

PURCHASE ORDER
DBM - GPPB-TSO
Entity Name

Supplier : STARCOM MANPOWER & ALLIED SERVICES, INC. Address: #133 15th Ave., Cubao Socorro District 3, Quezon City 1109 TIN : 008-948-752-000	P.O. No. : <u>PO-AD-2024-019</u> Date : 02 July 2024 Mode of Procurement : <u>Section 53.9 (Negotiated Procurement - Small Value Procurement) of the Revised IRR of RA 9184</u>
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Government Procurement Policy Board – Technical Support Office Building at Commonwealth Avenue, UP Diliman Campus, Quezon City, Philippines 1121	Delivery Term : <u>Contract shall commence upon deployment of Janitors until 31 December 2024</u>
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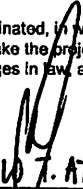

Date of Delivery : <u>The Contractor shall submit within three (3) calendar days from receipt of Notice to Proceed the employee file of each janitorial personnel with complete attachments, such as but not limited to, resume, training certificate/s, government mandated clearances, and medical certificate.</u>	Payment Term : <u>Land Bank's LDDAP-ADA/Bank Transfer facility</u>
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
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	Additional 4 Janitorial Personnel for the GPPB-TSO See attached Annex "A" of the Terms of Reference for the details of the following: 1. Provision of Janitorial Personnel 2. Service Standards and Conditions 3. General Conditions 4. Payment Terms 5. Performance Review and Assessment *****nothing follows*****	1	PHP 575,397.38	PHP 575,397.38

(Total Amount in Words) Five Hundred Seventy-Five Thousand Three Hundred Ninety-Seven Pesos and Thirty-Six Centavos PHP 575,397.38

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Conforme:  <u>CARMELO F. ATSON</u> Signature over Printed Name of Supplier <u>JULY 08, 2024</u> Date	Very truly yours,  <u>MARIA DIONESIA A. RIVERA- GUILLERMO</u> Signature over Printed Name of Authorized Official <u>Deputy Executive Director IV</u> Designation
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Fund Cluster : <u>01</u> Funds Available : <u>Php 575,397.36</u>  <u>HARRY A. CURAZA</u> Signature over Printed Name of Accountant IV	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
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ANNEX A

Detailed Technical Specification

1.0 Provision of Janitorial Personnel

- a. The Contractor shall provide four (4) janitorial personnel, who:
 - 1.1 Are of good moral character and without criminal or police records;
 - 1.2 Are fit to work, as evidenced by a medical certificate issued within the last two (2) months (specify that the janitorial personnel is fit to work); and
 - 1.3 Underwent basic housekeeping training.
- b. The Contractor shall submit within three (3) calendar days from receipt of Notice to Proceed the employee file of each janitorial personnel with complete attachments, such as but not limited to, resume, training certificate/s, government mandated clearances, and medical certificate.
- c. The janitorial personnel shall perform the following:
 - 1.0 Maintain the cleanliness and orderliness of the office premises in accordance with the Service Standards and Conditions, taking into account the following:
 - i. Protection of GPPB-TSO properties from damage or destruction in connection with the janitorial activities rendered;
 - ii. Preservation of confidentiality of GPPB-TSO records; and
 - iii. Proper collection and disposal of garbage.
 - 2.0 Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other errands within GPPB-TSO premises).

2.0 Service Standards and Conditions

Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times. The expected service standards and conditions are as follows:

- a. Office Areas:
 - 1.0 All Surfaces, fixtures and fittings should be free from dust, stains and debris;
 - 2.0 All waste receptacles empty

NOTE: Papers, files and electronic devices and gadget of employees shall not be removed or repositioned without a permission from the employee concerned. However, the janitor can move the office equipment and furniture that requires movement for cleaning purposes.
- b. Washroom and Toilet Areas
 - 1.0 All surfaces, fixtures and fittings should be free from dust, stains and debris;
 - 2.0 All sanitary fittings should be free from grime, dirt, and smear.

c. Each area shall be cleaned in accordance with the following service specification, but shall not limited to:

AREAS	DESCRIPTION OF TASK	FREQUENCY*
OFFICES/ RECEPTION AREAS/ HALL AND STAIRWAYS	Empty waste bins and wash out, if required	Daily
	Water indoor plants	Daily
	Bring out indoor plants	Once a week
	Machine scrub and buff hard floors	Once a week
	Wipe/clean window shades; clean inside windows; clean door jams/balusters/ handrails; clean glass walls/ partitions	Once a week
	Remove cobweb (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain mark	Once a month
	Wet cleaning/ dusting/ vacuuming upholstered furniture/office chairs	Once a month
	Dust Mop/Spot Mop/Buff the floors;	As necessary**
OFFICE SPACES	Damp wipe office tables and chairs	Daily
	Damp wipe office equipment i.e. computer screens, keyboards, calculator; telephone, desk lamp, filing cabinets, etc.	Daily
	Remove cobweb (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain mark	Once a month

