



**RENEWAL OF CONTRACT FOR JANITORIAL SERVICES
(January 1, 2024 to December 31, 2024)
EURO JANITORIAL SERVICES & CO.**

KNOW ALL MEN BY THESE PRESENTS:

This Renewal of Contract for Janitorial Services is executed by and between:

The **NATIONAL MUSEUM OF THE PHILIPPINES**, a trust of the Government of the Philippines and an educational, cultural, and scientific institution governed by Republic Act No. 11333, with office address at Old Legislative Building, National Museum Complex, Rizal Park, Manila, represented herein by its Director-General, **JEREMY BARNS**, hereinafter referred to as the "**MUSEUM**";

-and-

EURO JANITORIAL SERVICES & CO., duly organized and existing under the laws of the Republic of the Philippines, with principal office at 435 Callejon H.S Del Rosario St., Galangin, Tondo, Manila, represented herein by its General Manager, **NENITA G. ARIVAN**, hereinafter referred to as the "**AGENCY**".

(The **MUSEUM** and **AGENCY** shall be referred collectively as the "**PARTIES**")

WITNESSETH that:

WHEREAS, on 23 February 2023, a Contract for Lot 1 Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex for FY 2023 was executed between the **MUSEUM** and the **AGENCY** with a term of nine (9) months from April 1, 2023 to December 31, 2023;

WHEREAS, on 23 February 2023 also, a Contract for Lot 2 Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Regional Area Site Museums and Satellite Offices (RASMSO) and Kalinga Site Project for FY 2023 was executed between the **MUSEUM** and the **AGENCY** with a term of nine (9) months from April 1, 2023 to December 31, 2023;

WHEREAS, the **MUSEUM** intends to renew the contract with the **AGENCY**;

WHEREAS, under *Appendix 37 of the IRR of RA 9184* or the *Guidelines on Renewal of Regular and Recurring Services*, it sanctions the renewal of regular and recurring services provided it comply with the following:

- 3.1 The renewal shall cover Procurement Projects that are regular and recurring. For this purpose, Regular and Recurring Services refer to those: a. defined under Department of Budget and Management National Budget Circular No. 570, s. 2017 and other issuances⁴⁵⁷ that may be issued for the purpose, such as (i) **janitorial services**; (ii) security services; (iii) telecommunication requirements; (iv) supply of drinking water; and (v) rental of office space, venue, and equipment; b. which by their nature are deemed essential, indispensable, or necessary to the day-to-day operations of the Procuring Entity (PE); or c. procured repeatedly by the PE in the last three (3) years;
- 3.2 The original contract covering the Regular and Recurring Services was awarded in accordance with the Republic Act (RA) No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR), and other associated issuances;
- 3.3 A Cost-Benefit Analysis (CBA) undertaken by the End-User to show the comparative advantage of renewal over the conduct of another procurement;
- 3.4 A performance evaluation conducted by the End-User showing Satisfactory performance by the service provider and submission of updated documentary requirements and performance security by the service provider;

- 3-5 The duration for each renewal contract shall not exceed one (1) year; however, the total combined period covering the original contract, renewal contract/s and contract extension/s, if applicable, shall not exceed three (3) years;
- 3-6 The service provider must not be a Blacklisted Entity at the time of the conduct of the performance evaluation until the signing of the renewal contract; and
- 3-7 Funds are available for the renewal of contracts in accordance with existing budgeting, accounting and auditing rules. **(Emphasis supplied)**

WHEREAS, on 17 November 2023, the General Administrative Services Division (GASD) submitted a Justification stating that the present Contractor has met all the conditions set under *Appendix 37 of the IRR of RA 9184*. Copy of the said Justification and its supporting documents are herein attached as Annex "A";

WHEREAS, on 27 December 2023, the Bids and Awards Committee (BAC) issued a Resolution no. 2023-76 recommending the renewal of the contract with the **AGENCY** for a period of one (1) whole year covering the period of 1 January 2024 to 31 December 2024 upon compliance of the conditions set under *Appendix 37 of the Revised Implementing Rules and Regulations of Republic Act No. 9184*. Copy of the said Resolution is herein attached as Annex "B";

WHEREAS, the Financial Services Division (FSD) certified the availability of funds for the said personnel. Copy of the of the said Certification of Availability of Funds (CAF) is herein attached as Annex "C";

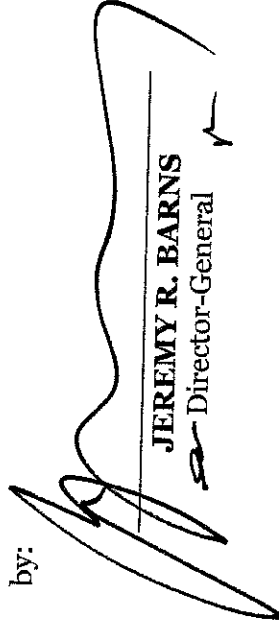
NOW, THEREFORE, for and in consideration of the above premises, the **PARTIES** hereby agree as follows:

1. Effectivity. The **Renewal of Contract for Janitorial Services** between the **MUSEUM** and the **AGENCY for FY 2024** for the NMP Complex, Regional Area Site Museum and Satellite Offices (RASMSO) and Kalinga Site Project shall be for a period of One (1) year to commence on **January 1, 2024** and ends on **December 31, 2024**.
2. The Contract Amount. For and in consideration of the Janitorial Services rendered by the **AGENCY** to the **MUSEUM** covering the period of renewal of contract, the **MUSEUM** shall pay the **AGENCY** the sum of **Forty-One Million Seven Hundred Thirty-Seven Thousand One Hundred Five Pesos and 44/100 Centavos (Php41,737,105.44)**;
3. Terms and Conditions. This renewal of Contract for Janitorial Services for FY 2024 shall be adopting the terms and conditions stated in the original contracts executed between the **PARTIES** on February 23, 2023; and
4. This renewal of Contract for Janitorial Services for FY 2024 shall be deemed part of, and integral to the original contracts executed on February 23, 2023.

In **WITNESS WHEREOF**, the **PARTIES** have hereunto set their hands in the instrument this ___ day of **JAN 30 2024**, 2023 in the City of Manila, Philippines.

**NATIONAL MUSEUM OF THE
PHILIPPINES**

by:



JEREMY R. BARNS
Director-General

**EURO JANITORIAL SERVICES &
CO.,**

by:



NENITA G. ARIVAN
General Manager

Signed in the presence of:

LAURO B. INOVERO
Chief Administrative Officer
General Administrative Services Division

[Signature]

Certification of availability of funds: Php41,737,105.44

ALVIN CARL C. FORTES, CPA OR SA# 02-101101-2024-01-00151
CAO, Financial Services Division

ACKNOWLEDGMENT

Republic of the Philippines)
City of Manila) S.S.

BEFORE ME, Notary Public in the above specified jurisdiction, personally appeared **DIRECTOR JEREMY R. BARNES**, with his Philippine Passport No. P5076851B issued at DFA Manila, on March 12, 2020, and **NENITA G. ARIVAN** with her _____ issued in _____ on _____ executed the foregoing instrument, and they acknowledged to me that the same are their free and act and deed.

[Signature]

This instrument consisting of three(3) pages, including the page on which this Acknowledgement is written has been signed on the left margin on each and every page thereof by **JEREMY BARNES AND NENITA G. ARIVAN**, and their witnesses, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand affixed my notarial seal on the day, year and place first above-written.

NOTARY PUBLIC

Doc. No. 441 ;
Page No. 97 ;
Book No. XXXIII ;
Series of 2023.

ATTY. JON EDWARD TRINIDAD ANG
Notary Public for City of Manila - Until 12-31-2024
Notarial Commission No. 2024-051
2nd Floor Midland Plaza Hotel, Adriatico St., Ermita, Manila, PHIL.
IBP No. 39241-01/03/2024 Pasig City
P.T.R. NO. 1533522-Jan 3, 2024 Manila
ROLL NO. 68731 .MCE COMPLIANCE NO. VII-9013676

[Signature]



PAMBANSANG MUSEONG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

FINANCIAL SERVICES DIVISION

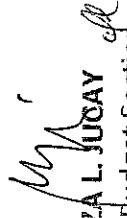
Cert. No. 2023-12- 171

18 December 2023

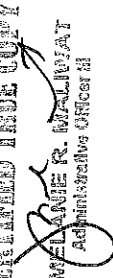
CERTIFICATION OF AVAILABILITY OF APPROPRIATIONS

This is to certify that the amount of **FORTY ONE MILLION SEVEN HUNDRED THIRTY SEVEN THOUSAND ONE HUNDRED FIVE PESOS AND 44/100 ONLY (Php41,737,105.44)** to cover payment for the renewal of the Contract of Euro Janitorial Services & Co. as the **“Renewal of Janitorial Services for the National Museum of the Philippines Central Offices and the Regional Area, Site Museums, and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2024”** is available and chargeable against the General Fund of FY 2024 under Maintenance and Other Operating Expenses (MOOE)-General Services (Janitorial Services).

This certification is being issued upon the request of the General Administrative Services Division (GASD), as the implementing office/unit subject to usual budgeting, accounting and auditing rules and regulations.


CLARIZA L. JUCAY
Head, Budget Section

End: as stated
CC: NONE
FSD/JUCAY/mcpr

VERIFIED TRUE COPY

MELAINE R. MALIBAT
Administrative Officer II



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

GENERAL ADMINISTRATIVE SERVICES DIVISION

MEMORANDUM

FOR : **ALVIN CARL C. FORTES**
Chief Administrative Officer
Financial Services Division

THROUGH : **CLARIZA L. JUCAY**
Administrative Officer V
Budget Section, Financial Services Division

FROM : **LAURO B. INOVERO**
Chief Administrative Officer
General Administrative Services Division

DATE : 13 December 2023

SUBJECT : Request for Certificate of Availability of Funds for the Renewal of Janitorial Services for FY 2024

In relation to the approved justification of renewal of Janitorial Services for the National Museum of the Philippines Central Offices and the Regional Area, Site Museums, and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2024. The undersigned respectfully request for a Certificate of Availability of Funds (CAF) in the amount of **Forty-One Million Seven Hundred Thirty-Seven Thousand One Hundred Five Pesos and Forty-Four Centavos (₱ 41,737,105.44)**, with breakdown as follows:

No.	Office	No. of Janitors	Amount
1	Central Office	100	28,885,968.00
2	RASMSO	60	12,851,137.44
	Total	160	41,737,105.44

Abovementioned renewal of contract is in accordance with Government Procurement Policy Board (GPPB) Resolution No. 06-2022 approving the Guidelines on the Renewal of Regular and Recurring Services.

Thank you.

LAURO B. INOVERO
Chief Administrative Officer

- Encl: 1. Approved Justification for the Renewal of 2023 Contracts for the Regular and Recurring Services;
2. 2024 Janitorial Computation;
3. GASD PPMP FY 2024 as per NEP

CC: NONE
GASD/INOVERO/jeg

CERTIFIED TRUE COPY
MELYNTE N. BALAYAT
Administrative Officer II



**PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES**

**GENERAL ADMINISTRATIVE SERVICES DIVISION
and
SECURITY MANAGEMENT SECTION OF THE OFFICE OF THE DIRECTOR-GENERAL**

MEMORANDUM

FOR : **JEREMY BARNS, CESO III**
Director-General

THRU : **ATTY. MA. ROSENNE M. FLORES-AVILA**
Deputy Director-General for Administration

FROM : **LAURO B. INOVERO**
Chief Administrative Officer, GASD

CHRISTOPHER G. BASILIO
Security Officer III, SMS - ODG

DATE : 17 November 2023

SUBJECT : **JUSTIFICATION FOR THE RENEWAL OF 2023 CONTRACTS FOR THE
REGULAR AND RECURRING SERVICES**

This is in reference to the 2023 Contracts for the Regular and Recurring Services between the National Museum of the Philippines and the following Service Providers for the Regular and Recurring Services to which the Regular and Recurring Services as defined under Department of Budget and Management National Budget Circular No. 570, s. 2017 as (i) janitorial services; (ii) security services; (iii) telecommunication requirements; (iv) supply of drinking water; and (v) rental of office space, venue, and equipment.

