



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



NOTICE TO PROCEED

02 April 2025

MR. REYNALDIE S. TINIO

General Manager/Proprietor

FIRST COUNTRY MANPOWER SERVICES

Unit 4, Block 85, Lot 6, Phase 8, Yen St., United North Fairview Park Subd.
Quezon City, Philippines


Dear **Mr. Tinio**:

The attached Contract having been approved, notice is hereby given to **FIRST COUNTRY MANPOWER SERVICES** that the performance of the **Janitorial Services for CY 2025** in an amount of **Eight Hundred Thirty-One Thousand Four Hundred Seventy-Two Pesos and 56/100 in Philippine Currency (PhP 831,472.56)** shall commence effective on the date of receipt of this notice.

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

Please acknowledge receipt of this notice by signing in the space provided below.

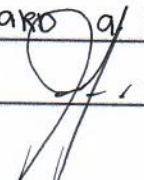
Very truly yours,


DENNIS LORENZO B. PINLAC, CSEE
Head of Procuring Entity
OIC, Office of the Chairperson and CEO

I acknowledge receipt of this Notice on

Name of Representative of the Supplier

Authorized Signature

APRIL 07, 2025
WENARD A. ERANISTA


SERVICE CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

FIRST COUNTRY MANPOWER SERVICES is a single proprietorship duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal address at Unit D4, Blk. 85, Lot 6, Yen St., Phase 8, United North Fairview Park Subd., Brgy. North Fairview, Quezon City represented herein by **MR. WENARD A. ERANISTA** in his capacity as the Attorney-in-Fact, hereinafter referred as the "**CONTRACTOR**".

-and-

OPTICAL MEDIA BOARD, is a private company duly organized and existing by virtue of the laws of the Republic of the Philippines, located at # 35 Scout Limbaga St., Brgy. Laging Handa, Quezon City represented herein by its Chairperson, **MR. DENNIS LORENZO B. PINLAC**, hereinafter referred to as the **CLIENT**;

WITNESSETH:

WHEREAS, in the public bidding conducted on March 04, 2025, **FIRST COUNTRY MANPOWER SERVICES** submitted the Lowest Calculated Responsive Bid for this contract (LCRB);

WHEREAS, the OMB has accepted the said offer of **FIRST COUNTRY MANPOWER SERVICES**; with a resolution dated March 10, 2025 recommending the award for the Janitorial Services Requirement of OMB;

WHEREAS, the **CONTRACTOR** guarantees to the **CLIENT** that it is duly licensed to engage in the business of providing janitorial services;

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual covenants and stipulations hereinafter set forth, the parties have agreed, as they hereby agree as follows:

1. The **CONTRACTOR** guarantees that it is an independent contractor duly licensed to engage in, among others, the business of providing janitorial services and that it has adequate workers and substantial capital or investment in the form of tools, equipment, machineries, work premises and other materials which are necessary in the conduct of its business in providing janitorial services.
2. The **CONTRACTOR** shall provide janitorial services, chemicals and materials for the maintenance of the cleanliness and sanitation of the Optical Media Board buildings and grounds, such janitorial services to include, but not limited to the following work specifications:

a. SCOPE OF WORK

a.1 Generally the scope of work for daily and routine cleaning service shall include the following:

- daily and periodic cleaning of all the interior and exterior surfaces of the premises/units.
- daily cleaning of floors, counters and tables including the cleaning of toilets and sweeping and mopping in busy areas, including the disposal of litters;
- provision of daily and periodic glass cleaning

- daily cleaning of furniture, fixtures and equipment;
 - daily disposing of contents and cleaning of waste service; baskets, solid waste boxes and other receptacles;
 - daily cleanliness of the office and its surroundings; maintaining the general
 - daily cleaning of glass partitions;
 - daily cleaning of Fire Exits stairways;
 - daily cleaning of hallways;
 - daily cleaning of office units;
 - daily cleaning of ceiling;
 - the provision for periodic cleaning of all the exterior walls, external facades and glass panels;
 - Quarterly shampooing of all carpeted floors and any extra shampooing service at heavy duty area;
 - weekly cleaning of walls and general cleaning of common areas
 - monthly services for the effective control of pests such as cockroaches, rodents, rats, termites, flies, bees, hornets, snakes, mosquitoes, ants, stray cats and millipedes;
 - monthly general cleaning of ceilings;
 - monthly lighting fixtures;
 - monthly washing/cleaning of window glass shutters;
 - monthly cleaning of Venetian blinds;
 - monthly general cleaning of walls of comfort/wash rooms
- b. In addition to the above, the Contractor shall also carry out additional cleaning requirements as specified in the attached work specifications.
- c. The Contractor while carrying out the above works shall comply and adhere to the requirements specified under the various cleaning guidelines and operational frequency detailed in the attached work specifications. The contract sum shall deem to include all costs and expenses for, *inter alia*, the cleaning of all occupied offices, stores, internal staircases, passages, lifts, lobbies, garbage collecting centers/points and bins, rest rooms, toilets, common staff areas, car parks, ramps etc – surfaces of the walls, columns, partitions, both sides of doors and windows including frames, ceilings, furniture, telephones, office equipment, fire extinguisher, fire hose reel cabinets and all fittings(i.e. switches, signboards, light diffusers, air-conditioning grilles, sanitary fittings, etc).
- d. The Contractor is to maintain all the premises in a clean state at all times and free of nuisances.

