

PURCHASE ORDER
DBM - GPPB-TSO
Entity Name

Supplier : **DBP SERVICE CORPORATION**

Address: 2nd Floor, Executive Building Center, Gil Puyat Avenue, Cor. Makati Avenue, Makati City

TIN : 000-157-412-000

P.O. No. : **PO-AD-2024-027**

Date : 13 September 2024

Mode of Procurement : **Section 53.9 (Negotiated Procurement - Small Value Procurement) of the Revised IRR of RA 9184**

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 : **Please see conditions below.**

Date of Delivery :

1. The Contractor shall submit within five (5) working days from receipt of the signed Purchase Order (PO) the resume/work experience of the personnel to be deployed with complete attachments as specified in Annex "A" [Provision of Multi-Skilled Workers].

1. Submission of Monthly Billing Statement along with other documents as specified in Annex "A" [Payment Terms].

2. The Administrative Division of GPPB-TSO shall notify the winning bidder of the start off the services. Notices shall be issued by the AD ten (10) days prior to deployment as specified in Annex "A" [Schedule of Requirements].

2. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount									
	Lot	Outsourcing of Multi-Skilled Workers	1	PHP 530,432.60	PHP 530,432.60									
		See attached Annex "A" for the following:												
		1 Provision of Multi-Skilled Workers The Contractor shall submit within five (5) working days from receipt of the signed Purchase Order (PO) the resume/work-experience of the personnel to be deployed with complete attachments, including the following: i. Medical Clearance issued within the last two (2) months specifying that the personnel are fit to work. ii. Drug Test Result issued within the last two (2) months. iii. Valid NBI, Police, and Barangay Clearances iv. Valid TESDA Certificate 2 General Conditions 3 Provision of Tools and Equipments 4 Service Standard 5 Payment Terms 6 Performance Review and Assessment 7 Schedule of Requirements												
		<table><tr><th>Description</th><th>Quantity</th><th>Delivery Schedule</th></tr><tr><td>Provision of Multi-Skilled Workers, including the submission of Medical Clearance, Drug Test Result, NBI, Police and Barangay Clearances, TESDA Certificate (see attached Annex "A" [Terms of Reference], Item 1)</td><td>4</td><td>The Administrative Division of GPPB-TSO shall notify the winning bidder of the start off the services. Notices shall be issued by the AD ten (10) days prior to deployment.</td></tr><tr><td>Provision of Tools, Equipment, and Instruments (see attached Annex "A" [Terms of Reference], Item 3)</td><td>Quantity if items are specified in Annex "A" specifications</td><td></td></tr></table>	Description	Quantity	Delivery Schedule	Provision of Multi-Skilled Workers, including the submission of Medical Clearance, Drug Test Result, NBI, Police and Barangay Clearances, TESDA Certificate (see attached Annex "A" [Terms of Reference], Item 1)	4	The Administrative Division of GPPB-TSO shall notify the winning bidder of the start off the services. Notices shall be issued by the AD ten (10) days prior to deployment.	Provision of Tools, Equipment, and Instruments (see attached Annex "A" [Terms of Reference], Item 3)	Quantity if items are specified in Annex "A" specifications				
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Provision of Tools, Equipment, and Instruments (see attached Annex "A" [Terms of Reference], Item 3)	Quantity if items are specified in Annex "A" specifications													
		*****nothing follows*****												

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
(Total Amount in Words) Five Hundred Thirty Thousand Four Hundred Thirty-Two Pesos and Sixty Centavos					PHP 530,432.60

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:

GERRY A.C. ARELLANO
Senior Vice President

Signature over Printed Name of Supplier

SEP 17 2024
 Date

Very truly yours,

MARIA DIONESIA A. RIVERA- GUILLERMO

Signature over Printed Name of Authorized Official

Deputy Executive Director IV
 Designation

Fund Cluster : 01

Funds Available : 530,432.60 2024.09.16

JAE ANNE M. MONTERUBIO

Signature over Printed Name of Accountant IV

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____



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ANNEX "A"

Detailed Technical Specifications for

"OUTSOURCING OF MULTI-SKILLED WORKERS"

1. Provision of Multi-Skilled Workers

The Service Provider should be registered under DOLE Department Order No. 174, s. 2017 and licensed to provide and engage in manpower services based on the proof of registration from DOLE to be submitted as one of the eligibility documents.

The Service Provider should be in the business for a minimum of five (5) years based on its Securities and Exchange Commission Registration to be submitted as one of the eligibility documents.