Regular and Recurring Services	Service Providers	Area of Assignments	Contract Period	End-User
Janitorial	EURO Janitorial Services Co.	NMP Complex and Regional Area Site Museums and Satellite Offices (RASMSOs)	1 April 2023 - 31 December 2023	General Administrative Services Division
Security	JSL Security Agency	NMP Complex and Regional Area Site Museums and Satellite Offices (RASMSOs) including the Kalinga Site Project	1 April 2023 - 31 December 2023	Security Management Section of the Office of the Director

These were procured and contracts were awarded thru Public/Competitive Bidding in accordance with Republic Act 9184 and its Implementing Rules and Regulations. Every year, the NMP thru its

Bids and Awards Committee (BAC) is conducting rigorous however, time-consuming procurement activities for the said Services. Fortunately, on 12 September 2022, the Government Procurement Policy Board (GPPB) issued Resolution No. 06-2022 approving the Guidelines on the Renewal of Regular and Recurring Services subject to the compliance of applicable conditions set forth under Section 3, Annex "A" of the above-mentioned Resolution. The renewal of the Contracts for Regular and Recurring Services, as listed above are by their nature deemed essential, indispensable or necessary to the day-to-day operations of the NMP. And these are procured repeatedly in the last three (3) years.

Relative to the proposed renewal of Regular and Recurring Services, it is determined that it is more advantageous, cost-effective, practical, and beneficial for the procuring entity compared to engaging in annual procurement. This is based on the assessment and evaluation carried out by the end-user unit representatives, which indicates that:

- a. Efficiency in procurement is attained as repetitive conduct of procurement or the occasions of failures of biddings are minimized;
- b. Securing of technical requirements (firearms licenses, ammunitions, service cars, motors etc.) and the costs and risks accompanying it will be significantly reduced or avoided;
- c. Delivery of timely services would not be hampered. Incurrence of additional cost will be lessened as the possibility of delay in the acquisition of the services is minimized;
- d. The commitment by the service provider to immediately deliver at short notice will translate to a more efficient means of supplying goods and services;
- e. Procuring entity will benefit from the fixed or lower price for the duration of the renewal;
- f. Call-Offs at the time of actual need will result in the optimum usage of the ABC; or
- g. The benefits and advantages of lean and just-in-time procurements are achieved.
- h. The cost computation of costs/fees incurred for renewal of contract as against the conduct of procurement reflects relatively advantageous for the NMP as indicated in the table below:

Cost-Benefit Analysis - Comparative Report			
Regular and Recurring Services	Conduct of Procurement	Renewal of Contract	Remarks
Janitorial	5,970,000.00	5,059,204.32	910,795.68 - Estimated savings administrative costs / fees
Security	78,992,456.65	77,741,186.84	1,251,269.81 Estimated savings cost of plans and other administrative fees

Furthermore, performance monitoring and evaluation tools were established and strictly implemented that provide how well the above-mentioned outsourced Service Providers are


Furthermore, performance monitoring and evaluation tools were established and strictly implemented that provide how well the above-mentioned outsourced Service Providers are performing to fulfill their functions. As a result, all the Service Providers have maintained and consistently showed a SATISFACTORY performance rating up to the third (3rd) quarter of 2023, the recent performance evaluation period. Details are provided in the Performance Rating Evaluation table below:

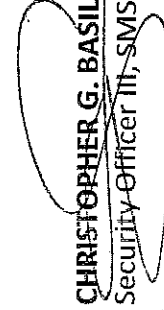
Performance Rating Evaluation			
Performance Criteria	General	Weight	
		Actual	Security Service
I. Conformity to the Technical Requirements	25	25	25
II. Timeliness in the Delivery of Services	25	25	25
III. Behavior of Personnel (Courteous, Professional and Knowledgeable)	20	18	18
IV. Response to Complaints	20	18	15
V. Compliance with Set Office Policies for Such Services	10	9	8
Performance Rating	100	95	91

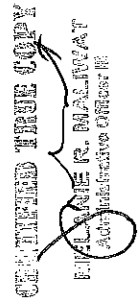
In view therefore, respective end-users of the above listed Regular and Recurring Services recommend the renewal of their contracts for one (1) year from 1 January 2024 to 31 December 2024, subject to the preparation and issuance of Contract Renewal through a Resolution to be facilitated by the Bids and Awards Committee (BAC).

For the Director-General's kind consideration and approval.

Thank you.


LAURO B. INOVERO
 Chief Administrative Officer, GASD

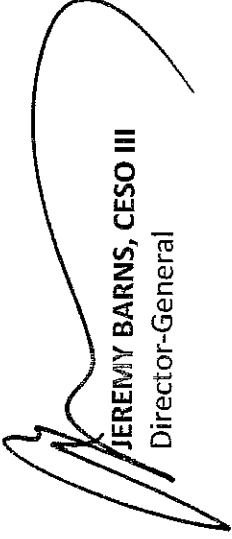

CHRISTOPHER G. BASILIO
 Security Officer III, SMS-ODG



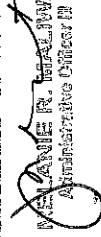
Recommending Approval:


ATTY. MA. ROSEANNE M. FLORES-AVILA
Deputy Director General for Administration

Approved by:


JEREMY BARNES, CESO III
Director-General

Encl: Annex A. -GPPB Resolution No. 06-2022
CC: NONE
GASD/ODG-SMS/INOVERO/BASILIO/jeg

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MELAINE R. GALAWAT
Administrative Officer II



**PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES**

PROJECT PROFILE

Document Reference No.	NMP-BAC-F-020
Effectivity Date:	30 June 2023
Version no.:	2023-000

work to be followed by the employees of the **Janitorial Service Provider**. Under justifiable circumstances such as but not limited to implementation of special, priority programs and projects wherein the janitorial support and services is necessary, the rendition of overtime services with pay (e.g. working beyond eight (8) hours regardless of regular work days, holidays, and/or falls on rest day) may be authorized subject to the prior approval of the Head of the Agency upon the request from the concerned office with details of the number of janitors needed, period covered—subject to the availability of funds.

QUALIFICATIONS OF THE JANITORIAL PERSONNEL:

JANITORIAL STAFF	*SUPERVISOR
Of good moral character and reputation, courteous, alert and without any criminal or police record	Of good moral character and reputation, courteous, alert and without any criminal or police record
Physically and mentally fit	Physically and mentally fit
At least high school graduate and with at least one (1) year experience as a janitor	At least high school graduate and with at least one (1) year experience as a janitor
	At least three (3) years of relevant supervisory experience

Note: *applicable only in NMP-Central Office

PERSONNEL REQUIREMENTS:

- For NMP Complex, the **Janitorial Service Provider** shall provide the Museum with One Hundred (100) Janitorial personnel including one (1) Janitorial Supervisor or Officer-In-Charge who shall act as well as Janitorial Inspector per NMP building or per area of assignment.
- For NMP Regional Area, Site Museum Satellite Office (RASMSO) and Kalinga Site Project, the **Janitorial Service Provider** shall provide the Museum with a total of Sixty (60) personnel. See Annex "A" for the distribution list.
- In case the **Museum** decides to request for an additional number of personnel from the **Janitorial Service Provider**, the monthly consideration specified in **Section IX** hereof shall be observed.
- The **Janitorial Service Provider's** employees shall at all times be in proper and clean uniform provided by the **Janitorial Service Provider**. For the purpose of easy identification, all janitors shall wear an ID with tag and only one type of uniform and color scheme shall be adopted.
- The **Janitorial Service Provider** agrees to submit itself, its representatives and all its workers under it to security and safety rules and other pertinent regulations of the **Museum**.
- The **Janitorial Service Provider** shall, upon representation by the **Museum**, replace any janitor:
 - Whose work performance, behaviour and attitude fails below standards of the **Museum**; or
 - Whose conduct is unsatisfactory or prejudicial to the best interest of the **Museum**.
- The **Janitorial Service Provider** shall provide the **Museum** a copy of the biodata of all janitors deployed to the **Museum**. Each biodata shall contain a recent photo as well as the specimen signature of the janitor.

OBLIGATIONS OF THE JANITORIAL SERVICE PROVIDER TO ITS EMPLOYEES:

GENERATED FROM THE COPY
 MAKALINE N. BALWAT
 Administrative Officer II



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NATIONAL MUSEUM OF THE PHILIPPINES**

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Aside from paying their employees the proper wages and benefits, the **Janitorial Service Provider** shall:

1. Provide each janitor with sets of proper uniforms and Company ID at the start of the contract period. The cost incurred must be disclosed to their janitorial staff and in staggered payment schedules;
2. Notify the janitors at the time of hiring as to the wages and working conditions under which they are employed, which shall include but not limited to the following:
 - a. The rate of wages payable;
 - b. The method of calculation of wages;
 - c. The periodicity of wage payment--the hour, day and place of payment;
 - d. Any increase or change with respect to any of the foregoing items during the existence of the contract.
3. Provide each janitor with a copy of the manual operations / company rules and regulations of the **Janitorial Service Provider** on the following:
 - a. Recruitment of personnel;
 - b. Salaries of personnel;
 - c. Attendance/leave credits;
 - d. Performance standards;
 - e. Sanctions for violation (s) of company rules and regulations;
 - f. Equipment and supplies; and
 - g. Duties / functions / responsibilities of personnel

The **Janitorial Service Provider** shall have primary and principal responsibility for the discipline of all its assigned janitors under its employment.

OBLIGATIONS AND RESPONSIBILITIES OF JANITORIAL SERVICE PROVIDER:

1. The **Janitorial Service Provider** assumes full responsibility for the faithful and complete performance by the Janitorial Staff of all their duties.
2. The **Janitorial Service Provider** shall ensure and guarantee that its Janitorial Staff shall familiarize themselves with Museum officers and personnel and at all times accord them the highest respect and courtesy.
3. The **Janitorial Service Provider** hereby guarantees that all janitorial staff shall follow all regulations, policies, and plans of the Museum to continuously improve their performance, efficiency, discipline, fitness and preparedness, and warrants that all janitorial staff shall observe the highest courtesy and respect towards all officials and employees of the Museum including authorized visitors in the execution of their duties.
4. The **Museum** shall reserve the right to request for an additional number of staff and the **Janitorial Service Provider** shall provide immediately or within three (3) days from the receipt of the request.
5. The **Janitorial Service Provider** shall diligently and faithfully serve the best interests and benefits of Museum in rendering its services and shall not, during the period of the contract or at any time thereafter, use or disclose to any unauthorized person, firm or entity, any classified information concerning the business affairs of the Museum which any member of the janitorial staff of the Agency may have acquired by reasons of such contractual relationship.
6. The **Janitorial Service Provider** hereby guarantees that the salaries of Janitorial Staff detailed with the Museum shall be paid the regular working hours not later than the 20th day of the month and 5th day of the succeeding month. Any repetitive or unjustified delays in the



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payment of the salaries attributable to the Agency, or if the janitorial staff are not paid the exact amount due to them as reflected in the payroll, shall be sufficient ground for the Museum to terminate the Service Contract.