3. CONTRACTOR'S CLEANING STAFF

- 3.1. The Contractor shall provide and employ such skilled or semi-skilled cleaners in numbers thereof to ensure the proper and efficient execution of the works. Such workmen employed shall be in possession of the necessary work permits to allow them to work in Philippines. The Contractor must take appropriate measures to ensure that the Specifications are complied with at all times, including the need to increase the workforce at his own expenses.
- 3.2. The Contractor shall take all reasonable precautions to ensure that all persons employed are efficient, sober and honest. The Client shall be at liberty to object to, and require the Contractor to remove forthwith from the buildings, compounds or any site any person employed by the Contractor, who in the opinion of Facility Management or his representative, has misbehaved himself or is incompetent or negligent in the proper performance of his duties, or whose employment is otherwise considered by the Facility Management as undesirable. Any person so removed from the Works shall be replaced as soon as practicable by a competent substitute approved by the Facility Management. Proper attendance register in formats approved by the Facility Management must be maintained and signed by all cleaners/supervisors at Facility Management's office.
- 3.3. At the very moment that the shortage occurs due to absenteeism, medical, or emergency leave, a replacement would be provided instantly. Must be a maximum of one (1) day.
- 3.4. All the cleaning staff mentioned shall be employed exclusively for the execution of this Agreement and shall not be deployed for any other job(s) or contract(s) either within the buildings or any other buildings of Optical Media Board. Cleaning staff shall not leave the building during their working hours without the prior consent of the Facility Management.

4. DISPOSAL OF RUBBISH

Rubbish and all refuse shall be collected and deposited in polythene bags or any other similar approved containers, and brought down regularly to the bin centres for collection. Suitable liners should be provided by the contractor for all dustbins in the office.

5. PUNCH CARD MACHINE

- 5.1. The Contractor shall supply and install punch card machines for monitoring the supervisors' and cleaners' daily attendance.

6. OPERATIONAL FREQUENCY

- 6.1. The work specifications list the minimum requirements of the operational frequency for cleaning the floors, walls, ceilings, glass, etc which shall be adhered to by the Contractor. Facility Management shall have the right to alter the frequency as and when required.
- 6.2. In conjunction with the work specifications stated herein for the cleaning of the premises, the Contractor is required, as part of the tender exercise, to draw up a comprehensive program within 14 days after the contract awarded, for daily and periodic cleaning of the premises and submit it to the Facility Management for his approval and acceptance. The periodic cleaning program should include not only the cleaning cycle but also the time frame for cleaning a specific area of facility.
- 6.3. The program shall show the details of staff to be deployed and machines and materials to be used.

- 6.4. The program, if accepted, shall form the "Work Specifications" mentioned in the contract. However, both parties reserve the right to negotiate for variation of the "Work Specifications" program, in light of the experience gained.

7 CLEANING EQUIPMENT AND MATERIALS

- 7.1. The Contractor shall supply all necessary equipment, machines, instruments, tools and materials for the proper and efficient execution of both the daily routine cleaning works including heavy duty vacuum cleaner, heavy duty extension cords, and Aluminum Ladder.
- 7.2. The Contractor shall provide broom (soft and hard materials), mop, mop cleaning bucket, dustpans, toilet bowl cleaners, air freshener, disinfectant spray, scrubbing pads, glass cleaners, all-purpose disinfectant for surfaces, powder soap, disinfecting dishwashing liquid with dispenser, disinfecting liquid hand soap with dispenser, insecticides, muriatic acids, plastic trash bags (recyclable), and other health protocol supplies for COVID-19, such as provision of face mask, face shield, gloves, and other related supplies for janitors. All equipment used for this contract shall not be more than 1 year old upon the commencement of the contract.
- 7.3. Prior to the commencement of works, the Contractor shall submit to the Facility Management a list of equipment and materials stating the brand of products for his approval. Facility Management shall have the absolute discretion to inspect equipment and materials used by the Contractor at all times. The Contractor shall allow easy access by Facility Management to his offices and stores for inspection.
- 7.4. Any equipment, materials or goods supplied which are not up to the standards acceptable to Facility Management shall be promptly removed and replaced with the best available in the local market by the Contractor. In the event of equipment breakdown due to whatsoever reasons, the Contractor shall take immediate steps to provide temporary replacements on his own accord or when directed by the Facility Management. The Contractor shall also arrange for the equipment to be rectified/replaced within 36 hours. Failure to provide such replacements or rectify the equipment within 36 hours will constitute a breach of contract.
- 7.5. The Contractor shall ensure that his equipment is solely used for this Contract and all items used are appropriate for cleaning work. Facility Management shall hold the Contractor liable for the misuse or use of inappropriate materials, equipment, etc, which cause damage to Optical Media Board properties.
- 7.6. The list provided for in the work specifications is the minimum requirement for cleaning equipment and materials to be used by the Contractor.

