



Republic of the Philippines
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER
Gen. Santos Avenue, Bicutan, Taguig City
Tel. nos. 837-0431 to 38; Fax: 837-0430
TIN# 000-284-708

RECEIVED

JAN 11 2024

TCA 9:12 MBO/

MIRDC - FAD - FMS

PURCHASE ORDER

Supplier: EXCELLENT GENERAL SERVICES INC	P.O. No.: 24-01-0001
Address:	Date: 02-Jan-24
Tel No.: 28 Evangeline Reyes Street BF Resort Village, Talon II Las Piñas City	P.R. No.: 23081413
TIN : 220-845-408-000	Date: 04-Sep-23

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: MIRDC REGULAR BUDGET 2024 / Janitorial Services	Delivery Term: as scheduled / CY 2024
Date of Delivery: as scheduled / CY 2024	Payment Term: Progress Billing
Mode of Procurement: Public Bidding	VAT INCLUSIVE

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	PROCUREMENT OF JANITORIAL SERVICES FOR THE CENTER (CY 2024)	1	2,649,390.52	2,649,390.52
I.		Duration of Contract:			
		1. The CONTRACTOR shall provide Janitorial Services for calendar year 2024 from the date of acceptance of the Notice to Proceed (NTP) and will end on December 31, 2024.			
II.		Manpower Requirements:			
		1. The CONTRACTOR shall provide seven (7) janitors and two (2) janitress to MIRDC in accordance with the schedule of operations. They shall render services/work of eight (8) hours a day, from 6am to 3pm Mondays to Saturdays. Among nine (9) janitors/janitress, one (1) will be the overall supervisor.			
		2. The performance of the Janitorial Service provider shall be evaluated before the end of the year.			
		3. The Contractor shall deliver all equipment/supply/materials on time.			
III.		Janitorial Qualifications:			
		1. Shall have at least one-year experience in cleaning offices and buildings, maintaining grounds and handling plants/trees, as appropriate.			
		2. Shall be physically and mentally fit, as evidenced by a barangay health certificate from Barangay Health Emergency Response Team and COVID-19 vaccination card/I.D. to be provided to MIRDC prior to deployment.			
		3. With certificate of good moral character as certified by previous employer or Barangay Captain.			
		4. Screening and submission of all required qualification documents should be done one month before the date of deployment of all nine (9) janitors.			

(Total Amount in Words)

Page 1 of 4

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.

Conforme:

GINA Q. RAMOS

Signature over Printed Name of Supplier

Date

Funds Available:

JOHNNY G. QUINGCO

Accountant IV

Chief Accountant

CERTIFIED TRUE COPY

Very truly yours,

ROBERT O. DIZON
Executive Director

Authorized Official

ALOB No. UPON BILLING
Amount:P.O. No. **24-01-0001**



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IV.	Scope of works: 1. The CONTRACTOR shall render, undertake, and perform janitorial, and sanitation services in all MIRDC's offices and premises. a. Daily and Routine Services i. Cleaning, sanitizing and disinfecting of toilets and wash rooms, door knobs and other commonly touched objects / surfaces to prevent the spread of germs/bacteria/viruses as compliance to the DOH's workplace guidelines. ii. Sweeping, mopping, spot scrubbing and polishing of all floors, common areas, i.e., main lobby entrance, comfort rooms, waiting areas, etc. These shall be serviced continuously during working hours to guarantee cleanliness. iii. Dusting and cleaning of horizontal and vertical surfaces including all furniture. iv. Dusting and cleaning of all glass tops, windows, window ledges, air vents and partitions. v. Emptying and cleaning of waste cans/trash receptacles. vi. Disposal of trash within the confines of the building to the receptacles provided for this purpose. vii. Sweeping of cobwebs and removing visible marks on walls and ceilings. viii. Vacuum cleaning of all rugs and carpets. ix. Cleaning of driveways, roads, lawn, landscape area garden, parking areas, gazebos and concrete pavement. Spot sweeping of these areas as often as necessary to prevent unsightly accumulation of dirt. x. Checking of water faucets, water apparatus, lighting fixtures electricity, windows and doors at the close of business hours. xi. Others as required and necessary. b. Weekly Routine Services i. Thorough washing, scrubbing and stripping of old wax on all floors and stairways. ii. Refinishing, waxing and polishing of all floor stairways. iii. Dusting of lighting fixtures suspended from the ceiling venetian blinds and drapes.				