- The **Janitorial Service Provider** shall guarantee that SSS premiums, State Insurance/ECC, PhilHealth, Pag-ibig and others, both employee and employer's shares are all remitted properly and on time to the concerned agencies and any unjustified delay or non-remittance of these amounts shall be sufficient ground for the Museum to terminate the contract with the Agency and to withhold any monetary due or about to due to the Agency.
- Janitorial Service Provider's** Janitorial Staff shall be under the supervision and control of the Agency with respect to deployment, work shifts and execution of janitorial services. For this purpose, the **Janitorial Service Provider** shall designate a supervisor for each building of the Museum who will coordinate with the Museum's authorized Janitorial Supervisor or Janitorial Inspector. For monitoring the attendance of individual janitorial staff, **Janitorial Service Provider** shall ensure its accessibility and availability whenever required by the Museum.
- The **Janitorial Service Provider** shall provide relievers, who meet the criteria set by the Museum and whose services shall be made available whenever assigned regular janitorial staff are absent or indisposed. The relievers shall also render service whenever additional janitors are required by the Museum.
- The **Janitorial Service Provider** shall ensure its Janitorial Staff to report to work with appropriate uniforms (head to feet including utility belt and similar items) duly approved by the Museum. Aside from the uniform, the Museum may require the janitors to wear an access pass or individual identification card.
- The **Janitorial Service Provider** shall not allow any Janitorial Staff to work for more than twelve (12) hours/shift within the 24-hour period except in cases of emergencies/unforeseen circumstances, calamities and the like.
- The **Janitorial Service Provider** shall provide physically and mentally fit Janitorial Staff of good moral character and reputation, courteous, alert and without criminal or police records and must have passed a drug test administered by a duly licensed testing agency.
- The **Janitorial Service Provider** shall ensure its Janitorial staff of sufficient protective and safety devices such as Personal Protective Equipment or PPE (e.g. gloves, facemask, face shields, boots and other similar items appropriate to safeguard their staff to hazardous conditions that may arise). And these shall bear no cost to the **NMP**.
- The **Janitorial Service Provider** must be compliant to prevailing DOLE Department Order and to other issuances from other governing agencies such as but not limited to Wage Order adjustments, safety and health standards.

JANITORIAL SERVICES REQUIREMENTS:

The winning bidder is expected to maintain a very satisfactory level of performance throughout the term of the contract based on the performance criteria which shall include, among others (i) high standard of professionalism (ii) quality of service delivered; (iii) time management; (iv) management and sustainability of personnel; (v) contract administration and management; and (vi) provision of regular progress reports on the status of **Museum's** premises in terms of janitorial services in accordance with the housekeeping plan.

To achieve these, the prospective bidder shall meet and provide the following janitorial services requirements set by the **Museum**:

- Track Record

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MELANIE P. WALIWAT
Administrative Officer II

This document contains information of the National Museum of the Philippines.

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In the best interest of the **Museum**, the **Janitorial Service Provider** should present a certification for the following particulars:

- a. For the last five (5) years, a continuous janitorial service experience to a:
 - i. museum and galleries or similar institution that exhibits or displays collections as to what the **Museum** has in its display;
 - ii. landscaping and grounds maintenance of sites and areas with cultural and/or historical significance.
- b. Janitorial Service performance satisfaction rating at the minimum of Very Satisfactory issued by at least three (3) Government Agency/Agencies, proper Corporation and/or Foundation to where their contract is rendered or still ongoing—for the past three (3) years; and,
- c. An award in recognition of the **Janitorial Service Provider's** extended support, aid and/or involvement to the activities such as but not limited to the unforeseeable, unplanned events, special programs/activities, force majeure, fortuitous circumstances which provides significant contribution in achieving the expected output of the Organization—issued by the Government Agency/Agencies, proper Corporation and/or Foundation to where their contract is rendered or still ongoing—given within the last 3 years.

2. Organizational Structure

- a. The **Janitorial Service Provider** should submit its detailed organizational chart which should indicate an established Organizational Structure to show its capability to undertake the Project; clearly identified lines to authority and responsibility and the specific division dedicated to each of the needed service which is manned by full-time employee;
- b. The **Janitorial Service Provider** shall exercise Fair Labor Practice: hence, the salaries of all his personnel must be in accordance with the rates/policies prescribed by the Department of Labor and Employment (DOLE) and all applicable labor laws. Thus, all personnel must also be provided social security and other government-mandated benefits; and,
- c. To abide with the requirements of the **Museum** in accordance with reasonable standards of performance.

3. Personnel

- a. All personnel must report to work with identification cards, uniforms and other paraphernalia and protective gears (if applicable);
- b. For the benefit and safety of the Museum's employees, visitors, its stakeholders and the public, all janitorial personnel to be assigned in **Museum** must be fully vaccinated against COVID-19, if necessary, be tested against COVID-19 and other novel diseases at the expense of the **Janitorial Service Provider**; and,
- c. The **Janitorial Service Provider** shall at all times, during the terms of the Contract, maintain in its employ the following required personnel with the appropriate qualifications to ensure that the services are being carried out properly and efficiently.

4. Others

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MELANIE N. MALIWAY
Administrative Officer

This document contains information of the National Museum of the Philippines.

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**PAMBANSANG MUSEONG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES**

PROJECT PROFILE

Document Reference No.	NMP-BAC-F-020
Effectivity Date:	30 June 2023
Version no.:	2023-000

- a. Clearance or Certification of No Pending Labor Cases issued by the Department of Labor and Employment (DOLE);
- b. Housekeeping plan based on personnel deployment from 7am – 6pm on 8-hour basis;
- c. Resources
 - i. Quantity and kind of equipment and supplies available
 - ii. Total number of janitors and supervisors
- d. Provision of additional janitorial supplies, equipment and materials beyond the list of requirements set by the NMP is an advantage;
- e. Housekeeping plan; and,
- f. Company Manual of Operations to include disciplinary measures

SOURCE OF FUND: General Fund

APPROVED BUDGET FOR CONTRACT: Forty-One Million Seven Hundred Thirty-Seven Thousand One Hundred Five Pesos and Forty-Four Centavos (P 41,737,105.44)

COMPLETION TIME: One (1) year

The contact duration shall take effect on 1 January 2024 and shall continue to be in full force and effect until 31 December 2024, subject to a regular performance rating by the **Museum**. The **Museum** has the right to terminate the contract pursuant to **PRE-TERMINATION CLAUSE** of this Technical Specifications or any kind of breach of contract.

TERMS OF PAYMENT:

1. The **Museum** shall pay the **Janitorial Service Provider** based on the latter's actual services rendered, taking into consideration the actual number of Janitorial Staff, their actual tour of duty and respective compensations per month. It is understood that the Agency's billings include all the statutory compensation and benefits due to its Janitorial Staff.
2. Claims for payment submitted by the **Janitorial Service Provider** shall be supported by a properly accomplished payroll showing the gross amount earned, deductions and the net amounts payable to the Janitorial Staff and properly signed daily time records. The number of Janitorial Staff considered for billing purposes shall not exceed those listed in the duly approved deployment roster covering the billing period.
3. The **Janitorial Service Provider** hereby binds itself to pay its employees assigned in accordance with the provisions of the pertinent laws and/or other legal issuances governing janitorial services.
4. The **Janitorial Service Provider** shall solely be responsible for the payment of all indemnities to its janitors, which may arise under existing laws and shall comply with the provisions of all other Philippine laws relative to its employees. For information purposes, the Agency shall, every end of the month, submit to Museum reports and/or information concerning illness and/or accidents occurring or befalling its employees assigned to the Museum. If the Museum becomes liable to any employee of the Agency under the provisions of any law resulting from the Agency's failure to comply with said law, the Agency shall reimburse the Museum for all payments made to said employee, including the cost of suit as the case may be.

Deductions made from the salaries of janitors plus the corresponding employer's (**Janitorial Service Provider**) share of SSS, Philhealth and PAG-IBIG shall be remitted to the respective offices on a monthly

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MELANIE R. MALAWAT
 Administrative Officer III



**PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES**

PROJECT PROFILE

Document Reference No.	NMP-BAC-F-020
Effectivity Date:	30 June 2023
Version no.:	2023-000

basis. Proof of said remittances shall be a requirement for payment of **Janitorial Service Provider's** claim and shall be attached to the statement of account for the 1st fifteen (15) days of each ensuing month.

The **Museum** reserves the right to verify the actual wages being paid to the janitors. All payments under this contract shall be subject to the usual accounting and auditing rules of the government.

WARRANTY: The Contractor shall provide **One (1) year** warranty reckoned from the date of completion and acceptance. Form of warranty shall be as specified in Section 62.1 of the IRR of R.A. 9184, the Government Procurement Reform Act and its Implementing Rules and Regulations.

CONTRACTOR'S ELIGIBILITY: The Contractor is required to submit at least **One (1) similar contract/s** awarded and completed from Y2018 up to present with an amount of at least Fifty Percent (50%) of the Approved Budget for the Contract (ABC).

LIQUIDATED DAMAGES: When the contractor fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the contractor shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.

PRE-TERMINATION CLAUSE:

The contract is effective on the date indicated in the NTP and shall remain in full force for **ONE YEAR** or until terminated by either party (NMP or Contractor) upon prior written notice by either party. Termination process shall follow the prescribed procedure under IRR-A R.A. 9184.

The NMP reserves the right to pre-terminate the contract by serving written notice on the Contractor. If the Contractor does not appeal or seek reconsideration of the decision to pre-terminate within Fifteen (15) calendar days from receipt of the notice, the contract is deemed terminated. The grounds for the termination of the contract by the NMP include but not limited to the following:

1. Violation(s) of any of the terms and conditions of the Contract;
2. When the **Janitorial Service Provider's** Janitorial Staff has wilfully and intentionally or through negligence caused the death of, or has inflicted serious physical injury on any person or any **Museum** personnel inside **Museum** premises while on official duty.
3. When the **Janitorial Service Provider's** Janitorial Staff has wilfully and intentionally or through negligence caused irreparable damage to the prestige or any vital interest of the **Museum**, great destruction of **Museum** properties and equipment, or great economic loss by personal participation or non-performance of his duties and responsibilities.
4. When the **Janitorial Service Provider** has violated other obligations required under its Contract with the **Museum** and refused to comply and/or remedy the violation within the reasonable period given by the **Museum**.
5. When the **Janitorial Service Provider** fails to pay the salaries of any janitorial staff in accordance with the Contract for two consecutive billing periods without just cause.
6. When upon the result of the audit findings, **Museum** finds the **Janitorial Service Provider** resorting to unauthorized illegal, involuntary and unreasonable deductions resulting in a short

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MELAINIE R. MACABUAT
 Administrative Officer II

This document contains information of the National Museum of the Philippines.

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**PAMBANSANG MUSEONG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES**

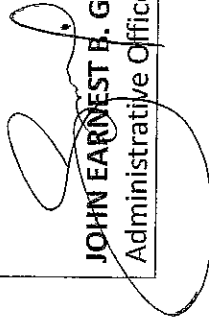
PERFORMANCE PROFILE

Document Reference No.	NMP-BAC-F-020
Effectivity Date:	30 June 2023
Version no.:	2023-000


and underpayment of salaries of janitorial staff thereby affecting their state of morale and efficiency.