8. REQUIREMENT FOR CLEANING EQUIPMENT AND CHEMICAL MATERIALS

8.1 Chemical materials

Air freshener	"Glade" or other equal and approved brand.
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Deodorizer/Disinfectant	"Lysol" or other equal and approved brand.
Liquid Hand Soap	"Safeguard and Liquid Soap" or other equal and approved brand.
Toilet Bowl Cleaner	"Mr. Muscle" or other equal and approved brand.
Powder soap	"Surf" or other equal and approved brand
Window and Glass Cleaner	"Power Femen" or other equal and approved brand.
Anti-insecticide spray	"Shelltox" or other equal and approved brand
Muriatic Acids	
Dishwashing liquid	"Power Clean" or other equal and approved brand.
Insecticides	"Baygon" or other equal and approved brand.

WORK SPECIFICATIONS

CHECKLIST FOR CLEANING

1 Walls

- Dust on pipes running along walls.
- Finger marks and smears, especially around door and window openings, switch plates, etc.
- Cobwebs in corners, at any height.

2 Doors

- Accumulations of dirt, grit, polish, etc., at sides door openings especially at hinge side.
- Floor behind door not swept.
- Dust and fluff around jamb and on hinges.
- Dust on top of the door • Finger marks on glass panels.
- Finger marks and smears on finger plates and door edges
- Dust on knobs, handles, locks, etc.

3 Windows

- Dust and marks on sills
- Dust and marks on frames
- Dust on catches etc
- Smears and dirt on glass

4 Glass Partitions

- Dirt, dust or smears on glass (inspect from various angles)
- Dirt or dried window cleaner material in ripples, stipples, etc., on glass

- Dirt in corners of glass
- Dust on ledges.

5 Carpeted Floors

- Areas obviously missed
- Particles not picked up by vacuum cleaner
- No attention to corners or edges
- Under slip mats
- Around junction boxes
- Marks caused by shoes or trolley wheels

6 Uncarpeted Floors

- Dust built-up in corners and around edges
- Unwept particles or litter around and under furniture, behind pipes, around legs
- Dust and fluff left in joints and crevices.
- Dried spill marks or spills not wiped up beforehand
- Dried smear marks after washing (dirty mops)

WORK SPECIFICATIONS

7 Lifts (where applicable)

- Dust in corners and floor edges
- Finger marks and smear on walls
- Clogged door tracks
- Dusty jambs
- Light fixtures
- Stainless Steel
- Mirrors-clean and polished
- Spray anti-insecticide as and when required

8 High Dusting

- Picture rails
- Light fixtures
- Cobwebs in corners and around ceilings
- Dust on high cabinets and furniture, shelves
- Dusty ledges above doors and windows
- Cobwebs and dust on high windows, ventilators, and curtains

9 Polished Floors

- High gloss all over
- Dull unpolished patches
- Scuff marks, rubber burns and scratches
- Discoloring and dirt
- Excessive slipperiness
- Traffic areas worn and dry -looking
- Not enough polish
- Greasy appearance-too much polish
- Polish built up at edges, behind doors, under furniture
- Dark lines along joints of tiles or uneven spots(dirty brush)
- Spills polishes over

10 Washbasins

- Dirt and grease on inside
- Spillovers around and under rim, outside
- Marks on underside of basin
- Soap and dirt around, under, behind, on top of taps
- Soap and slime in overflow
- Dirt and hair, etc. in plug hole
- Splashes and drips on surrounding paintwork
- Dust on pipes underneath
- Smears and drips on surrounding soap dispensers
- Inside surfaces not dried off after cleaning

WORK SPECIFICATIONS

11 Toilet Pans

- Stains on inside of bowl and under top rim
- Smears and splashes on outside: around base and floor line
- Dirt on seats and covers – top and underside
- Dust on swan-neck at back of bowl
- Rust and deposit under hinge of seat
- Smears of spots on outside of cistern
- Dust and smears on flush pipes, etc.,
- Dust tops of partitions
- Check partition walls for stains.

