

CONTRACT NO: 2019.28

CONTRACT AGREEMENT

THIS AGREEMENT, made this MAR 15 2019 between **PHILIPPINE CARABAO CENTER** with Office Address at National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija represented herein by its Executive Director, **DR. ARNEL N. DEL BARRIO** (hereinafter called the "ENTITY")

and

REINLAB CORPORATION with office address at Blk. 22 lot 1-4, Francisco Village Pulong Sta. Cruz, Sta. Rosa, Laguna represented herein by **MR. ANDREW P. BALAGOSA** (hereinafter called the "CONTRACTOR").

WHEREAS, the Entity is desirous that the Contractor execute **DEEP CLEANING OF LIB COMPLEX** hereinafter called "**the WORKS**") and the Entity has accepted the offer for **THREE HUNDRED THIRTEEN THOUSAND THREE HUNDRED THIRTY-FOUR THOUSAND PESOS AND 94/100 (P 313,334.94)** by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. That services were needed for the annual maintenance of the LIB Complex.
2. That the Entity is in need of the services of the Service Provider who shall perform works not performed by the regular personnel of the Entity;
3. That the Service Provider has signified his intention to which the Entity has accepted to provide service needed by the latter;
4. That the Service Provider hereby possess the skills, permit, licenses and resources required to perform the job as described herein;

5. Scope of Works:

A. ACTIVITIES PRIOR TO CLEANING:

- a. Removal of other material such 35 office chairs, tables, lobbies sofa, equipment such as computers or desktop and/or any Welcome displays that can distract the cleaning activity.
- b. Setting up of cleaning equipment and/or cleaning implements and preparation of cleaning chemicals.

B. CLEANING PROTOCOLS:

- a. Turn off all office equipment (if needed) where cleaning activity is going to take place.
- b. Remove all excess materials in the area.
- c. Cover all office equipment and placed on the prescribed areas to avoid distraction. (when needed)
- d. Set up of cleaning equipment and implements.
- e. Repeat cleaning process when necessary.

RECEIVED
PCC Procurement
JUN 11 3 20 09

for

PHILIPPINE CARABAO CENTER
BUDGET SECTION

RECEIVED
MAR 26 2019

BY: _____

[Signature]

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PHILIPPINE CARABAO CENTER
ACCOUNTS SECTION

RECEIVED
JUL 03 2019

RECEIVED

PHILIPPINE CARABAO CENTER
Office of The AUDITOR

RECEIVED
JUL 03 2019

BY: *[Signature]* **4:27 PM**

C. CLEANING PROCEDURES:

a. DRY CLEANING

- i. Removal of cobwebs and dust on ceilings, walls and glass walls
- ii. Dry cleaning of chandeliers in place (if available)
- iii. Dry cleaning of walls, glass walls using rugs, to removed dusts residuals
- iv. Cleaning of floors using soft broom to removed dust and cobwebs waste
- v. Vacuuming of sofas and carpets
- vi. Dry cleaning of table displays and/or flower bases
- vii. Dry cleaning of wall mounted displays such as wall frames, picture paintings, picture frames etc.
- viii. Glass/Window squeegee for glass walls, window glasses and glass doors
- ix. Dry cleaning of conference chairs and office chairs
- x. Wiping up of monitors etc.
- xi. Repeat cleaning process when necessary after inspection

b. MINIMAL WET CLEANING (inside)

- i. Window glasses —with preferred chemical application using bottle spraying and manual scrubbing to remove stains caused by stagnant dirt
- ii. Glass Walls - with preferred chemical application using bottle spraying and manual scrubbing to remove stains caused by stagnant dirt
- iii. Glass doors 1_ with preferred chemical application using bottle spraying and manual scrubbing to remove stains
- iv. Toilet bowls— with preferred chemical application thru manual scrubbing to removed stains and hard dirt
- v. Toilet sink, faucets surfaces — with preferred chemical application thru manual scrubbing to removed stains and hard dirt
- vi. Toilet floorings — with preferred chemical application thru manual scrubbing
- vii. Mapping of floorings inside complex
- viii. Repeat Cleaning Process when necessary after inspection

c. WET CLEANING (outside) —with preferred chemical application to removed hard dirt caused by outside environment

- i. Entrance doors
- ii. Glass walls outside parts
- iii. Window glasses outside parts
- iv. Floor entrances
- v. Repeat cleaning process when necessary after inspection
- vi.

d. DRY CLEANING (outside)

- i. Removal of cobwebs on ceilings outside part
- ii. Repeat cleaning process when necessary after inspection
- iii. Waxing of Floors Inside Complex (thru floor polishing) — For areas set by The Entity