7. When the **Museum** finds the **Janitorial Service Provider** to have failed in their obligation to any of its janitorial staff based on the Agency's Contract with **Museum**, thus, affecting the state of morale and efficiency of the entire force.
8. The **Museum**, as its interest may require, shall have the right to cancel or terminate the Award of the Contract when the **Janitorial Service Provider**, upon written notice, fails to
 - Present physically to the **Museum** all the devices and equipment requirements, including the list of names of Janitorial Staff to be posted; and/or
 - Provide the performance security as required within the reasonable period prescribed by the **Museum**.
9. Any other act or omission by the Contractor which is detrimental or prejudicial to the interest of the NMP, its employee(s), or the public.

Prepared by:


JOHN EARNEST B. GARCIA
Administrative Officer IV, GASD

Approved by:


LAURO B. INOVERO
Chief Administrative Officer

00155

OBLIGATION REQUEST AND STATUS
NATIONAL MUSEUM

Entity Name

Serial No. : 020101910 / here 10/19/2024
Date : 24 JAN 2024
Fund Cluster : 01

Payee **EURO JANITORIAL SERVICES & CO.**
Office Address 435 Callejon H.S. Del Rosario St., Gagalangin Tondo, Manila

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
GASD	Renewal of the Contract for the Janitorial Services for the National Museum of the Philippines (NMP) Complex, Regional Area Site Museum and Satellite Offices (RASMSO), and Kalinga Site Project for Fiscal Year 2024, attached are the supporting documents hereunto. PR 2023 12 0946 FN 2023 12 0947	1000 10000	5024200000	37839,000.00
		3010 10000		2493,000.00
	TOTAL :	3020 10000		1,445,705.44
				P 41,737,105.44

A. Certified: Charges to appropriation/allotment necessary, lawful, and under my direct supervision; and supporting documents valid, proper and legal

B. Certified: Allotment available and obligated for the purpose/ adjustment necessary as indicated above.

Signature: _____
Printed Name: **LAURO B. INOVERO**
Position: Chief Administrative Officer
GASD
Head, Requesting Office/Authorized Representative

Date: _____

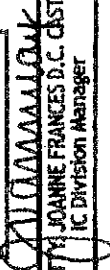
Signature: _____
Printed Name: **CLARIZA L. JUCAY**
Position: Administrative Officer V, Budget Section, Financial Services Division
Head, Budget Unit/Authorized Representative

Date: _____

Date	Particulars	ORS/JEV/Check/ ADA/TRA No.	STATUS OF OBLIGATION		
			Obligation (a)	Payable (b)	Payment (c)
Reference			Amount		
			Not Yet Due (a-b)	Balance Due and (b-c)	

CERTIFIED TRUE / PHOTO COPY
LICENSING DIVISION
INSURANCE COMMISSION

NOV 23 2023


By: ATTY. JOANNE FRANCES D.C. CASTRO
LIC Division Manager



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Pananalapi
Department of Finance
INSURANCE COMMISSION

Big. 2022/22-R
(No.) 2022/22-R

ITO AY PATUNAY na ang
This is to certify that

WESTERN GUARANTY CORPORATION
NG LUNGSOD NG MAYNILA, FILIPINAS

na isang
a

pang DI-BOHAY
NOV-LIFE

(FIRE, MARINE, CASUALTY & SURETY) except Customs Bonds

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang itinakda ng batas
insurance company, has complied with all requirements of law.

ng Pilipinas katugray sa gayong iriga kompanya ng seguro, kung kaya pinagkakalooban
of the Philippines relative to such insurance companies, and it is hereby granted

nitong **KATIBAYAN NG PAKAMAYKAPAGYARIHAN** upang makipagnegosyo ng
this **CERTIFICATE OF AUTHORITY** to transact

uri ng seguro na itinakda sa itaas hanggang ikalabingdalawa ng batinggabi, ng ikatatampu't isang
the class of insurance business above set forth until twelve o'clock, midnight, on the thirty-first
araw ng Disyembre, taong dalawang libo't dalawampung't apat
day of December 2024

maliban kung agad na bawitin o piglitan ng may makatuwirang dahilan.
unless sooner revoked or suspended for cause.)



Bilang **KATULAYAN NITO**, inilagda ko ang aking pangalan
As **WITNESS WHEREOF**, I have hereunto subscribed my name

at ikiniwal ang Opisyal na Tatak ng aking Tanggapan
and caused my Official Seal to be affixed.

sa Lungsod ng Maynila, Pilipinas. Ito ay may bisa
at the City of Manila, Philippines. This business

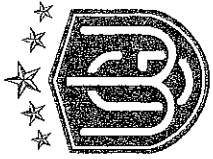
simula ika-isa ng Enero 2022.
effective on 1 January 2022.)

DENNIS B. FUINA
Insurance Commissioner

* AO No 46 issued on
November 10, 1987

Date Issued:

NOV 17 2023



WESTERN GUARANTY CORPORATION

11th Floor, ETY Building, 484 Quintin Paredes Street, Binondo, Manila
Tel. No. +632 82417401 Fax No. +632 82421183
Email: customercare@westernguaranty.ph Website: www.westernguaranty.ph

ACKNOWLEDGMENT

OIC Bond No. G(13) 034846

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



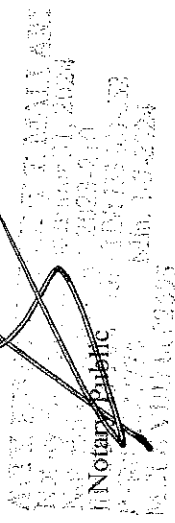
Before me, this JANUARY 17, 2024, personally appeared:

NAME MS. MENITA ARIVAN Valid Gov't Issued ID _____ Date/Place Issued/Expiry Date _____

MS. MENITA ARIVAN
and JOHNSON M. KWAN with SSS ID No. 03-1400448-8 as Vice-President of the WESTERN GUARANTY CORPORATION with Corporate Tax Certificate No. C & C-1 00530800 issued at Manila Philippines on JAN. 4, 2024, who executed the same as their free and voluntary act and deed of the company which they represent for the use and purposes therein mentioned.

WITNESS MY HAND AND SEAL on the day and year first above written.

Doc. No. 496
Page No. 77
Book No. III
Series of 2024



AFFIDAVIT OF JUSTIFICATION

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

JOHNSON M. KWAN - Vice - President of the WESTERN GUARANTY CORPORATION, having been duly sworn to in accordance with law, states and deposes: That the said WESTERN GUARANTY CORPORATION is a non-life insurance corporation duly organized and existing under the laws of the Philippines, with principal office at Manila and is duly authorized to become a surety upon official recognizances, stipulations, bonds and undertakings by virtue of Administrative Order No. 46 (dated November 10, 1987) and that it is actually worth the amount specified in the foregoing undertaking to wit: TWELVE MILLION FIVE HUNDRED TWENTY ONE THOUSAND ONE HUNDRED THIRTY ONE & 63/100 (P 12,521,131.63), Philippine Currency, over and above all just debts obligations and property exempt from execution.

WESTERN GUARANTY CORPORATION
(SURETY)

BY:

JOHNSON M. KWAN

Vice President - Underwriting



SUBSCRIBED AND SWORN to before me this JANUARY 17, 2024 in CITY OF MANILA, Philippines. Affiant exhibited to me his valid government issued ID and that of the Corporation above described.

Doc. No. 497
Page No. 77
Book No. III
Series of 2024



NMP-BAC
CERTIFIED TRUE COPY



WESTERN GUARANTY CORPORATION

11th Floor, ETY Building, 484 Quinin Paredes Street, Binondo, Manila
Tel. No. +632 82417401 Fax No. +632 82421183

Email: customercare@westernguaranty.ph Website: www.westernguaranty.ph

Premium : PHP
Doc. Stamps :
EVAT :
Local Tax :
TOTAL : PHP

OIC Bond No. G(13) 034846

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, EURO JANITORIAL SERVICES & CO. of 435 CALLEJON H.S. DEL ROSARIO ST., GAGALANGIN, TONDO, MANILA as PRINCIPAL, and WESTERN GUARANTY CORPORATION, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines as Surety, are held and firmly bound unto NATIONAL MUSEUM OF THE PHILIPPINES in the sum of PESOS: TWELVE MILLION FIVE HUNDRED TWENTY ONE THOUSAND ONE HUNDRED THIRTY ONE & 63/100 (Php 12,521,131.63), Philippine Currency, for the payment of which sum, well and truly to be made, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents:

The conditions of the obligation are as follows:

WHEREAS, THE ABOVE-BOUNDEN PRINCIPAL HAS ENTERED INTO A CONTRACT WITH THE HEREIN OBLIGEE AND HAS BEEN REQUIRED TO POST THIS BOND TO GUARANTEE THE FULL AND FAITHFUL PERFORMANCE OF THE PRINCIPAL IN CONNECTION FOR THE JANITORIAL SERVICE FOR THE NIMP CENTRAL OFFICES AND THE REGIONAL AREA, SITE MUSEUMS AND SATELLITE OFFICES (RASMSO) AND THE KALINGA SITE PROJECT FOR FY 2024.

THIS BOND IS CALLABLE ON DEMAND IN ACCORDANCE WITH THE IRR OF R.A. 9184 AS AMENDED.

PROVIDED, HOWEVER, THAT THE LIABILITY OF THE SURETY COMPANY UNDER THIS BOND SHALL IN NO CASE EXCEED THE AMOUNT IN PESOS: TWELVE MILLION FIVE HUNDRED TWENTY ONE THOUSAND ONE HUNDRED THIRTY ONE & 63/100 PESOS ONLY (P12,521,131.63) PHILIPPINE CURRENCY.

WHEREAS, said OBLIGEE requires said Principal to give a good and sufficient bond in the above stated sum to secure the full and faithful performance on his/their part of said above undertaking.

The liability of WESTERN GUARANTY CORPORATION, under this bond shall expire on DECEMBER 31, 2024, and the Surety does not assume responsibility for any liability incurred or created after said date; notice of claims against the SURETY must be given the SURETY in writing not later than FIFTEEN (15) days from said expiry date and any action against the Surety under this Bond must be filed within one (1) year from the date the cause of action accrues, and failure to do so shall release the SURETY from all liabilities under this bond and shall be a bar to any action against it.

IN WITNESS WHEREOF, we have set our hands and signed our names this 17TH day of JANUARY 2024, in the City of Manila, Philippines.

EURO JANITORIAL SERVICES & CO.