(Total Amount in Words)

Page 2 of 3

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.

Conforme:

Gina O. Ramos
GINA O. RAMOS

Signature over Printed Name of Supplier

Date

1/18/24

Funds Available:

JOHNNY G. QUINGCO

Accountant IV

Chief Accountant

Very truly yours,

Robert O. Dizon
ROBERT O. DIZON
 Executive Director

Authorized Official

ALOBS No. **UPON BILLING**
 Amount:

P.O. No. **24-01-0001**



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1	lot	PROCUREMENT OF JANITORIAL SERVICES FOR THE CENTER (CY 2024)	1	2,649,390.52	2,649,390.52
		iv. Cleaning, waxing and polishing of ground signage, office furniture, fixtures and counters except equipment requiring special maintenance;			
		v. Vacuum cleaning of draperies, rugs and carpets;			
		vi. Thorough scrubbing and sanitizing of toilets and washrooms;			
		vii. Cleaning and disposal of leaves at the gutter of covered walkway and parking;			
		viii. Mowing of lawns and disposal of weeds /leaves;			
		x. Replanting and application of fertilizers whenever and wherever necessary;			
		c. Monthly Services			
		i. Thorough general cleaning of all areas;			
		ii. Shampooing of carpets/drapes and fixtures in fabric as required by the client;			
		iii. Inspection and cleaning of walkway roof gutters including reporting of damage for immediate repair;			
		iv. Other services that may be assigned from time to time;			
		d. Miscellaneous Services			
		i. Carrying or hauling of furniture and fixtures, supplies and/or records;			
		ii. Assist in the transfer of tables, chairs, cabinets, counters, etc.;			
		iii. Report all defects, electrical malfunction and other which require attention of client;			
		e. Ground Maintenance			
		Daily Activities			
		i. Prepare and check every morning if all garden tools and equipment are available and ready for use;			
		ii. Scrutinize all plants which shall be done first to avoid repetition of work;			
		iii. Dispose dry leaves, grass and other shrubs to maintain the cleanliness of the garden and surroundings;			
		iv. Water all the plants evenly by using a sprinkler;			
		v. Trimming of trees, plants and grass when it reaches beyond growth schedule;			
		vi. Cultivate garden soil and pulling of weeds;			
		vii. Waste collection and edging;			

(Total Amount in Words)

Page 3 of 4

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.

Conforme:

GINA O. RAMOS

Signature over Printed Name of Supplier

Date

Funds Available:

JOHNNY G. QUINGCO

Accountant IV

Chief Accountant

CERTIFIED TRUE COPY:

Very truly yours,

ROBERTO D. DIZON
Executive Director

Authorized Official

ALOBS No.

UPON BILLING

Amount:

P.O. No. **24-01-0001**



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Following are the list of tools, equipment, and materials to be provided by the CONTRACTOR:

MONTHLY SUPPLIES		QUANTITY
ITEM/DESCRIPTION		
1. Liquid Wax - Emulsion Wax	3	gals
2. Mop Head	4	pcs
3. Round Rags	2	bundles
4. Liquid Hand Soap	4	gals
5. Plastic Trash Bags (size: 37" x 40")	2	bundles
6. Plastic Trash Bags (size: 19" x 21")	1	bundle
7. Disinfectant Spray	2	gals
8. Scrubbing Pad	10	pcs
9. Deodorant Cake	30	pcs
10. Furniture Polish	1	ltrs
11. Powder Soap	7	kilos
12. Dirt and Stain Remover 250g/can	1	can
13. Liquid Fabric Conditioner	2	gals
14. Liquid Bleach	7	gals
15. Gasoline	5	ltrs
16. Two stroke oil	2	bottles

SEMI-ANNUAL SUPPLIES		QUANTITY
ITEM/DESCRIPTION		
1. Bottled water spray gun (500ml)	7	pcs
2. Glass Cleaner	7	gals
3. Liquid Toilet Bowl Cleaner	16	gals
4. Air Freshener	5	gals
5. Wax Stripper	1	gals
6. Plastic Dustpan	1	pcs
7. Mop Handle	1	pcs
8. Ceiling Broom	1	pcs
9. Soft Broom	1	pcs
10. Push Broom	1	pcs
11. Toilet Bowl Brush	1	pcs
12. Toilet Bowl Pump	2	pcs
13. Broomstick	16	pcs
14. Rubberized Doormat	7	pcs
15. Doormat cloth	7	pcs
16. Polishing Pad	2	pcs
17. Stripping Pad	2	pcs
18. Toilet paper 2ply (24 rolls)	1	bundle
19. Water Pails Container	2	pcs
20. 3mm Dia. Nylon Cord (tansi)	2	rolls
21. Long Rubber Gloves	20	pairs