12 Urinals

- Chemicals /solvent marks left on walls or urinal
- End walls not wiped
- Water marks and stains
- Built-up in gutter especially in corners and crevices and waste hole
- Dirty steps
- Debris on drain grating not removed
- Check tiles next urinal

13 Shower Cubicles.

- Soap film lower walls
- Grit and hair, etc., in drain
- Soap, film, mold etc., steps and paintwork
- Dirt around taps and spray fittings
- Soap residue in soap container
- Dust tops of partitions

14 Pantry Room

- Check floors and corners
- Paintwork of cabinets
- Clean sink
- No rubbish or cleaning gear left
- Water urns dusted and cleaned
- Walls for condensation stains
- Spray anti-insecticide as and when required

15 Light fittings

- Dust and fly marks on glass cover

- Fly marks and smears on metal work and grills

16 Stairs

- Dust in corners
- Clogged grooves in nosing's and treads
- Dust on ledges, banisters, moldings, etc.
- Handrails dusty or greasy
- High dusting lighting fixtures

WORK SPECIFICATIONS

17 Waste Paper Containers

- Materials sticking to bottom
- Wiped inside and out
- Replaced in proper position

18 Ashtrays

- Accumulated nicotine stains
- Emptied and wipe clean
- Replaced in proper position

19 Telephones

- Dust on body of instrument and under handset
- Handset free of finger marks
- Mouthpiece clean and dry
- Push buttons wiped clean
- Wiped clean with anti-bacterial chemicals

20 Desks

- Tops free from dust, marks and smears
- Fitting wipe if possible – no smears
- No cobwebs under desk

21 Furniture

- Clean base of umbrella stands
- Dust on lower chairs, rungs and legs
- Dust on chair back and frames
- Dust and debris in crevices of upholstered chairs especially between seat and back.
- Top of filing cabinets dusty.

22 Other Fittings

- Ashtrays emptied and cleaned
- Soap dispenser – clean and filled
- Mirrors-clean and polished
- Light fittings-clean and dusted
- Dust hinges of door
- Air vents

- Drinking fountain cleaned.
- PowerPoints switches along walls, floors and tables
- Food-service areas and workstations to be cleared, clean-down and sanitized.

WORK SPECIFICATIONS

TOILETS CLEANING REQUIREMENTS

1. Toilet cleaners must visit and clean each toilet 5 times a day, on each visit the following must be observed:
 - i. Toilet cleaners must carry out with them all necessary tools and materials (pails, mops, toiletries, clean soft cloth, etc)
 - ii. Toilet cleaners must dry all wet floor/walls/partitions/etc.
 - iii. Toilet cleaners must clean dirty floors/walls/partitions/toilet bowls/urinals/etc
 - iv. Toilet cleaners must replenish toilet rolls, urinal tablets, hand soap, etc.
2. Toilet inspection cards and holders are to be provided and installed at contractor's expenses.
3. The supervisor's should inspect each toilet 2 times a day (once in the morning and in the afternoon.)
4. Each inspection must be signed and timed on the card to be displayed prominently in each toilet.
5. On each inspection, the supervisor must ensure toilets are in tiptop condition otherwise, toilet cleaners must be summoned to clean up the toilet immediately.
6. Male toilets should be cleaned by male cleaners only and likewise for female toilets.
7. The frequency of the toilets cleaning is subject to change as and when instructed by Facility Management.

WORK SPECIFICATIONS

GENERAL GUIDELINES ON CLEANING

1. Flooring, ceiling, wall, columns, partitions and glass panels (including top surface) shall be free of dust, cobwebs, and stains and cleaned, sealed and polished in accordance with the operational frequency specified herein.
2. The Contractor shall instruct his cleaning staff to exercise every care when dismantling and re-fixing all fittings, signs, or paintings, etc as the cost of repair or replacement of any such item damaged or broken as a result of careless handling or negligence on his part or that of his employees shall be charged to him.
3. All items of cleaning products shall be diluted or mixed in accordance with the manufacturer's instructions.
4. All scrubbing shall be done with an approved standard-speed scrubbing machine.
5. Burnishing of floors shall be done with an approved high-speed scrubbing machine.

- 6 Waste matter from sanitary towels and waste paper receptacles shall be collected as soon as receptacles are full and at least once a day and sanitary towels receptacles shall be cleaned and disinfected immediately after emptying.
- 7 The Contractor shall empty all receptacles such as waste paper baskets, ashtray, etc whenever they are full and at least once a day. The Contractor shall provide wicker baskets for the collection of litter, and these baskets shall be transported about the building on suitable trolleys mounted on rubber castors. (The Contractor shall also provide Trolleys). On no account shall wicker baskets or any other type of container be permitted to be dragged along the floors.
- 8 The Contractor shall remove unwanted paper boxes or crates beside the normal waste paper and rubbish. All stains on the floors e.g. oil, coffee, paint, etc, must be removed immediately.
- 9 The Contractor shall transport all refuse collected from waste paper receptacles, etc to the refuse centres for subsequent disposal.
- 10 For Conference Rooms, cleaning must be carried out immediately after each meeting.
- 11 Without prejudice to the requirements mentioned in this Specifications, the Contractor shall deploy sufficient cleaners to be stationed in the building to attend to the following works:
 - (i) Regular cleaning of toilets to maintain a continuous high standard of cleanliness (at least 5 times a day during 0700 hours to 1730 hours).
 - (ii) Constant checking of toilets to ensure that depleted toiletries are always replenished.
 - (iii) Continuous cleaning of entrance, lobbies, common staff areas, staff rest rooms, etc to ensure that all such areas are kept free of litter at all times.
 - (iv) Cleaning of any spillage that may occur in any part of the building.
 - (v) Carrying out any other cleaning jobs as may be instructed by SAS.
 - (vi) Continuous mopping of common areas on rainy days.
- 12 Cleaning, sealing and polishing of the floors of common areas.
- 13 All rest/locker rooms are to be swept at least once a day.
- 14 The Contractor shall be responsible for all doors to be locked immediately after his workmen have fulfilled their daily duties.
- 15 The contractor's employees shall ensure all carpets, floor, stairs, windows, curtains, and bannisters are clean and well-vacuumed. The contractor shall provide a vacuum cleaner to Optical Media Board.