BY: _____
Principal

MS. WENITA ARIVAN
GENERAL MANAGER

WESTERN GUARANTY CORPORATION
(SURETY)

BY: _____
JOHNSON M. KWAN
VICE PRESIDENT UNDERWRITING THE COPY

SIGNED IN THE PRESENCE OF:
ALLAN KELENTE

MARY JANE MACABALLUG

VALID FOR GOVT PROJECT ONLY



WESTERN GUARANTY CORPORATION

11th Floor, ETY Building, 484 Quinitin Paredes Street, Binondo, Manila
Tel. No. +632 82417401 Fax No. +632 82421183

Email: customer@westernguaranty.ph Website: www.westernguaranty.ph

Premium : PHP
Doc. Stamps :
EVAT :
Local Tax :
TOTAL : PHP

OIC Bond No. G(13) 034846

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, EURO JANITORIAL SERVICES & CO. of 435 CALERON H.S. DEL ROSARIO ST. GAGALANGM. TOROJO, MANILA as PRINCIPAL, and WESTERN GUARANTY CORPORATION, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines as Surety, are held and firmly bound unto NATIONAL MUSEUM OF THE PHILIPPINES in the sum of PESOS: TWELVE MILLION FIVE HUNDRED TWENTY ONE THOUSAND ONE HUNDRED THIRTY ONE & 63/100 (Php 12,521,131.63), Philippine Currency, for the payment of which sum, well and truly to be made, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents:

The conditions of the obligation are as follows:

WHEREAS, THE ABOVE BOUNDEN PRINCIPAL HAS ENTERED INTO A CONTRACT WITH THE HEREIN OBLIGEE AND HAS BEEN REQUIRED TO POST THIS BOND TO GUARANTEE THE FULL AND FAITHFUL PERFORMANCE OF THE PRINCIPAL IN CONNECTION FOR THE JANITORIAL SERVICE FOR THE NMP CENTRAL OFFICES AND THE REGIONAL AREA, SITE MUSEUMS AND SATELLITE OFFICES (RANSON) AND THE KALINGA SITE PROJECT FOR FY 2024.

THIS BOND IS CALLABLE ON DEMAND IN ACCORDANCE WITH THE IRR OF R.A. 9184 AS AMENDED.

PROVIDED, HOWEVER, THAT THE LIABILITY OF THE SURETY COMPANY UNDER THIS BOND SHALL IN NO CASE EXCEED THE AMOUNT IN PESOS: TWELVE MILLION FIVE HUNDRED TWENTY ONE THOUSAND ONE HUNDRED THIRTY ONE & 63/100 PESOS ONLY (P12,521,131.63) PHILIPPINE CURRENCY.

WHEREAS, said

OBLIGEE

Principal to give a good and sufficient bond in the above stated sum to secure the full and faithful performance on his/their part of said above undertaking.

The liability of WESTERN GUARANTY CORPORATION, under this bond shall expire on DECEMBER 31, 2024, and the Surety does not assume responsibility for any liability incurred or created after said date; notice of claims against the SURETY must be given the SURETY in writing not later than FIFTEEN (15) days from said expiry date and any action against the Surety under this Bond must be filed within one (1) year from the date the cause of action accrues, and failure to do so shall release the SURETY from all liabilities under this bond and shall be a bar to any action against it.

IN WITNESS WHEREOF, we have set our hands and signed our names this 12 day of JANUARY 2024, in the City of Manila, Philippines.

SIGNED IN THE PRESENCE OF:

ALLAN RELENTE

EURO JANITORIAL SERVICES & CO.

BY:
Principal

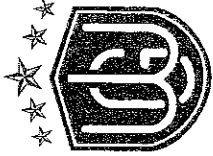
MRS. NENIA ARIVAN
GENERAL MANAGER

WESTERN GUARANTY CORPORATION
(SURETY)

BY:
MARY JANE MACABAILOG

NMP-BAC
JOHNSON M. KWAN
VICE PRESIDENT - UNDERWRITING
CERTIFIED TRUE COPY

VALID FOR GOVT PROJECT ONLY



WESTERN GUARANTY CORPORATION

11th Floor, ETY Building, 484 Quintin Paredes Street, Binondo, Manila

Tel. No. +632 82417401 Fax No. +632 82421183

Email: customercare@westernguaranty.ph Website: www.westernguaranty.ph

ACKNOWLEDGMENT

OIC Bond No. G(13) 034846

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



Before me, this JANUARY 17, 2024, personally appeared:

NAME _____ Valid Gov't Issued ID _____ Date/Place Issued/Expiry Date _____

MS. NENTA ARIVAN

and **JOHNSON M. KWAN** with **SSS ID No. 03-1400448-8** as **Vice-President** of the **WESTERN GUARANTY CORPORATION** with **Corporate Tax Certificate No. C & C-1 00530800** issued at Manila Philippines on JAN. 4, 2024, who executed the same as their free and voluntary act and deed of the company which they represent for the use and purposes therein mentioned.

WITNESS MY HAND AND SEAL on the day and year first above written.

Doc. No. 496
Page No. 77
Book No. III
Series of 2024

ATTY. NENTA ARIVAN
Notary Public
1348 P. DEL ROSARIO ST. BINONDO, MANILA
P. TEL. 82417401
F. TEL. 82421183
M. TEL. 09175588888

AFFIDAVIT OF JUSTIFICATION

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

JOHNSON M. KWAN - Vice - President of the **WESTERN GUARANTY CORPORATION**, having been duly sworn to in accordance with law, states and deposes: That the said **WESTERN GUARANTY CORPORATION** is a non-life insurance corporation duly organized and existing under the laws of the Philippines, with principal office at Manila and is duly authorized to become a surety upon official recognizances, stipulations, bonds and undertakings by virtue of Administrative Order No. 46 (dated November 10, 1987) and that it is actually worth the amount specified in the foregoing undertaking to wit: TWELVE MILLION FIVE HUNDRED TWENTY ONE THOUSAND ONE HUNDRED THIRTY ONE & 63/100 (P 12,521,131.63), Philippine Currency, over and above all just debts obligations and property exempt from execution.

WESTERN GUARANTY CORPORATION
(SURETY)

BY:

JOHNSON M. KWAN

Vice President - Underwriting



SUBSCRIBED AND SWORN to before me this JANUARY 17, 2024 in CITY OF MANILA, Philippines. Affiant exhibited to me his valid government issued ID and that of the Corporation above described.

Doc. No. 497
Page No. 77
Book No. III
Series of 2024

ATTY. NENTA ARIVAN
Notary Public
1348 P. DEL ROSARIO ST. BINONDO, MANILA
P. TEL. 82417401
F. TEL. 82421183
M. TEL. 09175588888

Notary Public





**PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES**

BIDS AND AWARDS COMMITTEE

NOTICE OF RENEWAL

December 28, 2023

MRS. NENITA G. ARIVAN
Authorized Representative
EURO JANITORIAL SERVICES & CO.
435 Callejon H.S. Del Rosario St.
Gagalangin, Tondo, Manila

Dear Mrs Arivan:

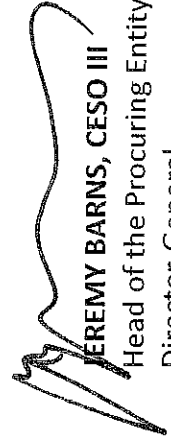
We are pleased to inform you that the contract for the **Janitorial Service for the NMP Central Offices and the Regional Area, site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2024** is hereby renewed in the amount indicated below in accordance with the Guidelines on Renewal of Regular and Recurring Services provided under 2016 revised Implementing Rules and Regulations of republic Act no. 9184.

Central Office	Twenty-Eight Million Eight Hundred Eighty-Five Thousand Nine Hundred Sixty-Eight Pesos (Php 28,885,968.00)
RASMSO	Twelve Million Eight Hundred Fifty-One Thousand One Hundred Thirty-Seven Pesos and Forty-Four Centavos (Php 12,851,137.44)

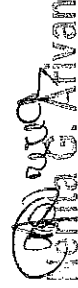
You are hereby required to provide within ten (10) calendar days from the receipt of this Notice of Renewal the performance security in the form and amount not less than the required percentage of the total contract price allowed in accordance with Section 39 of the 2016 revised IRR RA No. 9184.

We appreciate your interest in renewing the contract for the above-mentioned project and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,


JEREMY BARNES, CESO III
 Head of the Procuring Entity
 Director-General

Received By:


Nenita G. Arivan

(Signature above printed name)

(Date and Time of Receipt)


PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BIDS AND AWARDS COMMITTEE

NOTICE OF RENEWAL

December 28, 2023

MRS. NENITA G. ARIVAN
Authorized Representative
EURO JANITORIAL SERVICES & CO.
435 Callejon H.S. Del Rosario St.
Gagalangin, Tondo, Manila

Dear Mrs Arivan:

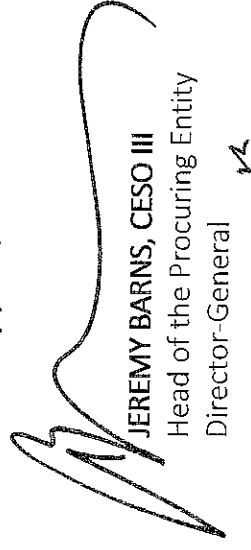
We are pleased to inform you that the contract for the Janitorial Service for the **NMP Central Offices and the Regional Area, site Museums and Satellite Offices (RASMSO)** and the **Kalinga Site Project for FY 2024** is hereby renewed in the amount indicated below in accordance with the Guidelines on Renewal of Regular and Recurring Services provided under 2016 revised Implementing Rules and Regulations of republic Act no. 9184.

Central Office	Twenty-Eight Million Eight Hundred Eighty-Five Thousand Nine Hundred Sixty-Eight Pesos (Php 28,885,968.00)
RASMSO	Twelve Million Eight Hundred Fifty-One Thousand One Hundred Thirty-Seven Pesos and Forty-Four Centavos (Php 12,851,137.44)

You are hereby required to provide within ten (10) calendar days from the receipt of this Notice of Renewal the performance security in the form and amount not less than the required percentage of the total contract price allowed in accordance with Section 39 of the 2016 revised IRR RA No. 9184.

We appreciate your interest in renewing the contract for the above-mentioned project and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,


JEREMY BARNES, CESO III
Head of the Procuring Entity
Director-General

Received By:


Nenita G. Arivan

(Signature above printed name)

(Date and Time of Receipt)


PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES
BIDS AND AWARDS COMMITTEE

NOTICE OF RENEWAL

December 28, 2023

MRS. NENITA G. ARIVAN
Authorized Representative
EURO JANITORIAL SERVICES & CO.
435 Callejon H.S. Del Rosario St.
Gagalangin, Tondo, Manila

Dear Mrs Arivan:

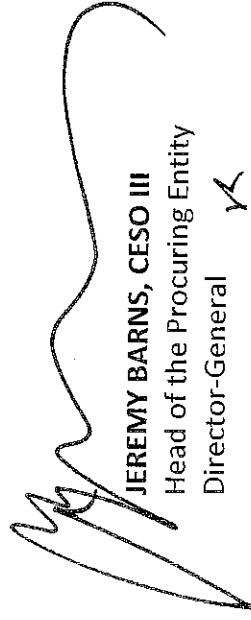

We are pleased to inform you that the contract for the **Janitorial Service for the NMP Central Offices and the Regional Area, site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2024** is hereby renewed in the amount indicated below in accordance with the Guidelines on Renewal of Regular and Recurring Services provided under 2016 revised Implementing Rules and Regulations of republic Act no. 9184.

Central Office	Twenty-Eight Million Eight Hundred Eighty-Five Thousand Nine Hundred Sixty-Eight Pesos (Php 28,885,968.00)
RASMSO	Twelve Million Eight Hundred Fifty-One Thousand One Hundred Thirty-Seven Pesos and Forty-Four Centavos (Php 12,851,137.44)

You are hereby required to provide within ten (10) calendar days from the receipt of this Notice of Renewal the performance security in the form and amount not less than the required percentage of the total contract price allowed in accordance with Section 39 of the 2016 revised IRR RA No. 9184.