(Total Amount in Words)

Page 4 of 4

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Conforme:

GINA O. RAMOS

Signature over Printed Name of Supplier

Date

Very truly yours,

ROBERT O. DIZON
 Executive Director

Authorized Official

Funds Available:

JOHNNY G. QUINGCO

Accountant IV

Chief Accountant

METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER

ALOBS No.

UPON BILLING

Amount:

P.O. No. **24-01-0001**



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EQUIPMENT/TOOLS FOR BUILDINGS					
		ITEM/DESCRIPTION	QUANTITY		
		1. Bundy Clock at the Gold Bldg.	1 unit		
		2. Floor Polisher	3 units		
		3. Mop Squeezer	3 units		
		4. Extension Cord heavy duty (50m)	3 sets		
		5. Aluminum ladder 6ft	2 units		
		6. Vacuum Cleaner wet and dry	1 unit		
		7. Wiper (Glass Squeegee)	4 pcs		
		8. Warning signage (e.g Wet Floor)	4 pcs		
		9. Pushcart	2 units		
EQUIPMENT/TOOLS FOR GROUNDS					
		ITEM/DESCRIPTION	QUANTITY		
		1. Grass Cutter	3 units		
		2. Grass/Garden Scissors	5 pcs		
		3. Water Sprinkler	2 pcs		
		4. Buggy Cart	3 units		
		5. Chain saw 24"	1 unit		
		6. Water Hose dia 3/4" x 100'	3 rolls		
		7. Bolo	3 pcs		
		8. Shovel	3 pcs		
				TOTAL =P=	2,649,390.52
				Less: 5% GMP	(118,276.36)
				2% EWT	(47,310.55)
				=P=	2,483,803.61

CERTIFIED TRUE COPY

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Page 5 of 51

Total Amount in Words) Four Hundred Eighty Three Thousand Eight Hundred Three Pesos and Sixty One Centavos Only

Page 5 of 5

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Conforme:

Signature over Printed Name of Supplier
GINA D. RAMOSDate
1/18/24

Funds Available:

JOHNNY G. QUINGCO

Accountant IV

Chief Accountant

Very truly yours,

ROBERT O. DIZON
Executive Director

Authorized Official

ALOBS No. UPON BILLING
Amount:P.O. No. **24-01-0001**

Contract Agreement Form

THIS AGREEMENT made this 2nd day of January 2024 between **METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER** of the Philippines (hereinafter called "the Entity") of the one part and **EXCELLENT GENERAL SERVICES INC. of Las Piñas City, Philippines** (hereinafter called "the Supplier") of the other part;

WHEREAS, the ENTITY invited Bids for certain goods and ancillary services, particularly **Procurement of One Lot Janitorial Services for the Center for CY 2023 to CY 2025;**

WHEREAS, the ENTITY has accepted a Bid by the Supplier for the supply of those goods and services in the sum of of **Two Million Six Hundred Forty Nine Thousand Three Hundred Ninety Pesos and Fifty Two Centavos only (PHP)2,649,390.52** (hereinafter called "the Contract Price") for CY 2024 only;

WHEREAS, the ENTITY shall issue a Supplemental Contract for CY 2025 once the General Appropriations Act has been approved.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

I. GENERAL CONDITIONS

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of **Two Million Six Hundred Forty Nine Thousand Three Hundred Ninety Pesos and Fifty Two Centavos only (PHP)2,649,390.52** or such other sums as may be ascertained, Excellent General Services Inc. agrees to deliver the Janitorial Services for CY 2024 in accordance with his/her/its bid.
4. The Metals Industry Research and Development Center agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

II. OTHER CONDITIONS

- A. There shall be NO EMPLOYER-EMPLOYEE relationship between the **CLIENT** and the **CONTRACTOR** as well as the person/s that the **CONTRACTOR** may assign to perform the service subject of this Contract. The **CONTRACTOR** hereby acknowledges that no authority has been conferred upon it by the **CLIENT** to hire any person/s to be assigned by the **CONTRACTOR** to perform the services called for under this Contract. It is expressly understood and agreed that the person/s to be assigned by the **CONTRACTOR** are not employees of the **CLIENT**. As such, the **CONTRACTOR** warrants that it shall fully and faithfully comply with all the laws, rules and regulations pertaining to the employment of labor now existing or which may hereinafter be enacted, including but not limited to the requirements of the Labor Code, as amended, and the SSS Act.