6. THE SERVICE PROVIDER'S RESPONSIBILITIES:

A. Service Provider shall provide the following service provisions following the standards set by The Entity's Management:

a. Mobilization of Cleaning Chemicals, Cleaning Equipment and Cleaning Implements

i. EQUIPMENT

- (a) Pressure Washer Set
- (b) Ladder
- (c) Extension Wire
- (d) Vacuum Cleaner
- (e) Scaffolding
- (f) Floor Polisher
- (g) Floor Pads

ii. CHEMICALS

- (a) Carpet Stripper - Neutral surfactant based
 - (b) Rein Extra — Liquid, All purpose cleaner
 - (c) Potenza GC — Liquid, Phosphoric acid
 - (d) Rein Toilet Bowl Cleaner~ Liquid, Chlorinated alkali
 - (e) Rein Wax - Liquid, Non buff floor wax
- e. Personal Protective Equipment for Service Provider Cleaning Personnel
- f. Managerial expertise and manpower for the cleaning activity
- i. Service Provider Work Personnel — Fifteen (15) including one (1) leadman

ii. Package inclusive of Meal allowances and Fares

- B. Service Provider shall determine and provide The Entity a complete cleaning program based on the actual schedule of PCC and based on cleaning parameters set with Visual Inspections, PCC Representative and Service Provider Representative
- C. The program shall consist of cleaning activities of hard to reach area, ceiling, glass walls, walls, window glasses, glass doors and floorings. Cleaning starts from ceiling or hard to reach areas, upper glass walls, walls, glass doors, floors and stairs and must be start from fourth (4th) to first (1st) or ground floor.
- D. Ensure proper and timely cleaning.

TIMELINES/LEADTIMES:

- a. Mobilization Lead Time: Three (3) Days
 - b. Deep Cleaning Activity Duration: Ten (10) days
 - c. Personnel Orientation: One to Two days (one week prior to start up)
- E. Service Provider shall follow The Entity quality cleaning procedure standards at all times. All exceptions shall be reported by Service Provider to The Entity management for operation and control purposes.

- F. Maintain a suitable working environment on the Service Provider Cleaning area. All personnel shall follow proper Safety and Good Housekeeping Practices (GHP) standards during work hours.
- G. Submit Certificate of Completion (COC) after Deep Cleaning is completely done.

7. THE ENTITY RESPONSIBILITIES:

- A. The Entity's Personnel, other than the normal cleaning program, shall monitor and provide special and specific instructions to Service Provider Cleaning Supervisor in order to synchronize the flow of deep cleaning activity,
- B. The Entity shall be responsible for shutting of all electrical for safety purposes of the worker. (if needed)
- C. The Entity shall inform Service Provider group whenever a sudden or immediate change in schedule of cleaning activity.
- D. The Entity shall provide Staff Changing Room for the Service provider personnel

8. The following documents shall be deemed to form, and be read and construed as part of this Agreement, to wit:

- A. Notice to Proceed
- B. Notice of Award
- C. BAC Resolution

9. The completion of the Works is required within thirty (30) calendar days after receipt of Notice to Proceed.

10. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.

11. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

12. The contractor shall issue invoice upon completion of Works.

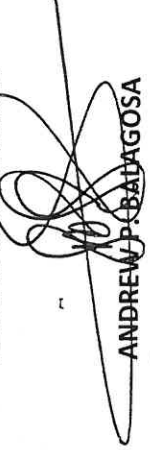
CONTRACT NO: 2019.28

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

PHILIPPINE CARABAO CENTER

By: 
ARNEL N. DEL BARRIO
Executive Director

REINLAB CORPORATION


ANDREW P. BALAGOSA
Representative

Signed in the presence of:


EDUARDO P. DALUSONG
Head, General Services Unit


Witness

Certified Funds Available:


CHERRY PEARL C. RIVERA
Accountant

02-2019-05-08-749
313, 334.94

CONTRACT NO: 2019, 201

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

)S.S.

BEFORE ME, a Notary Public for and in ARNEL N. DEL BARRIO, personally appeared DR. ARNEL N. DEL BARRIO, Executive Director, with Community Tax Certificate No./PCC ID No. 970084 representing the **PHILIPPINE CARABAO CENTER** in this Agreement and **MR. ANDREW P. BALAGOSA**. Representative, with Community Tax Certificate No. 10.10.10.10.10.10 issued on _____ at _____, representing **REINLAB CORPORATION**, known and known to me as to be the same persons who have executed the foregoing Agreement which consists of six (6) pages including this page on which this Agreement is written, and who admitted to me and before their witnesses that this instrument is of their true, free and voluntary act and deed.

WITNESS MY HAND AND SEAL, this _____ day of _____, 20____.

ARNEL N. DEL BARRIO
NOTARY PUBLIC
JUN 28 2019
REINLAB CORPORATION
NOTARY PUBLIC
JUN 28 2019

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Book No.: 201
Series of 20 2019

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CONTRACT NO: 2019-204



Department of Agriculture
PHILIPPINE CARABAO CENTER
CERTIFIED: ISO 9001 | ISO 14001 | OHSAS 18001

NOTICE OF AWARD

MAR 15 2019

ANDREW P. BALAGOSA
REINLAB CORPORATION
Sta. Romana Subd., Abar 1st, San Jose City, Nueva Ecija
0915-075-0909
Andrew.balagosa@reinlab.com.ph

Dear Mr. Balagosa:

Please be informed that based on the result of our evaluation of your offer to undertake DEEP CLEANING OF LIB COMPLEX with the Total Contract Price of equivalent to THREE HUNDRED THIRTEEN THOUSAND THREE HUNDRED THIRTY-FOUR THOUSAND PESOS AND 94/100 (P 313,334.94) with the delivery schedules indicated in your bid proposals, we are happy to notify you that your offer is acceptable to us and hereby awarded you the project.