The Contract shall provide four (4) multiskilled workers to perform general maintenance and related services as and when required, such as, but not limited to: plumbing works, electrical/electronic, air-conditioning works and automotive works with the following qualifications:

Skilled worker	Minimum Qualification	Scope of Work
One (1) Plumber	<ul style="list-style-type: none"> - With at least two (2) years of relevant experience in the field of expertise. - With TESDA Plumbing National Certificate II (NCII). 	<ul style="list-style-type: none"> - Inspect roof drains, downspouts, roofing system and piping system of the building and repair, if necessary. - Monitor pressure on pump-house and elevated water tank. - Conduct maintenance check for Airconditioning unit drainage system. - Clean floor drains, downspout, rainwater drainages, and rooftop rainwater drainages and ensure that all piping systems are not clogged. - Install and repair, if necessary, water closet flush, shower fixtures, and kitchen fixtures. - Repair leakages on surface drains. - Cleaning and ensuring that overhead tanks are free of rust. - Inspect, report, monitor, and repair plumbing system of building facilities. - Submit weekly report to the AD every Monday of the following week. - Perform other task as required by the Administrative Division (AD)
One (1) Electrician	<ul style="list-style-type: none"> - With at least two (2) years of relevant experience in the field of expertise - With TESDA Electrical Installation and Maintenance National Certificate II (NCII) 	<ul style="list-style-type: none"> - Inspect and repair all electrical wiring/ components within the building and its facilities. - Monitor all panel boards to ensure that all breakers are turned on. - Conduct weekly inspection of Powerhouse, Pumphouse, and Sewage Treatment Plant (STP) to



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		<p>identify abnormalities or concerns in electrical wiring components.</p> <ul style="list-style-type: none"> - Log system parameters of utilities such as pressure, temperature, water and oil levels, ampere, and volts of equipment. - Troubleshoot and repair electrical malfunction and breakdowns. - Conduct startup (No Load Test) of generators upon instruction of the Administrative Division (AD) Engineer to ensure proper operation during power outages. - Operate generator during power outages or as needed. - Perform other tasks as required by the AD.
One (1) Aircon Technician	<ul style="list-style-type: none"> - With at least two (2) years of relevant experience in the field of expertise - With TESDA Refrigeration and Air Conditioning Servicing (RAC) National Certificate II (NCII) or Commercial Refrigeration and Servicing NC III Certificate 	<ul style="list-style-type: none"> - Conduct inspection, prepare weekly monitoring report for all air-conditioning units and submit recommendation for detected issues. - Perform minor repair (replacement or installation of parts, cleaning of filter/drier, adjustment, alignment, and troubleshooting of bearing, belt. - Maintain outdoor and indoor air conditioning systems and accessories. - Identify maintenance risk on equipment - Perform other tasks as required by the Administrative Division (AD).
One (1) Mechanic	<ul style="list-style-type: none"> - With at least two (2) years of relevant experience in the field of expertise - With TESDA Automotive Servicing National Certificate II (NCII) 	<ul style="list-style-type: none"> - Conduct weekly inspections on all vehicles and perform diagnostic tests to identify problems. Identify parts that need to be repaired or replaced. - In case of replacement of parts, the GPPB-TSO shall procure the parts separately. Upon delivery of the parts, the mechanic shall install said parts in the vehicle. - Prepare specification of defective parts and assist the AD Handling Officer in the market study. - Prepare vehicle maintenance plan for each vehicle - Other related tasks that may be required by the AD.



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-
- a. The Contractor shall submit within five (5) working days from receipt of the signed Purchase Order (PO) the resume/work-experience of the personnel to be deployed with complete attachments, including the following:
 - i. Medical Clearance issued within the last two (2) months specifying that the personnel are fit to work.
 - ii. Drug Test Result issued within the last two (2) months.
 - iii. Valid NBI, Police, and Barangay Clearances
 - iv. Valid TESDA Certificate
 - b. The Contractor shall be held liable for any damage to GPPB-TSO property due to personnels' negligence and mishandling. The Contractor shall immediately replace or restore the damaged item to avoid disruption of the work process.
 - c. The Contractor shall maintain a file for all maintenance work, reports, and checklist.

2. General Conditions

- a. The Contractor agrees that the GPPB-TSO, through the AD, reserves the right to screen and deny or accept the deployment of any personnel recommended by the contractor.
- b. The deployed personnel shall work eight (8) hours a day with a regular shift of 8:00 a.m.-5:00 p.m. five (5) days a week from Monday to Friday. However, the personnel may be requested to assist/monitor/conduct maintenance activities outside of the regular working hours or during weekends or holidays or shift scheduled as the need arises. Deployed personnels are entitled to overtime pay if they are required to work beyond designated working hours provided approved by the Administrative Division Officer-In-Charge.
- c. The Contractor shall make available relievers and/or replacements to ensure continuous and uninterrupted service.
- d. 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 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 this purpose shall be required from the Contractor.
- e. The Contractor shall have no previous record on delinquency on payment of SSS, PhilHealth, ECC, and Pag-IBIG premiums and shall secure and submit clearance certificates from the foregoing agencies three (3) calendar days from the receipt of the PO.
- f. 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.
- g. The Contractor shall ensure that safety shall be the 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.



