Salary of P 10,000
State Insurance Fund (EC)	10.00	SSS bracket of 1,000-14,500.00
Pag-ibig Fund	100.00	Maximum Contribution
Total	2,358.96	
C. Total amount to Janitor/& Gov't.	9,971.46	Total A + B
D. Agency Fee (Administrative Overhead Margin)	997.15	= or not > 25% of D
E. Total	10,968.61	Total C+ D
F. Value Added Tax	1,316.23	E x 12%
G. Monthly Contract Amount per janitor/janitress	12,284.84	Total E+ F
H. Total Cost for 26 Janitors/janitress per month	319,405.84	G x 26 Janitors/Janitress
I. Total Cost for 26 Janitors/Janitress per year	3,832,870.08	H x 12 Months
J. Add: Extra Saturdays for 12 Janitors/janitress	262,080.00	Daily Basic Wage x 130% of daily basic wage x 12 Janitors/Janitress x 48 Saturdays, May 1, June 12, August 21 & December 21 are Holidays
K. Total Amount for 12 months	4,094,950.08	Total I+J
L. Monthly Total Cost for 26 Janitors/Janitress	341,245.84	K/12

I hereby certify that I have computed the above:

MCKLEENE PREMIUM PRODUCTS, INC.

Name of Company/Bidder

MA. LUZ A. RULLAN, GENERAL MANAGER

Printed Name, Position and Signature of
Bidder's Authorized Representative

DECEMBER 16, 2020

Date

APPENDIX "1"

Bid Form for the Procurement of Goods

BID FORM

Date : December 16, 2020

Project Identification No. : UPB-BID-EPA2021-2

To: *University of the Philippines Baguio*
Governor Pack Road, Baguio City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *perform janitorial services* in conformity with the said PBDs for the sum of *Four Million Ninety Four Thousand Nine Hundred Fifty Pesos and 08/100 (Php 4,094,950.08)* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *value added tax (VAT)*, which are itemized herein or in the Price Schedules,

₱4,094,950.08

If our Bid is accepted, we undertake:

Jan 16 Dec 2021

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Signature]
12/16/20

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

A 1020

Name and address of agent
Amount and Purpose of Currency Commission or gratuity

"None"

"None"

"None"

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

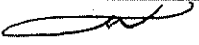
CERTIFIED AS TRUE AND CORRECT COPY OF THE ORIGINAL DOCUMENT
[Signature]

The undersigned is authorized to submit the bid on behalf of *Mckleene Premium Products, Inc.* as evidenced by the attached *Board Resolution*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: MA. LUZ A. RULLAN

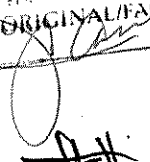

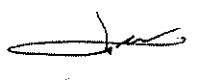
Legal capacity: General Manager

Signature: 

Duly authorized to sign the Bid for and behalf of: Mckleene Premium Products, Inc.

Date: December 16, 2020

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THE ORIGINAL/FACSIMILE

UNIVERSITY OF THE PHILIPPINES BAGUIO
PROCUREMENT OF 12-MONTH JANITORIAL SERVICES CONTRACT

COST DISTRIBUTION SCHEDULE

	(26 Janitors/Janitress)	Remarks
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Number of hours worked per day	8.00	
Number of days worked per year	261.00	
Daily wage	350.00	
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B. Others		
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Pag-ibig Fund	100.00	Maximum Contribution
Total	2,358.96	
C. Total amount to Janitor/& Gov't.	9,971.46	Total A + B
D. Agency Fee (Administrative Overhead Margin)	997.15	= or not > 25% of D
E. Total	10,968.61	Total C+ D
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K. Total Amount for 12 months	4,094,950.08	Total I+J
L. Monthly Total Cost for 26 Janitors/Janitress	341,245.84	K/12

I hereby certify that I have computed the above:

MCKLEENE PREMIUM PRODUCTS, INC.

Name of Company/Bidder

MA. LUZ A. RULLAN, GENERAL MANAGER

Printed Name, Position and Signature of Bidder's Authorized Representative

DECEMBER 16, 2020

Date

CERTIFIED TRUE COPY OF THE ORIGINAL AS SUBMITTED

[Handwritten signatures and initials]