We appreciate your interest in renewing the contract for the above-mentioned project and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,


JEREMY BARNES, CESO III
Head of the Procuring Entity
Director-General 

Received By:


Nenita G. Arivan

(Signature above printed name)

DATE

(Date and Time of Receipt)



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

RESOLUTION NO. 2023 - 76

**RECOMMENDING THE RENEWAL OF CONTRACT FOR JANITORIAL SERVICES FOR 1 (ONE) YEAR
FROM JANUARY 1 TO DECEMBER 31, 2024**

WHEREAS, the National Museum of the Philippines (NMP) entered into a contract with **EURO JANITORIAL SERVICES & COMPANY**, providing janitorial services for FY 2023;

WHEREAS, the NMP intends to renew the contract of **EURO JANITORIAL SERVICES & COMPANY** for the project mentioned above;

WHEREAS, pursuant to Appendix 37 (Guidelines on Renewal of Regular and Recurring Services) of the updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184, the following conditions for Contract Renewal must be complied with:

- 3.1 The renewal shall cover Procurement Projects that are regular and recurring. For this purpose, Regular and Recurring Services refer to those:
 - a. defined under Department of Budget and Management National Budget Circular No. 570, s. 2017 and other issuances that may be issued for the purpose, such as (i) janitorial services; (ii) security services; (iii) telecommunication requirements; (iv) supply of drinking water; and (v) rental of office space, venue, and equipment;
 - b. which by their nature are deemed essential, indispensable, or necessary to the day-to-day operations of the Procuring Entity (PE); or
 - c. procured repeatedly by the PE in the last three (3) years;
- 3.2 The original contract covering the Regular and Recurring Services was awarded in accordance with the Republic Act (RA) No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR), and other associated issuances;
- 3.3 A Cost-Benefit Analysis (CBA) undertaken by the End-User to show the comparative advantage of renewal over the conduct of another procurement;
- 3.4 A performance evaluation conducted by the End-User showing Satisfactory performance by the service provider and submission of updated documentary requirements and performance security by the service provider;
- 3.5 The duration for each renewal contract shall not exceed one (1) year; however, the total combined period covering the original contract, renewal contract/s and contract extension/s, if applicable, shall not exceed three (3) years;
- 3.6 The service provider must not be a Blacklisted Entity at the time of the conduct of the performance evaluation until the signing of the renewal contract; and
- 3.7 Funds are available for the renewal of contracts in accordance with existing budgeting, accounting and auditing rules

WHEREAS, based on the foregoing, the Agency have met all the conditions stated; viz:

1. The Contract of janitorial services is one among those considered as regular and necessary services which are deemed essential, indispensable, or necessary for the day-today operations of the NMP, and procured repeatedly by the NMP in the last three (3) years;
2. The original contract of services dated February 23, 2023 was awarded in accordance with the RA 9184 and its 2016 revised IRR, and other issuances (Annex "A");
3. The Cost-Benefit Analysis (CBA) shows the comparative advantage of renewal over the conduct of another procurement (Annex "B");
4. The Performance Evaluation of the janitorial service provider, **EURO JANITORIAL SERVICES & COMPANY**, covering the period of **April 1, 2023 to present** shows consistent SATISFACTORY performance rating (Annex B). Further, they have submitted an updated and valid documentary requirement as well as the performance security (Annex "C");
5. The renewal of contract covers the period from January 1, 2024 to December 31, 2024;
6. The service provider, **EURO JANITORIAL SERVICES & COMPANY**, is not included in the Blacklisted entities as posted in the GPPB website (Annex "D"); and
7. Funds are available for the renewal of contracts in accordance with existing budget, accounting and auditing rules (Annex "E").

WHEREAS, the NMP intends to increase the amount of the renewed contract for 2024, such amount should not exceed the twenty-five percent (25%) threshold in accordance with Section 6.2.b & 6.3 of Appendix 37;

WHEREAS, the renewal of Janitorial Services for 2024 is undertaken as Early Procurement Activity in accordance with Section 7.5 and 7.6 of the 2016 revised IRR of RA no. 9184;

NOW, THEREFORE, WE, the members of the Bids and Awards Committee, hereby resolve to recommend for the approval of the Head of the Procuring Entity that the Janitorial Services Contract for FY2023 awarded to **EURO JANITORIAL SERVICES & COMPANY** be renewed for one (1) year covering the period from January 1 to December 31, 2024 based on Appendix 37 of the 2016 Revised Implementing Rules and Regulation of RA 9184.

Done this 27 DEC 2023 day of _____ 2023.

NMP - PAC
CERTIFIED TRUE COPY

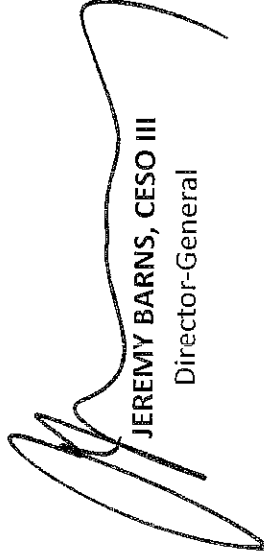
National Museum of the Philippines
Bids and Awards Committee


ATTY. MA. ROSENNE M. FLORES-AVILA
Chairperson


ATTY. EDWARD L. CONSOLACION
Vice-Chairperson


LAURO B. INOVERO
Member


MARIANATHE KAY F. MISA
Member


JEREMY BARNs, CESO III
Director-General

PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

NOTICE TO PROCEED

This CONTRACT therefore having been approved, copy of which will be furnished, NOTICE is hereby given to:

Merchant : EURO JANITORIAL SERVICES & CO.
Authorized Representative : NENITA G. ARIVAN
Business Address : 435 Callejon H.S. Del Rosario St. Gagalangin,
Tondo, Manila, Philippines
Name of Project : Lot 1 Procurement of Janitorial Services for the
National Museum of the Philippines (NMP)
Complex Project for F.Y. 2023
Contract Period : Nine (9) Months from April 1, 2023 to
December 31, 2023
Contract Amount : PHP 18,802,069.83 (Pro-rated based on services
rendered)
Contract Effectivity : April 1, 2023

This Notice to Proceed is issued this 03 MAR 2023 day of _____, 2023 at the City of
Manila, Philippines

Received by:

Nenita G. Arivan

Date: March 03 2023

JEREMY BARNES, CESO III
Director - General
V-

Contract of Lot 1 Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex Project for F.Y. 2023

CONTRACT AGREEMENT

THIS AGREEMENT made the day of FFB 23 2023 between **NATIONAL MUSEUM OF THE PHILIPPINES, National Museum Complex, Rizal Park, Manila, 1000, Philippines** (hereinafter called "the Museum") of the one-part **EURO JANITORIAL SERVICES & CO., 435 Callejon H.S Del Rosario St. Gagalangin, Tondo, Manila Philippines** (hereinafter called "the Service Provider") of the other part;

WHEREAS, the Museum invited Bids for certain goods and ancillary services, particularly **Lot 1 Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex Project for F.Y. 2023** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Twenty-Five Million Sixty-Nine Thousand Four Hundred Twenty-Six Pesos and Forty-Four Centavos (PHP 25,069,426.44)** (hereinafter called "the Contract Price").

WHEREAS, the duration of the contract shall be for **Nine (9) Months from April 1, 2023 to December 31, 2023**, amounting to **Two Million Eighty-Nine Thousand One Hundred Eighteen Pesos and Eighty-Seven Centavos (PHP 2,089,118.87)** per month, with a total amount of **Eighteen Million Eight Hundred Two Thousand Sixty-Nine Pesos and Eighty-Three Centavos (PHP 18,802,069.83)**.

WHEREAS, the drafting and preparation of the Contract was conducted on February 16, 2023.

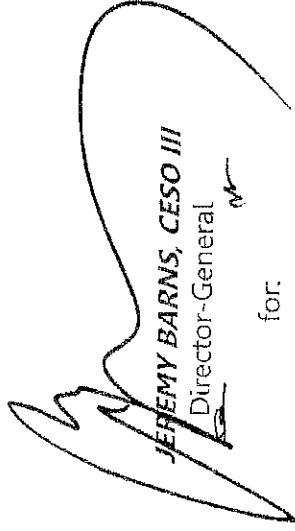
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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 conformed 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 **Eighteen Million Eight Hundred Two Thousand Sixty-Nine Pesos and Eighty-Three Centavos (PHP 18,802,069.83)** or such other sums as may be ascertained part **EURO JANITORIAL SERVICES & CO.** agrees to the **Lot 1 Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex Project for F.Y. 2023** in accordance with his/her/its Bid.
 4. The **NATIONAL MUSEUM OF THE PHILIPPINES** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

5. It is understood that the Contractor is bound to fulfil all the requirements and conditions provided in this contract and as such, the conditions on Liquidated damages in accordance with Sec. 68 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 shall be strictly implemented.

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.


JEREMY BARNES, CESO III
 Director-General

for:

NATIONAL MUSEUM OF THE PHILIPPINES

EURO JANITORIAL SERVICES, CO.


MENAPA GARIVAN

Authorized Representative

for:

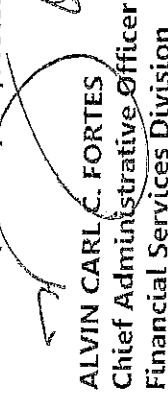
Signed in the presence of:


LAURO J. NOVIERO

Certified as to availability of funds:

In the amount of

Eighteen Million Eight Hundred Two Thousand Sixty-Nine Pesos and Eighty-Three Centavos (PHP 18,802,069.83)


ALVIN CARL C. FORTES
 Chief Administrative Officer
 Financial Services Division

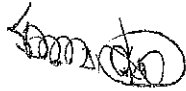
OKS# 02-101101-2023-02-00234

REPUBLIC OF THE PHILIPPINES)
City of Manila

) S.S.

ACKNOWLEDGEMENT

BEFORE ME, Notary Public in the City of Manila personally appeared Director-General JEREMY R. BARNES, with his _____ issued at _____ on _____ and NENITA G. ARIVAN with her _____ issued at _____, on _____ known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same are their free and act and deed.



This instrument consisting of three (3) pages, including the page on which this Acknowledgement is written, has been signed on the left margin on each and every page thereof by Director-General JEREMY R. BARNES and NENITA G. ARIVAN and their witnesses, and sealed with my notarial seal



IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notaries seal on the day, year and place first above-written.

Doc. No. 309
Page No. 62
Book No. 211
Series of 2023.