REPORTING AND CERTIFICATION

The contractor shall report to the Facility Management before carrying out any works. All job sheets and invoices must be submitted to the Facility Management for verification. The description and quantities mentioned in the documents must be correct before payment can be made.

Summary of cleaning requirements

Type	Daily	Weekly	Monthly	Remarks
Entrance (including the parking area, etc.,)	Dry-sweep to remove loose dirt, dust, etc.,	Thoroughly scrub with solution of water/detergent, rinse with clean water and dry.		
Flooring(including the stairs, etc.,)	Dry-sweep to remove all loose dirt, dust, etc., and damp-mop with a solution with water/detergent.	Thoroughly scrub with solution of water/detergent, rinse with clean water and dry.		

Type	Daily	Weekly	Monthly	Remarks
Internal Wall Surface	Damp mop with clean water.	Damp clean with a solution of water/detergent & disinfectant.		Care should be taken to keep the cement pointing of the tiles free from all grease & accumulated grime.
Timber Paneling including doors, door frames, Floor panels & glass panels on the doors.		Feather dust, giving special attention to junction with ceiling columns etc.		
Glass doors (Including Aluminum framings, Fascia's, Handles, door knobs and other glazed surface)	Damp clean with water & dry surfaces with a soft cloth.	Clean surface with glass cleaning solution & polish to shine. For aluminum surfaces, apply polish & buff to shine with a soft dry cloth.		Constant wiping of heavily used glass doors to remove fingerprints, stains, etc.
External Façade, Glass panels, Including Aluminum framing and glass panels on notice board.		Damp-clean with a solution of water & detergent and dry surfaces with a soft clean cloth.		For the internal high glass panels, which are not easily accessible, the contractor shall provide their own staging and clean up these surfaces thoroughly once every 3 months. The inside surface of the notice board glass panels shall be cleaned quarterly.

				For external façade where gondola must be used, the contractor is to provide gondolas at his own cost and clean up the entire areas together with the external façade including curtain wall and aluminium louver panels once a year during the contract period.
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Type	Daily	Weekly	Monthly	Remarks
Roller Shutters, windows		Damp clean with a solution of water/detergent & dry surface with a soft clean cloth.		Contractor shall not be permitted to open any external windows/roller shutter unless with the expressed permission of the Superintending Officer. Care should be taken to ensure that no greater force than is be applied, so as to prevent the removal of the decorative material itself.
Fire Extinguishers & fire hose reels.		Damp clean with a solution of water & detergent and dry surfaces with a soft clean cloth.		
Bulk refuses containers, Refuse Chutes Bincentre, etc.	Flush & clean with water detergent & disinfectant.			
Light, fittings, directional & information signs, graphics, telephone booth etc.			Damp clean with a solution of a water/detergent & clean surface with a soft clean dry cloth.	The contractor shall exercise every care when dismantling & re-fixing these items, as the cost of repair or replacement of any such items damaged or broken as a result of careless handling or negligence on his part, will have to be borne by him. Electro-plated plastic signs should only be wiped with a clean soft dry cloth.

Telephone sets, office equipments , computer terminals etc.	Clean with a clean soft cloth to remove dust, marks & stains. Clean and wipe mouthpiece of telephone with antibacterial chemical			
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Type	Daily	Weekly	Monthly	Remarks
Ceiling surface			Clean with brush head vacuum cleaner to remove cobwebs & dust.	Special attention to be given to junction with walls and columns.
Metal ceiling, blind pipes			Clean with brush head vacuum cleaner to remove cobwebs & dust.	Once in three months, damp clean with a solution of water/detergent.
Curtains/Blinds(Fabric)			Clean with brush head vacuum cleaner to remove cobwebs & dust.	
Lifts /Dumbwaiter (including entrance lobby)	<p>Vacuum carpet floor damp-mop PVC floor in the case of vinyl tiles or other floor finishes.</p> <p>Cleaning must be ready by 0800 hours. In addition, 6 more spot cleaning must be done; timing to be determined by SO. Litters to be removed at each visit.</p>	<p>Polish all metal lacquered surface with liquid polish & buff to shine with a soft cloth. Clean all metal door tracks & remove all dirt collected inside these tracks.</p> <p>Damp wipe ceiling light fittings, ventilation grills with clean water. Waxing of vinyl floor.</p>	Carpet floor to be shampooed. Vinyl floor to scrub off wax & re-apply.	<p>Move frequent vacuuming of carpet of damp mopping of vinyl tiles shall be allowed during the wet season.</p> <p>Spray with anti-insecticide as and when instructed.</p>
Furniture (including cabinets, tables, chairs, etc.)	Damp clean all furniture & tables to remove dust, dirt etc.	<p>Damp clean all furniture (excluding fabric upholstered furniture) with a solution of water/detergent.</p> <p>Vacuum clean all fabric-upholstered furniture including</p>		Furniture also including metal cabinets.

