

**UNIVERSITY OF THE PHILIPPINES**  
Gov. Pack Road, Baguio City

**GENERAL CONTRACT AGREEMENT FOR THE  
11-MONTH JANITORIAL SERVICES CONTRACT**

KNOW ALL MEN BY THESE PRESENTS:

This Contract made and entered into this 27<sup>th</sup> day of January 2022 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, **CORAZON L. ABANSI**, hereinafter referred to as the "**UNIVERSITY**";

and

**MCKLEENE PREMIUM PRODUCTS, INCORPORATED**, 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",

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 Thirty-Two (32) 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 a supervisor who shall be responsible for the efficient performance and conduct of the janitors/janitresses, provided however, that the CONTRACTOR shall assign a roving supervisor who shall spot-check the performance and conduct of the agency janitors/ janitresses at least once a week.
- 2. 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.
- 3. The CONTRACTOR shall also provide the Thirty-Two (32) janitors/janitresses the following at no cost to the them or the University;
  - a. 64 sets of uniform (2 sets per janitor/janitress)
  - b. 32 sets of raincoat and boots
  - c. 64 sets arm sleeve cover (pair) (2 sets per janitor/janitress)
  - d. Face mask, disposable (50 pieces per month per janitor)
  - e. PhP 1,000.00 Communication Allowance per month for the Officer-in-Charge

*Handwritten notes:*  
 [Signature]  
 [Signature]  
 [Signature]

III. WORK SCHEDULE TO BE FOLLOWED BY THE CONTRACTOR:

- 1. The CONTRACTOR hereby undertakes to carry out the following schedule:

Tour of Duty	No. of man-hours	No. of personnel
0700-1600H	8 hours with 1 hour break, Monday-Friday	20
0800-1700H	8 hours with 1 hour break, Monday-Friday	12
0800-1700H	8 hours with 1 hour break, Saturday	5
0800-1700H	8 hours with 1 hour break, Sunday	5

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.

*Handwritten note:*  
 \$10.00



#### 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.
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 Fifty Nine Thousand One Hundred Fifty Six Pesos and 06/100 Only (PhP 359,156.06)** or **Three Million Nine Hundred Fifty Thousand Seven Hundred Sixteen Pesos and 66/100 Only (Php3,950,716.66)** for Eleven (11) months, inclusive of the required government contributions and other expenses. Subject to adjustment if there are new government regulations on mandatory contributions.
4. The contract price of **Three Hundred Fifty Nine Thousand One Hundred Fifty Six Pesos and 06/100 Only (PhP 359,156.06)** 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.
3. 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 overall performance of the CONTRACTOR, as "Very Good", "Good", "Fair", or "Poor" for purposes stated in Article VIII 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 overall rating of "good" as defined in Article VII 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 **February 1, 2022** until **December 31, 2022** 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 2022 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, 2022 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 10,0000.00), 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,  
INCORPORATED

By:



**CORAZON L. ABANSI**  
Chancellor



By:



**MA. LUZ A. RULLAN**  
GENERAL MANAGER

SIGNED IN THE PRESENCE OF:



**SANTOS JOSE O. DACANAY III**  
Vice Chancellor for Administration



CERTIFIED FUNDS AVAILABLE:

**CECILE G. DANGAWEN**  
Chief, Accounting Office



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

SAN FERNANDO CITY, LA UNION

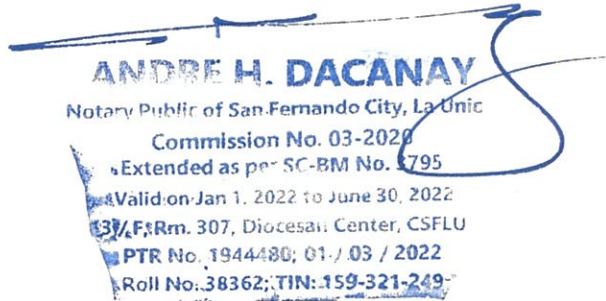
) S.S.