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- h. The Contractor shall have three (3) relievers for the GPPB-TSO available at any time to take over in case some regular personnel are absent at no extra cost. No trainees shall be allowed as a reliever even if they are allowed and identified as such.
- i. The Contractor shall ensure the confidentiality of information.
- j. The Contractor will be held liable for any work-related accident or illness occurred during the activity.
- k. Multi-Skilled Personnels shall be provided within five (5) days upon receipt of notice from the End-User.
- l. Contract shall commence in September 2024 and shall continue for 5 months.

3. Provision of Tools, Equipment, and Instruments

The Contractor shall provide the following tools, equipment and instruments that shall be maintained at the premises of the GPPB-TSO office during the contract period and shall not incur any cost to the GPPB-TSO office.

Description	Quantity
Tools	
Pliers	1 set
Wire Cutters	1 set
Screw Drivers	1 set
Crimping Tools	1 set
Hole Saw	1 set
Pipe Wrenches	1 set
Holsters	1 set
Rubber mallets	1 set
Socket wrenches, 6mm-32mm	1 set
Box wrenches, 6mm-32mm, 12 pcs.	1 set
Open-end wrenches, 6mm-32mm, 12 pcs	1 set
Adjustable wrench (6",8",10",12")	1 set
Allen wrenches (Heavy duty)	1 set
Bench vise Grease guns	1 set
Riveters	1 set
Measuring tools (Meter rule, Caliper, Vernier)	1 set
Flaring tools 3/16 to 5/8"	1 set



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Tin sheet cutters	1 set
Trouble light	1 set
Pushcarts, Heavy duty	1 set
Ladders/ A-frame	1 Unit
Pressure gauge	1 unit
First aid kit	1 set
Safety hats	4 pieces
Safety shoes	4 pieces
Cotton hand gloves	4 pieces
Full body harness	2 units
Hacksaw handle	1 unit
Glass Suction 2 Cups	1 set
Silicon guns	1 set
Handheld Drain Snake Cleaners	1 set
Auto-mechanic tools	2 sets
Equipment	
Electric grinder 3"	1 set
Electric drill with hammer	1 set
Electric impact drill	1 set
Handheld circular saw	1 set
Pressure washer (complete accessories)	1 set
Soldering iron	1 set
Instruments	
Megger tester, Sanwa Din 1008s 1000V	1 set
Clamp Meter 600 ACV DCM 60L	1 set
Multi tester	1 set
Blower	1 set
Vacuum cleaner 20 liters cap	1 set
Gauge manifold	1 set
PVC PPR heater /fusion	1 set
PVC PPR pipe cutter	1 set



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4. Service Standard

- a. Skilled worker shall comply with all the office rules and protocols of the GPPB-TSO.
- b. Personnel must cooperate with the GPPB-TSO and the Security Personnel to maintain the security of premises and property while undertaking maintenance.
- c. Personnel must comply with the building contractors/manufactures' warranty and maintenance recommendations.
- d. Personnel must participate in the facility safety program and assist in the development and improvement of safety practices.
- e. Personnel must keep the machines, tools, and workplace clean and orderly.
- f. Ensure compliance with applicable standards and with occupational health and safety act R.A 11058.

5. Payment Terms

The contractor shall submit, along with the monthly billing statement the following:

- a. Daily Time Records of the multi-skilled workers, signed by the Officer In charge of Administrative Division or his/her duly authorized representative.
- b. Proof of previous month's remittances of employer's and employees' contributions to the SSS, PhilHealth, Pag-IBIG and ECC, together with the transmittal sheet stamped received by the agencies concerned and other documents that may be required.
- c. A certified true copy of payroll sheet.
- d. Certification that all personnel deployed at the GPPB-TSO have been paid their salaries/ and wages and other benefits in accordance with the prevailing laws, rules, and regulations; and
- e. Monthly Maintenance Report.

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. 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.



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- 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)
	Passing rate (80%)	
	PERFORMANCE RATING	

7. SCHEDULE OF REQUIREMENTS

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

Description	Quantity	Delivery Schedule
Provision of Multi-Skilled Workers, including the submission of Medical Clearance, Drug Test Result, NBI, Police and Barangay Clearances, TESDA Certificate (see attached Annex "A" [Terms of Reference], Item 1)	4	The Administrative Division of GPPB-TSO shall notify the winning bidder of the start off the services. Notices shall be issued by the AD ten (10) days prior to deployment.
Provision of Tools, Equipment, and Instruments (see attached Annex "A" [Terms of Reference], Item 3)	Quantity if items are specified in Annex "A" specifications	