Type	Daily	Weekly	Monthly	Remarks
		damp cleans the metal/timber components.		
Toilets	<p>(a) Dry-clean/mop floor walls etc at least five times a day at 0730hours, 0930 hours, 1130 hours, 1400 hours & 1630 hours.</p> <p>(b) After 1800 hours, thoroughly scrub floor with detergent and flush with clean water and mop dry surfaces.</p>	High pressure water jet and clean the entire place thoroughly including all fixtures and fittings.		The Contractor is required to put up sign in front of the toilet to advise the user that the cleaning operation is in progress. He is also required to immediately wipe dry all washroom/cubicles doors surface after cleaning of toilets.
	Damp clean walls, partitions, doors, windows etc with a solution of water and detergent to remove dirt and stubborn stain. On each of the cleanings, contractor to replenish Toiletries/toilet rolls where required.			The sign needs to be put only when the floors are being scrubbed. The contractor must not allow water to be sprayed on the wall otherwise damage to electrical fittings and others will be charged to be contractor.
Sanitary Fittings	Damp-clean all sanitary fittings e.g. W.C sanitary fittings, e.g. W.C urinals, washbasins etc at least twice a day with a solution of water and detergent. For W.C pedestal seat & cover (including underside) an			The cleaning of W.C unit shall include the bowls, the underside of the flushing rims and the necks of traps etc. The Contractor is to clear minor chokes in W.C pans, washbasins, urinals, floor traps etc. Defective sanitary fittings, vandalism or theft should be reported to SO at once. The Contractor shall be responsible for any losses of exposed toilet fittings in the toilets. He is expected to make good the looses.

	approved bactericidal cleanser is to be used. Clean W.C			
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Type	Daily	Weekly	Monthly	Remarks
	bowls with a nylon bristle lavatory brush and a bactericidal toilet.			
	Scrub bottom and sides of urinals (especially the joints) with solution of water and detergent. Uric scale from the urinal traps must be de-scaled.			A very high standard cleanliness is expected and all toilets and fittings must be kept clean and shining at all times and free from litter and smell nuisance. Soap and toilet rolls must be replenished continuously.
Mirrors	Thorough clean mirrors with a soft cloth and an approved brand of mirror cleanser to remove all dust & blemishes. Constantly wipe off accumulation of water droplets throughout the whole day.			On no account shall damp cleaning with water be permitted on the mirrors.
Ashtrays/ Litter Bins	Empty, wipe clean & replace correctly at least twice a day & more frequently when full.	Empty, wash thoroughly, disinfect (both inside & outside) & wipe dry.		The contractor is responsible to transport all the refuse collected within the building to the bin center at least twice a day.
Conference Rooms	Damp and dry wipe table tops and empty and clean ashtrays after each meeting but at least twice a day – once during lunchtime and			

	once after office hours.			
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Type	Daily	Weekly	Monthly	Remarks
	Disposal cups must be removed.			
Door mat	Dust and Clean	To be washed.		

9. For and in consideration of the services under this Contract by the **CONTRACTOR**, the **CLIENT** shall pay the **CONTRACTOR** the amount of **Twenty Three Thousand Ninety-Six Pesos @ 46/100 Only (P23,096.46) per Janitor per month for eight (8) hours daily duty services of three (3) janitors**, and which also includes cost of the following chemicals and materials. The allocation or distribution of such payment shall be depend solely on the Agreement between the **CONTRACTOR** and his employees. However, the **CONTRACTOR** shall ensure that any delay in the distribution of allotted worker's fee shall not result to concerns of the **CLIENT**;

The rates quoted for amount due to Three (3) janitors are based on eight [8] hours work per day per individual and include payment due to the personnel, basic pay, 13th month pay, etc.; and to the government, i.e. contributions to Pag-ibig, SSS, Philhealth, ECC, etc. including the value added tax of Twelve Percent [12 %].