BEFORE ME, a Notary Public for and in the City of Baguio personally appeared on February 11, 2022, the following persons, presenting to me their respective Competent Evidence of Identity, as indicated below:

Name	GIID NO.	Issued at / on
Corazon L. Abansi		
Ma. Luz A. Rullan	<del>SSS No. 01-0276531-1</del>	<del>San Fdo. City, LA March, 1999</del>

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 11-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. 60 ;  
 Page No. 13 ;  
 Book No. LVIII ;  
 Series of 2022 ;

*[Handwritten signature]*  
*[Handwritten initials]*  
*clab*

*St. 10-Dany*

## LIST OF BUILDINGS 2022

Place assignment	No. of personnel
College of Social Sciences	2
College of Arts and Communication	2
Library	2
Residence Hall	2
Alumni Building	1
Canteen	1
Institute of Management and Clinic	1
Iskolar ng Bayan Phase 1	1
Iskolar ng Bayan Phase II	1
College of Science	1
Kolehiyo ng Agham	1
Science Research Center	1
Human Kinetics Program Building	4
Museo Kordilyera	1
Perimeter grounds, gardens, and open spaces	5
Balay Internasyonal including grounds, gardens, and open spaces	4
Perimeter area of Dorm and Walk-Up open spaces	1
Boardwalk	1



## UNIVERSITY OF THE PHILIPPINES BAGUIO

PROCUREMENT OF 12-MONTH JANITORIAL SERVICES CONTRACT (1 January 2022 to 31 December 2022)

## COST DISTRIBUTION

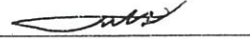
	(32 Janitors/Janitress)	Remarks
Number of days worked per week	5.00	
Number of hours worked per day	8.00	
Number of days worked per year	248.00	
Daily wage	350.00	
A. Monthly Wage	7,233.33	Daily Wage x No. of Days/12 Months (350 x 248 /12 months)
B. Others		
13th Month Pay	602.78	Basic Monthly Wage/12 months
(5) Days Incentive Pay	145.83	Daily Basic Wage x 5/12 months (Daily Basic Wage x 5/12 months (350 x 5/12))
Retirement Benefit	656.25	Basic Wage x 22.5 days/12 (350 x 22.5 days /12 months)
SSS Premium*	637.50	SSS bracket of PhP 7,250.00 -7,749.99
State Insurance Fund (EC)	10.00	SSS bracket of 3,250.00 -14,500.00
PhilHealth Contribution*	144.67	4% of <i>Monthly</i> Wage/2
Pag-ibig Fund	100.00	Maximum Contribution
<b>Total OTHERS</b>	<b>2,297.03</b>	
C. Total amount to Janitor/s and Government per month	9,530.36	Total A + B
D. Total amount to Janitor/s and Government per year	3,659,659.84	C X 32 Janitors/Janitress x 12 months
E. ADD: Extra <del>SATURDAYS</del> <b>SATURDAYS (5)</b> Janitors/Janitress per year	109,200.00	Daily Wage x 130% x 5 janitors/janitress x 48 Saturdays in 2022
F: Extra <b>SUNDAYS (5)</b> Janitors/Janitress per year	106,925.00	Daily Wage x 130% x 5 janitors/janitress x 47
G. Total Amount per year	3,875,784.84	Total D + E
H. Administrative Cost	387,578.48	Max of 10% of F
I. VALUE ADDED TAX	46,509.42	G X 12%
J. TOTAL COST FOR (32) Janitors/Janitress per year	4,309,872.74	Total F + G + H
K. TOTAL COST PER MONTH	359,156.06	I/12 months

**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
**PROCUREMENT OF TWELVE MONTHS JANITORIAL SERVICES UPB-BID-EPA2022-01**  
**(1 January 2022 to 31 December 2022)**