The **CONTRACTOR** shall regularly furnish **CLIENT** a certification that the former has paid all the SSS, Philhealth, Income Tax, Five (5) days Incentive Leave With pay, 13th month pay and PAG-IBIG of its janitors/janitress, supported by copies of the remittances, on the following schedule:

- First quarter: 1 st Week of April
- Second quarter: 1 st Week of July
- Third quarter : 1st Week of October
- Fourth quarter: 1 st Week of the following

The **CONTRACTOR** hereby warrants to hold the **CLIENT** free and harmless from any liability arising out of any accident that may befall the **CONTRACTOR**'s employees while in the performance of their duties at the **CLIENT**'s premises as well as for any labor claim the **CONTRACTOR**'s employees may file against the **CLIENT**.

- B. The **CONTRACTOR** hereby warrants to make available at all times relievers and/or replacements to ensure continuous and uninterrupted services in case of absences and to exercise the necessary supervision over the work of the **CONTRACTOR**'s personnel.
- C. That the **CLIENT** reserves the right to reduce or increase the number of janitors/janitress and maintenance personnel or replace all, some or any particular janitorial and maintenance personnel, as the exigencies of its operation may require, such reduction, increase or replacement to become effective twenty-four (24) hours after notice thereof is given by the **CLIENT** to the **CONTRACTOR**, (in which case corresponding proportionate adjustment shall be made, (in case of reduction or increase in the number of janitors/janitress and maintenance Personnel).
- D. The persons to be assigned by the **CONTRACTOR** to perform the services subject to this Contract shall be provided with adequate uniforms and appropriate Identification Cards at

implementation of this contract shall be first resolved amicably or subject for arbitration in accordance with the provision of Republic Act of 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004". During the pendency of any such dispute, the **CONTRACTOR** shall proceed diligently with the performance of its obligations and undertakings under this Contract as directed by DOST-MIRDC.

IV. VENUE AND JURISDICTION

Violations or any interpretation of the provisions of this contract shall be brought exclusively to the proper Regional Trial Court of the City of Taguig and no other courts. The venue of litigations or court actions pertaining to this contract and other related issues shall be brought exclusively to the proper Regional Trial Court of the City of Taguig and to no other courts.

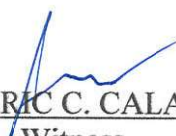
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, and delivered by **ROBERT O. DIZON** the *Executive Director* for the *Metals Industry Research and Development Center*.

Signed, sealed, and delivered by **GINA O. RAMOS**, the President and General Manager for the **EXCELLENT GENERAL SERVICES INC.**

Binding Signature of Procuring Entity:


ROBERT O. DIZON
Executive Director


ERIC C. CALANNO
Witness

Binding Signature of CONTRACTOR:


GINA O. RAMOS
President and General Manage


IRENE S. BRAVO
Witness

Certified Funds Available


JOHNNY G. QUINGCO
Accountant IV

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF LAS PINAS CITY) S.S.

Before me, a Notary Public for and in the LAS PINAS CITY this
JAN 15 2024 2024, personally appeared:

NAME	I.D. NO.	DATE/PLACE ISSUED
------	----------	-------------------

Head of Procuring Entity

Robert O. Dizon	Passport P4453911B	DFA, NCR East/Jan. 20, 2020
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Gina O. Ramos	DRIVER'S LICENSE N26- 98-018401	
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All known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free act and deed as well as of the principal they represent.

This instrument refers to **CONTRACTOR's** Agreement consisting of six (6) pages, including this page in which the Acknowledgment is written, signed by the parties and their witnesses on each and every page and sealed with my notarial seal.

JAN 15 2024

WITNESS MY HAND AND SEAL on the date and place above written.

Doc No. 182
Page No. 38
Page No. X(1)
Series of 2024.