- 9.1. The **CONTRACTOR** shall pay its employees assigned to the **CLIENT** the amount of **P645/day**. The annual computation is stated in a submitted cost breakdown.
- 9.2. The total amount computed shall be paid every 16th day of the current month and every 1st day of the following month upon receipt by the **CLIENT** of a certification from the **CONTRACTOR** that the salaries of the **CONTRACTOR's** employees assigned to the **CLIENT** for the immediate 15-day period have been paid and received, which certification shall be supported by a duly authenticated copy of payroll reflecting the signatures of the concerned janitors acknowledging receipt of salaries for that period;

10.3. Starting with the second month of this Contract up to the month immediately after the expiration or termination hereof, the **CONTRACTOR**, shall on or before the 11th day of the month, submit proofs of payments of SSS, Pag-IBIG and PhilHealth premiums and all payments for all employees as provided by and computed in accordance with law, insofar as the **CONTRACTOR's** employees assigned to the **CLIENT** are concerned and that failure on the part of the **CONTRACTOR** to fulfill this obligation shall be, among others, a sufficient ground, at the option of the **CLIENT**, for the withholding payment of any and all succeeding bills and/or for the termination of this Contract without need of any notice;

- 10.4. The **CONTRACTOR** shall release the Thirteenth (13th)-month pay of all employees in lump sum not later than December 22 of the same year.


10. In the execution and performance of the services under this Contract, the **CONTRACTOR** shall exercise sole supervision and control over the procedure thereof and the performance of the personnel assigned to the **CLIENT** and towards this end, the **CONTRACTOR** shall assign a Supervisor, who shall visit the Optical Media Board office premises four (2) times a month to ensure that the services required under this Contract are executed.
11. The Janitors assigned to **Optical Media Board** shall work for eight (8) hours per day or forty-eight (48) hours per week. In case the need arises, said personnel may be required to render overtime or service beyond the eight [8] hour period or forty-eight (48) hours per week, or during Holidays or rest days. However, total number of overtime hours rendered should not be more than forty (40) hours a month, except, under emergency cases and when it is necessary and beneficial to **Optical Media Board**, such janitorial personnel may render overtime services beyond (40) hours a month provided there is a lack of qualified regular personnel, request is duly authorized by Head of Office, and such excess should not go beyond twenty (20) hours a month. Overtime payment shall be advanced by the Contractor to the concern janitorial personnel subject to reimbursement by **Optical Media Board**. In accordance with the applicable Government and COA rules and regulations for accounting and disbursement.
12. No worker or personnel of the **CONTRACTOR** assigned to or deployed in the premises of the **CLIENT** in the performance of the services under this Contract shall ever be deemed an employee or agent of the **CLIENT** and the **CONTRACTOR** warrants that no employer-employee relationship exists between the **CONTRACTOR** and/or its employees/workers/personnel, on one hand and the **CLIENT**, on the other hand. Should the **CLIENT** be sued by any employee of the **CONTRACTOR** or by any government agency or employee before any forum as an alleged employer of the **CONTRACTOR** and/or the **CONTRACTOR's** employee/s, the **CONTRACTOR** shall defend the **CLIENT** and shall assume all judgments which may be rendered against the **CLIENT**.
13. The **CONTRACTOR** shall have exclusive discretion in the selection, engagement and discharge of its employees assigned to the **CLIENT**. The **CLIENT** however shall have the right to request that an employee or worker assigned to the **CLIENT** be changed or substituted and the **CONTRACTOR** shall so change and substitute, or any of, but not limited to, the following grounds: 1) untoward act/acts and/or behavior, 2) negligence, 3) misconduct, 4) inefficiency and 5) malfeasance. However, upon written notice by the **AUTHORITY**, the number of personnel deployed by the **CONTRACTOR** may be decreased or increased, as the case may be, and in which the **CONTRACTOR** shall effect the Notice within fifteen (15) days from receipt thereof.
14. The **CONTRACTOR** shall provide appropriate Identification Cards and identical uniforms to all its employees assigned to the **CLIENT** as will readily identify them as employees of the **CONTRACTOR** and ensure that these are worn at all times in the performance of the services under this Contract.
15. The **CLIENT** shall have the right to search the **CONTRACTOR's** employees assigned to the **CLIENT** before entering and leaving the **CLIENT's** premises as a security and precautionary measure against damage or losses.
16. The **CONTRACTOR** shall require all its employees assigned to the **CLIENT** to observe all the rules and regulation of the **CLIENT** in the performance of the services under the Contract while in the premises of the **CLIENT** and the **CLIENT** hereby undertakes to transmit, from time to time, copies of these rules and regulations to the **CONTRACTOR**.
17. The **CONTRACTOR** shall free the **CLIENT** from, and the **CLIENT** shall not be responsible for, any and/or all liabilities arising out of accident, death, injury to **CONTRACTOR** and its employees and personnel occasioned by and/or in connection with the performance of the services under the Contract. Neither shall the **CLIENT** be liable for any injury, loss or damage caused by the **CONTRACTOR** and/or its employees assigned to the **CLIENT** to any person and/or property in connection with the performance of the services under this Contract. The **CONTRACTOR** shall assume, as it does assume, all liabilities for any such accident, injury, loss or damage herein mentioned and shall save and free the **CLIENT** from any liability therefrom.