**COST  
DISTRIBUTION**

Number of Janitors:	32 Janitor/Janitress for weekdays and 5 Janitor/Janitress for Sunday and Saturdays		
Number of days worked per week	5	2	
Number of hours worked per day	8	8	
Number of days worked per year	248	95	
Daily wage	PHP 350.00	455.00	
<b>A. Monthly Wage</b>	<b>PHP 7,233.33</b>	Daily Wage x No. of Days/12 Months (350 x 248 /12 months)	
<b>B. Others</b>			
B.1	13th Month Pay	PHP 602.78	Basic Monthly Wage/12 months
B.2	(5) Days Incentive Pay	PHP 145.83	Daily Basic Wage x 5/12 months (Daily Basic Wage x 5/12 months (350 x 5/12)
B.3	Retirement Benefit	PHP 656.25	Basic Wage x 22.5 days/12 (350 x 22.5 days /12 months)
B.4	SSS Premium*	PHP 637.50	SSS bracket of PHP 7,250.00 -7,749.99
B.5	State Insurance Fund (EC)	PHP 10.00	SSS bracket of 3,250.00 -14,500.00
B.6	PhilHealth Contribution*	PHP 144.67	4% of Monthly Wage/2
B.7	Pag-IBIG Fund	PHP 100.00	Maximum Contribution
B.8	Total OTHERS	PHP 2,297.03	
<b>C. Total amount to Janitor/s and Government per month</b>	<b>PHP 9,530.36</b>	Total A + B.8	
<b>D. Total amount to Janitor/s and Government per year</b>	<b>PHP 3,659,658.24</b>	C X 32 Janitors/Janitress x 12 months	
<b>E. ADD: Extra SATURDAYS (5) Janitors/Janitress per year</b>	<b>PHP 141,960.00</b>	Daily Wage x 130% x 5 janitors/janitress x 48 days	
<b>F. ADD: Extra SUNDAYS (5) Janitors/Janitress per year</b>	<b>PHP 139,002.50</b>	Daily Wage x 130% x 5 janitors/janitress x 47 days	
<b>G. Total Amount per year</b>	<b>PHP 3,940,621.74</b>	Total D + E+F	
<b>H. Administrative Cost</b>	<b>PHP 394,062.07</b>	Max of 20% of G	
<b>I. Value Added Tax</b>	<b>PHP 47,287.45</b>	H X 12%	
<b>J. Total Cost for (42) Janitors/Janitress per year</b>	<b>PHP 4,381,970.26</b>	Total G + H + I	
<b>K. Total Cost per Month</b>	<b>PHP 365,164.23</b>	J/12 months	

\*Subject to change if there are new issuances regarding the monthly contribution of employees

Signature:   
Name of Representative: **MA. LUZ A. RULLAN**  
Company Name: **MCKLEENE PREMIUM PRODUCTS, INC.**  
Address: **#16 GENERAL LUNA ST., SAN FERNANDO CITY, LA UNION**  
Date: **December 22, 2021**

Max od 20% of G





# FINANCIAL COMPONENT

## TABLE OF CONTENTS Item/s

	TAB
Original of duly signed and accomplished Financial Bid Form; <b>and</b>	1
Original of duly signed and accomplished Price Schedule(s)	2



**Bid Form**

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Date: December 22, 2021  
Invitation to Bid<sup>2</sup> N<sup>o</sup>: UPB-BID-EPA2022-01A

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [ ], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform *Procurement of twelve (12) months Janitorial Services (2<sup>nd</sup> Bidding)* in conformity with the said Bidding Documents for the sum of *Four Million Three Hundred Eighty One Thousand Nine Hundred Seventy Pesos and 26/100 (Php 4,381,970.26)* or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:<sup>3</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
<u>None</u>	<u>None</u>	<u>None</u>
<u>None</u>	<u>None</u>	<u>None</u>
<u>None</u>	<u>None</u>	<u>None</u>

(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 or any Bid you may receive.





<sup>2</sup> If ADB, JBIC and WB funded projects, use IFB.

<sup>3</sup> Applicable only if the Funding Source is the ADB, JBIC or WB.

I/We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this 22<sup>nd</sup> day of December 2021.

  
MA. LUZ A. RULLAN  
[signature]

General Manager  
[in the capacity of]

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



**Price Schedule for Goods Offered from Within the Philippines**

For Goods Offered from Within the Philippines

Name of Bidder Mckleene Premium Products, Inc. Project ID No. UPB-BID-EPA2022-01A

Page 1 of 1

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)
			32	114,364.32	0	12,808.80	0	127,173.12	4,069,539.96
1	Procurement of Twelve (12) Months Janitorial Services	Philippines		28,392.00	0	3,179.90	0	31,571.90	157,859.50
			5	27,800.50	0	3,113.66	0	30,914.16	154,570.80

Name: MA. LUZ A. RULLAN

Legal Capacity: General Manager

Signature: 

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



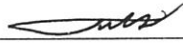


**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
**PROCUREMENT OF TWELVE MONTHS JANITORIAL SERVICES UPB-BID-EPA2022-01**  
**(1 January 2022 to 31 December 2022)**