ATTY. ESTER T. VILLARIN

Notary Public

Appointment No. LP 22-044

Until December 31, 2024

ROLL NO. 31643

PTR NO. 12652925 J-1/2/2024 Las Pifias City

ISS NO. 1/322-01/10/22

MCLE SUBMITTED NO. VII-JMETC-002276



NOTICE TO PROCEED

January 5, 2024

MS. GINA O. RAMOS

President and General Manager
EXCELLENT GENERAL SERVICES, INC.
28 Evangeline Reyes Street
BF Resort Village, Talon II
Las Piñas City

Dear Ms. Ramos:

The attached Contract Agreement having been approved, notice is hereby given to **EXCELLENT GENERAL SERVICES, INC.** that work may proceed on the project for the **PROCUREMENT OF ONE LOT JANITORIAL SERVICES FOR THE CENTER (CY 2024)** effective after Three (3) calendar days from receipt of this Notice to Proceed. 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.

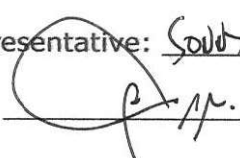
Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to Metals Industry Research and Development Center.

Very truly yours,


ROBERT O. DIZON
Executive Director

I acknowledge receipt of this Notice on January 11-2024 (date of receipt)

Name of Bidder's Representative: Soldy & Ilocan

Authorized Signature: 

Whereas, after verifying, validating and ascertaining its documents, both Excellent General Services, Inc. and CBII International Inc. have both been declared as Responsive Bidders;

Whereas, pursuant to Appendix 11 (GPPB 06-2005 Tie Breaking Method) of the 2016 Revised IRR of RA 9184 and Section 3.3 of the Government Procurement Policy Board (GPPB) Circular No. 06- 2005 (Guidelines on the Use of Non-Discretionary/Non-Discriminatory Selection Criteria), there must be a tie breaking method in case of two or more bidders are determined and declared as the Lowest Calculated and Responsive Bid (LCRB).

Whereas, on Jan. 5, 2023; 9:00am, a tie breaking activity was conducted using draw lots method. Both bidders participated in the said activity held at Mercury Conference Room, Gold Bldg, DOST- MIRDC, Taguig City, which was facilitated and witnessed by the BAC and TWG;

Whereas, Excellent General Services Inc. drew the lot bearing "CONGRATULATIONS" and CBII Phils. International Inc. drew the lot bearing "THANK YOU";

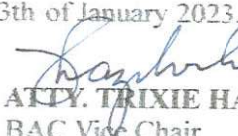
Whereas, Excellent General Services Inc. was announced as the winning LCRB;

NOW, THEREFORE We, the Member of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**, the following:

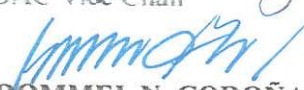
1. To declare **Excellent General Services Inc.** as the Lowest Calculated and Responsive Bid for the Procurement of Janitorial Services for the Center CY2023-2025; and
2. To award the contract to **Excellent General Services Inc.** in the amount of **One Million Six Hundred Seventeen Thousand Three Hundred Eighty-Two Pesos and Thirty-Five Centavos only** (Php1,617,382.35) for CY 2023;

SIGNED in Bicutan, Taguig City this 13th of January 2023.


RODNELO O. TAMAYO
BAC Chair


ATTY. TRIXIE HAZEL C. VELUZ
BAC Vice Chair


ZALDUA R. GAYAHAN
BAC Member



ROMMEL N. CORONA
BAC Member


ISIDRO D. MILLO
BAC Member


ERIC C. CALANNO
TWG Member


NESTOR O. COLIBAO Jr.
TWG Member

Approved (☒) / Disapproved (☐)


ROBERT O. DIZON
Executive Director
Approved on 1/16/2023

CERTIFIED TRUE COPY


METALWORKS AND BUILDING CENTER

PURCHASE REQUEST					
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER					
DIVISION : FAD		PR NO.		DATE : 30 August 2023	
SECTION/PROJECT : GMU		SAI NO.			
STOCK No.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST

lot	Janitorial Services for the Center CY 2024	1	2649390.52	2,649,390.52
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23081413



Classification : Janitorial Services
Remarks : Charge to Janitorial Services of the Center for CY 2024 budget.
Purpose : as stated

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	Requested by:	Approved by:
Signature		
Printed Name	AUREA T. MOTAS	ROBERT O. DIZON
Designation	Chief, FAD	Executive Director