18. The **CONTRACTOR** shall cooperate with the **CLIENT**, to all extent possible, in providing evidence which the former or any of its employees may have in its/their possession in support of or tending to support any criminal civil or administrative case filed by and/or against the **CLIENT** and/or its employees upon request of the **CLIENT**.
19. Any information or data that may come to the knowledge of, acquired and/or obtained by the **CONTRACTOR**, its employees or personnel in the performance of the services under this Contract from the **CLIENT**, its employees and premises shall not be made known to anyone without the written authority from the **CLIENT**. Regardless of the period of this Contract, the **CONTRACTOR** and its employees and the personnel shall be bound by the absolute confidentiality provided herein until such time as said information or data will be published or otherwise disclosed to the general public by the **CLIENT**. Any violation by the **CONTRACTOR**, its employees or personnel of the confidentiality provided herein shall entitle the **CLIENT** to damages and other remedies and a ground for the unilateral termination of this Contract by the **CLIENT** without any notice.
20. The **CONTRACTOR** shall be liable to the **CLIENT** for (1) any loss of or damage to properties of the **CLIENT** and its employees and (2) for any loss or damage for which the **CLIENT** may be held responsible due to the negligence or fault of the **CONTRACTOR**, its workers and personnel in the performance of the services under this Contract.
21. The **CONTRACTOR** shall ensure continuous and uninterrupted rendition of the services under this Contract. In case of absence of the **CONTRACTOR's** employee/s assigned to the **CLIENT**, except in cases of paternity or maternity leave, as the case may be and as provided by law, the **CONTRACTOR** shall effect the immediate replacement of such employee/s.
22. In the event that the **CONTRACTOR** fails to render the services under this Contract due to strike by and/or labor dispute with its employees or any matter related thereto, this Contract shall be automatically terminated without need of any written notice.
23. Except as specifically provided herein, the **CLIENT**, at its option shall have the right to terminate this Contract upon 30-day written notice to the **CONTRACTOR**, on any of the following grounds: (1) in case the **CONTRACTOR** unreasonably fails or refuses to perform its obligations in a manner which may be inconsistent with the achievement of the results of the services under this Contract, (2) in case the **CONTRACTOR** fails to comply with any terms of this Contract, and (3) in case of unavailability of **CLIENT's** funds appropriated/allocated for janitorial services for the Optical Media Board Office.
24. The **CONTRACTOR** agrees to pay taxes in full and on time and failure to do so will entitle the **CLIENT** to suspend payment of any goods or services delivered by the **CONTRACTOR**.
25. The **CONTRACTOR** agrees to regularly present, within the duration of the contract, a tax clearance from the Bureau of Internal Revenue as well as copy of its income and business tax returns duly stamped and received by BIR and duly validated with the tax payments made thereon.
26. Unless sooner terminated for any of the reasons herein stated, this Contract shall be for a period of One (1) year starting on **April 07, 2025** and ending on **April 06, 2026**.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures this _____ day of _____ 2025 at Quezon City, Philippines.

By:

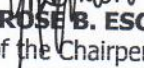
By:


DENNIS LORENZO B. PINLAC, CSEE
Officer-in-Charge/Chairperson/CEO


REYNALDIE S. TINIO
General Manager

SIGNED IN THE PRESENCE OF:


SHERLYN T. COLONIA
Admin Head/FCMS


MARY ROSE B. ESCOBAR
Office of the Chairperson/CEO

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) S.S.

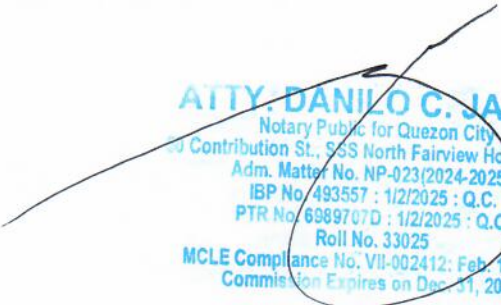
BEFORE ME, a Notary Public, for and in the QUEZON CITY, on this
APR 04 2025 personally appeared:

Name	CTC No.	Place Issued	Date Issued
DENNIS LORENZO B. PINLAC			
REYNALDIE S. TINIO			

Known to me to be the persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act.

In witness whereof, I have hereunto affixed my hand and notarial seal on the date and place above written.

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Book No. 11
Series of 2025


ATTY. DANILO C. JAVIER
Notary Public for Quezon City
39 Contribution St., SSS North Fairview Homes, Q.C.
Adm. Matter No. NP-023(2024-2025)
IBP No. 493557 : 1/2/2025 : Q.C.
PTR No. 6989707D : 1/2/2025 : Q.C.
Roll No. 33025
MCLE Compliance No. VII-002412: Feb. 16, 2020
Commission Expires on Dec. 31, 2025