In view thereof, kindly signify your conforme by affixing your signature on the space provided below.

Very truly yours,


ARNULFO N. DEL BARRIO
Executive Director

Conforme



(Bidder/Authorized Representative)

Date: 6/2/19



Department of Agriculture
PHILIPPINE CARABAO CENTER
CERTIFIED: ISO 9001 / ISO 14001 / OHSAS 18001

NOTICE TO PROCEED

MAR 15 2019

ANDREW P. BALAGOSA
REINLAB CORPORATION
Sta. Romana Subd., Abar 1st, San Jose City, Nueva Ecija
0915-075-0909
Andrew.balagosa@reinlab.com.ph

Dear Mr. Balagosa:

The attached Contract Agreement having been approved, notice is hereby given to **REINLAB CORPORATION** that work may commence to be completed within thirty (30) calendar days for **DEEP CLEANING OF LIB COMPLEX** effective upon acknowledgement of this notice, subject to such additional time for the completion of the work as may be allowed by the Agency.

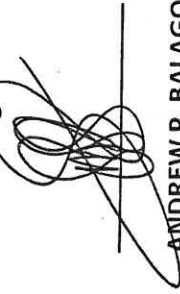
Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below, keep one copy and return the other to the Philippine Carabao Center.

Very truly yours,


ARNEL N. DEL BARRIO
Executive Director

Acknowledged:



ANDREW P. BALAGOSA
REINLAB CORPORATION
Date: 6/21/19



RECOMMENDING AWARD OF CONTRACT FOR THE DEEP CLEANING OF LIB COMPLEX

WHEREAS, on 31 August 2018, Executive Director ARNEL N. DEL BARRIO, as Head of Procuring Entity (HOPE), approved the Indicative Annual Procurement Plan (APP) FY-2019 of the agency upon favorable recommendation of the Bids and Awards Committee (BAC);

WHEREAS, included in the APP is the DEEP CLEANING OF LIB COMPLEX to be undertaken through Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 under the GAA Fund;

WHEREAS, the DEEP CLEANING OF LIB COMPLEX has the following Approved Budget for the Contract (ABC) as follows:

Item No.	Item Description	ABC per Line Item/Lot (P)
1	DEEP CLEANING OF LIB COMPLEX (as per attached scope of works)	P 315,000.00

WHEREAS, on 6 March 2019, the BAC thru its Secretariat/Procurement Office, initiated the procurement activity by sending/posting Request for Quotation (RFQs) to PhilGEPS/various suppliers;

WHEREAS, the following suppliers have submitted their respective quotations, viz:

1. MBP Power and Steel Services
2. Reinlab Corporation

WHEREAS, upon careful review and evaluation of the Technical Working Group (TWG) on the legal and technical requirements submitted by the prospective suppliers, the TWG determined that REINLAB CORPORATION complied with the eligibility requirement as per attached document/s;

WHEREAS, the TWG determined that among the financial proposals submitted by the suppliers, REINLAB CORPORATION has submitted the lowest calculated quotation for the DEEP CLEANING OF LIB COMPLEX (as per attached scope of works);

WHEREAS, upon review and evaluation of the compliance with the technical requirements of the procurement at hand, the TWG recommended to declare REINLAB CORPORATION as the lowest calculated and responsive quotation for the said services;

WHEREAS, the report containing the results of the TWG evaluation is attached hereto and made an integral part hereof;

NOW, THEREFORE, WE, the Members of the BIDS AND AWARDS COMMITTEE after duly considering the recommendations of the TWG, hereby resolve to recommend to the Head of the Procuring Entity for his considerations and approval of the contract to REINLAB CORPORATION for the DEEP CLEANING OF LIB COMPLEX (as per attached scope of works) in the amount of Three Hundred Thirteen Thousand Three Hundred Thirty Four Pesos & 94/100 (P 313,334.94).



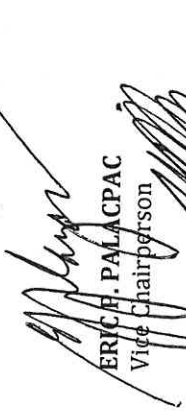
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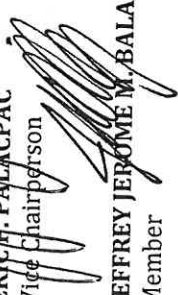
This resolution shall take effect immediately.

APPROVED this 15th day of March, 2019 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.

BIDS AND AWARDS COMMITTEE


ANNABELLE S. SARABIA
Chairperson


ERIC P. PALACPAC
Vice Chairperson


JEFFREY JEROME M. BALAOING
Member


PEREGRINO G. DURAN
Member


LERMA C. OCAMPO
Member

Attested by:


NOEMI V. BALAIS
Head, BAC Secretariat

Approved by:


ARNEL N. DEL BARRIO
Executive Director