ATTY. ROLAND E. LAS PIÑAS
Notary Public for City of Manila
Notarial Commission No. **NOTARY PUBLIC**
Until Dec. 31, 2024
240-C A.Y. Lalson St. Samp. Ma.
Roll of Attorney No. 84035
PTR NO. 0822034 / JAN. 3, 2023/MLA.
IBP Membership No. 243549/06/20/2022
MCLE Exempted G.B.O. 1, s.2008





PAMBANSANG MUSEONG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

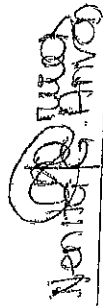
NOTICE TO PROCEED

This CONTRACT therefore having been approved, copy of which will be furnished, NOTICE is hereby given to:

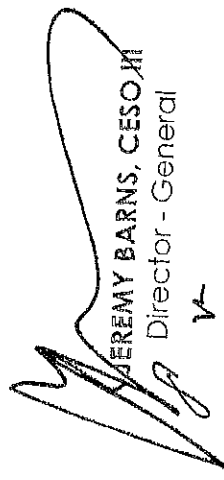
Merchant : **EURO JANITORIAL SERVICES & CO.**
Authorized Representative : **NENITA G. ARIVAN**
Business Address : **435 Callejon H.S. Del Rosario St.Gagalangin, Tondo, Manila, Philippines**
Name of Project : **Lot 2 Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Regional Area Site Museums and Satellite Offices (RASMSO) and Kalinga Site Project for F.Y. 2023**
Contract Period : **Nine (9) Months from April 1, 2023 to December 31, 2023**
Contract Amount : **PHP 5,656,327.38 (Pro-rated based on services rendered)**
Contract Effectivity : **April 1, 2023**

This Notice to Proceed is issued this **03 MAR 2023** day of _____, 2023 at the City of Manila, Philippines

Received by:


Nenita G. Arivan

Date: March 03 2023


JEREMY BARNES, CESO III
Director - General
✓

Contract of Lot 2 Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Regional Area Site Museums and Satellite Offices (RASMSO) and Kalinga Site Project for F.Y. 2023

CONTRACT AGREEMENT

THIS AGREEMENT made the 16 day of FEB 23 2023 between **NATIONAL MUSEUM OF THE PHILIPPINES, National Museum Complex, Rizal Park, Manila, 1000, Philippines** (hereinafter called "the Museum") of the one-part **EURO JANITORIAL SERVICES & CO., 435 Callejon H.S. Del Rosario St. Galangain, Tondo, Manila Philippines** (hereinafter called "the Service Provider") of the other part;

WHEREAS, the Museum invited Bids for certain goods and ancillary services, particularly **Lot 2 Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Regional Area Site Museums and Satellite Offices (RASMSO) and Kalinga Site Project for F.Y. 2023** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Seven Million Five Hundred Forty-One Thousand Seven Hundred Sixty-Nine Pesos and Eighty-Seven Centavos (PHP 7,541,769.87)** (hereinafter called "the Contract Price").

WHEREAS, the duration of the contract shall be for **Nine (9) Months from April 1, 2023 to December 31, 2023**, amounting to **Six Hundred Twenty-Eight Thousand Four Hundred Eighty Pesos and Eighty-Two Centavos (PHP 628,480.82)** per month, with a total amount of **Five Million Six Hundred Fifty-Six Thousand Three Hundred Twenty-Seven Pesos and Thirty-Eight Centavos (PHP 5,656,327.38)**.


WHEREAS, the drafting and preparation of the Contract was conducted on February 16, 2023.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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);
 - ii. Schedule of Requirements;
 - iii. Technical Specifications;
 - iv. General and Special Conditions of Contract; and
 - v. Supplemental or Bid Bulletins, if any
- iii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
- iv. 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;
- v. Performance Security;

- iv. Notice of Award of Contract; and the Bidder's conformed 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 **Five Million Six Hundred Fifty-Six Thousand Three Hundred Twenty-Seven Pesos and Thirty-Eight Centavos (PHP 5,656,327.38)** or such other sums as may be ascertained part **EURO JANITORIAL SERVICES & CO.** agrees to the **Lot 2 Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Regional Area Site Museums and Satellite Offices (RASMSO) and Kalinga Site Project for F.Y. 2023** in accordance with his/her/its Bid.
 4. The **NATIONAL MUSEUM OF THE PHILIPPINES** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
 5. It is understood that the Contractor is bound to fulfil all the requirements and conditions provided in this contract and as such, the conditions on Liquidated damages in accordance with Sec. 68 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 shall be strictly implemented.

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.


JEREMY BARNES, CESO III
 Director-General ✓

for:

NATIONAL MUSEUM OF THE PHILIPPINES


NENITA G. ARIVAN
 Authorized Representative

for:

EURO JANITORIAL SERVICES, CO.

Signed in the presence of:



LAURO B. MOVERO

Certified as to availability of funds:



In the amount of

Five Million Six Hundred Fifty-Six Thousand Three Hundred Twenty-Seven Pesos and Thirty-Eight Centavos (PHP 5,656,327.38).


ALVIN CARL C. FORTES
 Chief Administrative Officer
 Financial Services Division

ORS# 02-10101-2023-02-00230

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
City of Manila) S.S.

BEFORE ME, Notary Public in the City of Manila personally appeared Director-General JEREMY R. BARNES, with his _____ issued at _____ on _____ and NENITA G. ARIVAN with her _____ issued at _____ on _____ known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same are their free and act and deed.

This instrument consisting of three (3) pages, including the page on which this Acknowledgement is written, has been signed on the left margin on each and every page thereof by Director-General JEREMY R. BARNES and NENITA G. ARIVAN and their witnesses, and sealed with my notarial seal.

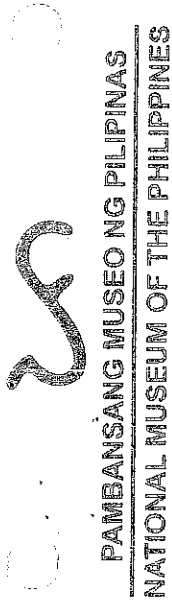
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notaries seal on the day, year and place first above-written.



Doc. No. 308
Page No. 62
Book No. VII
Series of 2023.

ATTY. ROLAND E. LAS PINAS,
Notary Public in the City of Manila
Notarial Commission No. 2023/015
Until Dec. 31, 2024
240-C A.V. Lacson St., Sampaloc, Manila, Philippines
NOTARY PUBLIC
Roll of Attorney No. 84035
PTR NO. 0822024 / JAN. 3, 2023/MLA,
IBP Membership No. 243549/06/20/2022
MCLE Exempted G.B.O. 1, s. 2008




PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

GENERAL ADMINISTRATIVE SERVICES DIVISION
and
SECURITY MANAGEMENT SECTION OF THE OFFICE OF THE DIRECTOR-GENERAL

MEMORANDUM

FOR : **JEREMY BARNS, CESO III**
 Director-General

THRU : **ATTY. MA. ROSENNE M. FLORES-AVILA**
 Deputy Director-General for Administration

FROM : **LAURO B. INOVERO**
 Chief Administrative Officer, GASD

CHRISTOPHER G. BASILJO
 Security Officer III, SMS - ODG

DATE : 17 November 2023

SUBJECT : **JUSTIFICATION FOR THE RENEWAL OF 2023 CONTRACTS FOR THE REGULAR AND RECURRING SERVICES**

This is in reference to the 2023 Contracts for the Regular and Recurring Services between the National Museum of the Philippines and the following Service Providers for the Regular and Recurring Services to which the Regular and Recurring Services as defined under Department of Budget and Management National Budget Circular No. 570, s. 2017 as (i) janitorial services; (ii) security services; (iii) telecommunication requirements; (iv) supply of drinking water; and (v) rental of office space, venue, and equipment.

Regular and Recurring Services	Service Providers	Area of Assignments	Contract Period	End-User
Janitorial	EURO Janitorial Services Co.	NMP Complex and Regional Area Site Museums and Satellite Offices (RASMSOs)	1 April 2023 - 31 December 2023	General Administrative Services Division
Security	JSL Security Agency	NMP Complex and Regional Area Site Museums and Satellite Offices (RASMSOs) including the Kalinga Site Project	1 April 2023 - 31 December 2023	Security Management Section of the Office of the Director

These were procured and contracts were awarded thru Public/Competitive Bidding in accordance with Republic Act 9184 and its Implementing Rules and Regulations. Every year, the NMP thru its

Bids and Awards Committee (BAC) is conducting rigorous however, time-consuming procurement activities for the said Services. Fortunately, on 12 September 2022, the Government Procurement Policy Board (GPPB) issued Resolution No. 06-2022 approving the Guidelines on the Renewal of Regular and Recurring Services subject to the compliance of applicable conditions set forth under Section 3, Annex "A" of the above-mentioned Resolution. The renewal of the Contracts for Regular and Recurring Services, as listed above are by their nature deemed essential, indispensable or necessary to the day-to-day operations of the NMP. And these are procured repeatedly in the last three (3) years.

Relative to the proposed renewal of Regular and Recurring Services, it is determined that it is more advantageous, cost-effective, practical, and beneficial for the procuring entity compared to engaging in annual procurement. This is based on the assessment and evaluation carried out by the end-user unit representatives, which indicates that:

- a. Efficiency in procurement is attained as repetitive conduct of procurement or the occasions of failures of biddings are minimized;
- b. Securing of technical requirements (firearms licenses, ammunicions, service cars, motors etc.,) and the costs and risks accompanying it will be significantly reduced or avoided;
- c. Delivery of timely services would not be hampered. Incurrance of additional cost will be lessened as the possibility of delay in the acquisition of the services is minimized;
- d. The commitment by the service provider to immediately deliver at short notice will translate to a more efficient means of supplying goods and services;
- e. Procuring entity will benefit from the fixed or lower price for the duration of the renewal;
- f. Call-Offs at the time of actual need will result in the optimum usage of the ABC; or
- g. The benefits and advantages of lean and just-in-time procurements are achieved.
- h. The cost computation of costs/fees incurred for renewal of contract as against the conduct of procurement reflects relatively advantageous for the NMP as indicated in the table below:

Cost-Benefit Analysis - Comparative Report			
Regular and Recurring Services	Conduct of Procurement	Renewal of Contract	Remarks
Janitorial	5,970,000.00	5,059,204.32	910,795.68 - Estimated savings administrative costs / fees
Security	78,992,456.65	77,741,186.84	1,251,269.81 Estimated savings cost of plans and other administrative fees

Furthermore, performance monitoring and evaluation tools were established and strictly implemented that provide how well the above-mentioned outsourced Service Providers are

Furthermore, performance monitoring and evaluation tools were established and strictly implemented that provide how well the above-mentioned outsourced Service Providers are performing to fulfill their functions. As a result, all the Service Providers have maintained and consistently showed a SATISFACTORY performance rating up to the third (3rd) quarter of 2023, the recent performance evaluation period. Details are provided in the Performance Rating Evaluation table below:

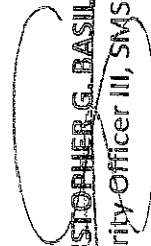
Performance Criteria		Performance Rating Evaluation		
		Weight		Actual
		General	Janitorial Service	Security Service
I.	Conformity to the Technical Requirements	25	25	25
II.	Timeliness in the Delivery of Services	25	25	25
III.	Behavior of Personnel (Courteous, Professional and Knowledgeable)	20	18	18
IV.	Response to Complaints	20	18	15
V.	Compliance with Set Office Policies for Such Services	10	9	8
Performance Rating		100	95	91

In view therefore, respective end-users of the above listed Regular and Recurring Services recommend the renewal of their contracts for one (1) year from 1 January 2024 to 31 December 2024, subject to the preparation and issuance of Contract Renewal through a Resolution to be facilitated by the Bids and Awards Committee (BAC).

For the Director-General's kind consideration and approval.

Thank you.