	Wet cleaning/ dusting/ vacuuming upholstered furniture/office chairs	Once a month
	Dust mop/spot mop/buff floors	As necessary**
MEETING ROOMS/ CONFERENCE ROOM/AUDITORIUM/ LIBRARY/DAY CARE ROOM	Empty paper/waste bins, wash out if required	Daily
	Damp dust tabletops, re-arrange chairs	Daily
	Machine scrub and buff hard floors	Thrice a week
	Wipe/clean window shades, inside windows, door jambs, glass walls / partitions	Once a week
	Remove cobwebs on ceiling, lighting fixtures, etc.	Once a month
	Wash walls, windowsills, surrounds and other vertical ledges with dirt and stain marks	Once a month
	Wet clean, dust and vacuum upholstered furniture	Once a month
	Dust mop/spot mop/buff floors	As necessary**
WASHROOMS AND TOILETS	Mop clean, disinfect and dry floor	As necessary**
	Wash, clean and disinfect urinals and toilet bowls	As necessary**
	Empty and wash waste bins	As necessary**
PANTRY	Damp wipe and polish with dry cloth the refrigerator, oven, etc.	Thrice a week
	Disinfect floors, pantry sink and pantry cabinets	Once a week
	Dust mop/spot mop the floors, pantry sink, and pantry cabinets	As necessary**

RECORDS STOCKROOMS	AREA/	Clean the floor and remove dusts from equipment and files	Once a week
GPPB-TSO GROUNDS		Clear rubbish from path walks, driveways, parking areas, park, etc.	Daily
		Water outdoor plants	Twice daily
		Trimming of plants	Twice a month or as necessary

Note:

***Frequency may be changed during the contract implementation, upon the instruction of the Administrative Division Officer-In-Charge or its authorized representative.**

****As necessary means to be checked at least once a day and cleaned if necessary**

4.0 General Conditions

- a. The deployed personnel shall work eight (8) hours a day, six (6) days a week from Monday to Saturday. However, the personnel may be requested to provide assistance outside the regular working hours or during weekends or holidays, upon the written approval of the Executive Director or her duly authorized representative.
- b. The GPPB-TSO has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice to the Contractor.
- c. The Contractor shall not reshuffle personnel without the prior clearance/approval of the Administrative Division (AD) which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matters of disciplinary action toward the personnel of the Contractor, the AD shall cooperate with the Contractor or vice versa by means of mutual consultation.
- d. The Contractor shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.
- e. The Contractor agrees that the GPPB-TSO, through the AD, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Contractor.
- f. The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules and regulations. The Contractor shall provide the Janitorial personnel their monthly pay slip containing the necessary information on it. The Contractor shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Contractor.
- g. The Contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.
- h. The Contractor shall ensure that safety shall be the first priority in the performance of its functions and avoid the creation of safety hazards both in the

condition of the work performed and while doing the work.

- i. The Contractor shall ensure the confidentiality of information.
- j. Contract shall commence upon deployment of Janitors until 31 December 2024.

5.0 Payment Terms

- a. The Contractor shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed reports stamped received by SSS, PhilHealth, Pag-IBIG, and ECC as proof of remittances of employer's and employees' contributions for SSS, PhilHealth Pag-IBIG and ECC premiums of the Janitorial personnel assigned to the GPPB-TSO only and the monthly checklist within five (5) calendar days after every month/cut off.
- b. The Contractor in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.

6.0 Performance Review and Assessment

- a. The Contractor shall undergo a periodic review using the criteria under item 4.2 of Appendix 37 of RA 9184 to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the GPPB-TSO during the contract period.
- b. Further, a mid-term assessment or evaluation of the performance of the Contractor using the same criteria will be conducted. Based on its assessment, the GPPB-TSO may terminate the contract for failure of the Contractor to perform its obligations thereon.

	CRITERIA	WEIGHT
I	Conformity to the Technical Requirements	(25)
II	Timeliness in the Delivery of Services	(25)
III	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	(20)
IV	Response to Complaints	(20)
V	Compliance with set office policies for such services	(10)
PERFORMANCE RATING		