**COST  
DISTRIBUTION**

Number of Janitors:	32 Janitor/Janitress for weekdays and 5 Janitor/Janitress for Sunday and Saturdays	
Number of days worked per week	5	2
Number of hours worked per day	8	8
Number of days worked per year	248	95
Daily wage	PHP 350.00	455.00
<b>A. Monthly Wage</b>		
	PHP 7,233.33	Daily Wage x No. of Days/12 Months (350 x 248 /12 months)
<b>B. Others</b>		
B.1	13th Month Pay	PHP 602.78
B.2	(5) Days Incentive Pay	PHP 145.83
B.3	Retirement Benefit	PHP 656.25
B.4	SSS Premium*	PHP 637.50
B.5	State Insurance Fund (EC)	PHP 10.00
B.6	PhilHealth Contribution*	PHP 144.67
B.7	Pag-IBIG Fund	PHP 100.00
B.8	Total OTHERS	PHP 2,297.03
<b>C. Total amount to Janitor/s and Government per month</b>		PHP 9,530.36
<b>D. Total amount to Janitor/s and Government per year</b>		PHP 3,659,658.24
<b>E. ADD: Extra SATURDAYS (5) Janitors/Janitress per year</b>		PHP 141,960.00
<b>F. ADD: Extra SUNDAYS (5) Janitors/Janitress per year</b>		PHP 139,002.50
<b>G. Total Amount per year</b>		PHP 3,940,621.74
<b>H. Administrative Cost</b>		PHP 394,062.07
<b>I. Value Added Tax</b>		PHP 47,287.45
<b>J. Total Cost for (42) Janitors/Janitress per year</b>		PHP 4,381,970.26
<b>K. Total Cost per Month</b>		PHP 365,164.23

\*Subject to change if there are new issuances regarding the monthly contribution of employees

Signature:   
Name of Representative: **MA. LUZ A. RULLAN**  
Company Name: **MCKLEENE PREMIUM PRODUCTS, INC.**  
Address: **#16 GENERAL LUNA ST., SAN FERNANDO CITY, LA UNION**  
Date: **December 22, 2021**

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REPUBLIC OF THE PHILIPPINES )  
CITY OF SAN FERNANDO )  
PROVINCE OF LA UNION )

**BOARD RESOLUTION NO. 2021-001**

*Resolution for the Appointment of the Authorize Signatory to transact  
business in behalf of McKleene Premium Products, Inc.*

That During the Board Meeting conducted last April 22, 2021 at the McKleene Premium Products, Inc. Main Office located at #16 Gen. Luna Street, City of San Fernando, La Union, the Board of Directors has approved the following resolutions, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof.

**RESOLVED AND APPROVED:** That **Ms. Ma. Luz A. Rullan**, Corporate Treasurer/ General Manager, be as it hereby authorized and designated representative of McKleene Premium Products, Inc. is granted full power and authorized authority to represent or transact business in behalf of the corporation, to wit:

- 1. To do, execute and perform any and all acts necessary and/or represent McKleene Premium Products, Inc. as fully as effectively as the Corporation Board of Directors might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that the said representative shall lawfully do or cause to be done by virtue hereof.*
- 2. That she is authorized to attend bidding for janitorial/manpower services and janitorial supplies and equipment to any government or private establishments; and*
- 3. That she is authorized to sign and execute any documents (e.g. Contract, bid documents etc.) or papers relative to the foregoing.*

Approved this 23<sup>rd</sup> day of April, 2021 at City of San Fernando, La Union.

  
JOSE A MADAYAG, JR.

Chairman of the Board/President

  
MARVIN EVARISTO JOSE D. MADAYAG, III

Director

  
MA. LUZ A. RULLAN

Corporate Treasurer

  
MENCY ANN M. ANCHETA

Director


ATTESTED BY:

  
ALINE CORAZON C. OLIVEROS

Corporate Secretary

SUBSCRIBED AND SWORN to before me this 23<sup>rd</sup> day of April, 2021 in the City of San Fernando, **Aline Corazon C. Oliveros**, the Corporate Secretary of McKleene Premium Products, Inc. with Community Tax Certificate No. 1201814018209 issued on January 26, 2021 at City of San Fernando, La Union.

Doc No. 310  
Page No. 63  
Book No. 411  
Series of 2021.

NOTARY PUBLIC  
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  
**CERTIFIED TRUE COPY**  
  
MA. LUZ A. RULLAN  
GENERAL MANAGER