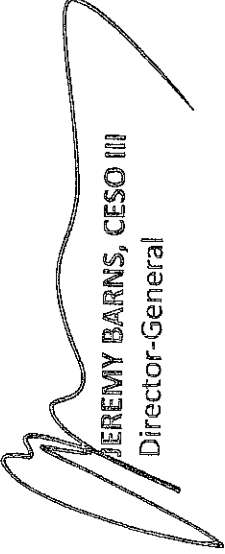

LAURO B. INOVERO
 Chief Administrative Officer, GASD


CHRISTOPHER G. BASILIO
 Security Officer III, SMS-ODG

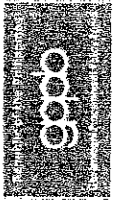
Recommending Approval:


ATTY. MA. ROSEANNE M. FLORES-AVILA
Deputy Director-General for Administration

Approved by:


JEREMY BARNES, CEO III
Director-General

Encl: Annex A. -GPPB Resolution No. 06-2022
CC: NONE
GASD/ODG-SMS/INOVERO/BASILIO/jeg



APPROVING THE GUIDELINES ON THE RENEWAL OF REGULAR AND RECURRING SERVICES

WHEREAS, Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act," took effect on 26 January 2003, while its 2016 revised Implementing Rules and Regulations (IRR) took effect on 28 October 2018;

WHEREAS, Section 63 of RA No. 9184 and its 2016 revised IRR authorizes the Government Procurement Policy Board (GPPB) to formulate public procurement policies, rules and regulations, and amend its IRR, whenever necessary;

WHEREAS, the GPPB issued Resolution No. 23-2007 on 26 September 2007 which approved and adopted the revised Guidelines on the Extension of Contracts for General Support Services;

WHEREAS, since 2016, the General Provisions of the General Appropriations Act (GAA) contain a provision that requires the issuance of a Multi-Year Contracting Authority (MYCA) or any similar document before government agencies may commence with the procurement of multi-year projects and enter into multi-year contracts (MYCs);

WHEREAS, Item 3.3 of the Department of Budget and Management (DBM) National Budget Circular (NBC) No. 570¹ defines Regular and Recurring Services as services that are essential, indispensable, or necessary to support the operations of the Procuring Entity (PE) or for the enhancement of the welfare of its personnel, such as: (i) janitorial and security services; (ii) telecommunication requirements; (iii) provision for water; and (iv) rental of office space and equipment;

WHEREAS, since 2019, the General Provisions of the GAA include a provision that states "in cases of recurring procurement projects such as, but not limited to, janitorial and security services, supply of drinking water, telecommunications requirements, and rental of office and equipment, government agencies may either secure a MYCA or an equivalent authority, or renew the existing contract to not more than one (1) year subject to assessment or evaluation of the contractor's performance. In no case shall the total contract renewals exceed two (2) years. Implementation of this provision shall be subject to the relevant GPPB Guidelines issued thereon";

WHEREAS, the GPPB - Technical Support Office (GPPB-TSO), during its review of the existing Guidelines on the Procurement of Security and Janitorial Services and the revised Guidelines on the Extension of Contracts for General Support Services, noted the issues raised by various PEs regarding their difficulties in complying with the procedure in securing MYCA for Regular and Recurring Services entailing multi-year contract implementation;

WHEREAS, in 2021, the GPPB-TSO conducted a focused group discussion² to determine the general support services that were regularly procured by PEs, including the gaps and challenges in procurement, particularly the expiration of the existing contract for

¹ Dated 19 May 2017, entitled "Guidelines for Assistance of Multi-Year Obligational Authority for Multi-Year Projects covering the Procurement of Regular and Recurring Services."
² Focused group discussion with GPPB-Recognized Trustee conducted last 6 May 2021.

such services before the procurement activities were completed, and the need to increase or decrease the quantity of items in renewal contracts;

WHEREAS, to address the said gaps and challenges, the GPPB-TSO drafted its proposed Guidelines for the Renewal of Regular and Recurring Services (Guidelines), whereby the general parameters of which were presented to the Inter-Agency Technical Working Group (IATWG) during its 5th and 6th meetings for inputs and comments;³

WHEREAS, in the 6th IATWG meeting, the Group emphasized the need to specify the excluded services from the coverage of the proposed Guidelines, among which is cloud computing services, as recommended by the representative from the Department of Information and Communications Technology (DICT).⁴ According to the DICT, it intends to propose separate guidelines for the procurement of information and communications technology resources;

WHEREAS, on 23 June 2022, during the Joint GPPB and IATWG Mid-Year meeting, the GPPB-TSO presented the general parameters of the Guidelines for comments of the Board and its IATWG;

WHEREAS, in the inaugural meeting of the GPPB and its IATWG last 12 September 2022, the GPPB-TSO presented the revised proposed Guidelines, incorporating the initial comments of the Board, with the following provisions:

- a. The proposed Guidelines shall apply to all existing contracts for general support services that are regularly procured in accordance with RA No. 9184 and its 2016 revised IRR, and other associated issuances. These Regular and Recurring Services refer to those:
 - i. defined under DBM NBC No. 570, s. 2017 and other issuances⁵ that may be issued for the purpose, such as (i) janitorial services; (ii) security services; (iii) telecommunication requirements; (iv) supply of drinking water, and (v) rental of office space, venue, and equipment;
 - ii. which by their nature are deemed essential, indispensable, or necessary to the day-to-day operations of the PE; or
 - iii. procured repeatedly by the PE in the last three (3) years;
- b. A Cost-Benefit Analysis must be undertaken by the End-User, to show the comparative advantage of renewal over the conduct of another procurement;
- c. The renewal of contract is subject to (i) a satisfactory performance by the service provider, as evaluated by the End-User, and (ii) submission of updated eligibility documents and performance security by the service provider;
- d. The renewal of contract shall be included in the Annual Procurement Plan (APP) recommendation of the Bids and Awards Committee (BAC);
- e. The duration for each renewal contract shall not exceed one (1) year; however, the total combined period covering the original contract, renewal contracts, and contract extensions, if applicable, shall not exceed three (3) years;
- f. The amendment of contract shall be allowed in the following instances:
 - (i) price adjustment was prescribed by laws, rules and regulations, and other issuances such as wage orders issued by the National Wages and Productivity Commission; or
 - (ii) increase or decrease in the quantity of items that were determined to be necessary by the End-User, subject, however, to the following:

³ 5th and 6th IATWG meetings held on 18 May 2022 and 02 June 2022, respectively.
⁴ Memorandum dated 12 September 2022, submitted during the subsequent Group meeting on 02 June 2022.
⁵ Such as the General Appropriations Act.

- 1) the unit prices for the increased or decreased items are the same as, or lower than, those in the existing contract; and
 - 2) any increase in the quantity of items shall not result in more than twenty-five percent (25%) increase in the amount of the original contract price and the updated contract price shall be within the threshold for the applicable alternative method of procurement;
- g. A provision for renewal of contract, including the performance evaluation of the service provider, must be incorporated in the Philippine Bidding Documents (PBD), particularly in Special Conditions of the Contract and Technical Specifications, and in the Request for Quotation of the original contract;
 - h. The contract for Regular and Recurring Services may be extended by the PE if it has commenced with another procurement or the renewal process but was unable to award a new contract or renew the existing contract within fifteen (15) calendar days prior to the expiration of the existing contract; provided that the PE on its official website and the Philippine Government Electronic Procurement System, and submit to the GPPB for monitoring; and
 - j. The renewal of contract must be reflected in the following procurement reports: (i) APP; (ii) Procurement Monitoring Report; and (iii) Agency Procurement Compliance and Performance Indicator System;

WHEREAS, the DICT representative withdrew the prior recommendation of the agency to exclude cloud computing services from the scope and application of the proposed Guidelines and recommended to include the same pending the formulation of its proposed guidelines for the procurement of cloud computing services;⁶

WHEREAS, the Board, after careful review and deliberations on the comments and recommendations of its members, resolved to approve the GPPB-TSO proposed Guidelines on Renewal of Regular and Recurring Services, including the relevant amendments in the following:

- a. Sections 7.5 and 7.6 of the 2016 revised IRR of RA No. 9184 to allow the renewal of contract for Regular and Recurring Services to be undertaken through Early Procurement Activities (EPA);
- b. Section 17.2 of the 2016 revised IRR of RA No. 9184 to include the provision on renewal of contract for Regular and Recurring Services and the conduct of performance evaluation of the service provider;
- c. Annex "H" of the 2016 revised IRR of RA No. 9184 entitled, "Consolidated Guidelines for the Alternative Methods of Procurement" to include the provision on renewal of contract for Regular and Recurring Services and the conduct of performance evaluation of the service provider and delete the provision on renewal of contract for lease of real property;
- d. Revised Guidelines on the Extension of Contracts for General Support Services issued through GPPB Resolution No. 23-2007 to amend the conditions and procedure for the extension of contracts for Regular and Recurring Services;
- e. Guidelines on the Procurement of Security and Janitorial Services issued through GPPB Resolution No. 24-2007 to amend the performance criteria in the conduct of performance evaluation as required in the implementation of MYCs for Security and Janitorial Services;
- f. Guidelines on Water, Electricity, Telecommunications, and Internet Service Providers issued through GPPB Resolution No. 019-2006 to delete the provision on renewal of contracts for telecommunications and Internet service providers;

⁶ As provided in the letter submitted by the DICT, dated 14 September 2022.

- g. Uniform Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors and Consultants issued through GPPB Resolution No. 40-2017 to include the additional ground for Blacklisting when the service provider refused to accept the Notice of Renewal or failed to submit its updated documentary requirements for the renewal of contract without any justifiable reason; and
- h. 6th Edition of the PBD for Goods, particularly, Section V. Special Conditions of Contract and Section VII. Technical Specifications to include the clause and instructions in the requirements for the renewal of Regular and Recurring Services.

NOW, THEREFORE, for and in consideration of the foregoing, WE, the Members of the GOVERNMENT PROCUREMENT POLICY BOARD, by virtue of the powers vested on Us by law and other executive issuances, hereby RESOLVE to confirm, adopt, and approve, as WE hereby confirm, adopt, and approve the following:

- a. APPROVE the proposed Guidelines on Renewal of Regular and Recurring Services, a copy of which is attached as Annex "A" and made an integral part hereof, and
- b. AMEND the relevant provisions in the following:
 - i. Sections 7.5 and 7.6 of the 2016 revised IRR of RA No. 9184 to allow the renewal of contract for Regular and Recurring Services to be undertaken through EPA;
 - ii. Section 17.2 of the 2016 revised IRR of RA No. 9184 to include the provision on renewal of contract for Regular and Recurring Services and the conduct of performance evaluation of the service provider;
 - iii. Annex "H" of the 2016 revised IRR of RA No. 9184 entitled, "Consolidated Guidelines for the Alternative Methods of Procurement" to include the provision on renewal of contract for Regular and Recurring Services and the conduct of performance evaluation of the service provider and delete the provision on renewal of contract for lease of real property;
 - iv. Revised Guidelines on the Extension of Contracts for General Support Services issued through GPPB Resolution No. 23-2007 to amend the conditions and procedure for the extension of contracts for Regular and Recurring Services;
 - v. Guidelines on the Procurement of Security and Janitorial Services issued through GPPB Resolution No. 24-2007 to amend the performance criteria in the conduct of performance evaluation as required in the implementation of MYCs for Security and Janitorial Services;
 - vi. Guidelines on Water, Electricity, Telecommunications, and Internet Service Providers issued through GPPB Resolution No. 019-2006 to delete the provision on renewal of contracts for telecommunications and Internet service providers;
 - vii. Uniform Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors and Consultants issued through GPPB Resolution No. 40-2017 to include the additional ground for Blacklisting when the service provider refused to accept the Notice of Renewal or failed to submit its updated documentary requirements for the renewal of contract without any justifiable reason; and
 - viii. 6th Edition of the PBD for Goods, particularly, Section V. Special Conditions of Contract and Section VII. Technical Specifications to include the clause and

Instructions in the requirements for the renewal of Regular and Recurring Services.

A copy of the said amendments is attached as Annex "B" and made an integral part hereof.

This Resolution shall take effect immediately.

APPROVED this 12th day of September 2022 at Pasay City, Philippines.

Sgd.

GPPB, Chairperson
DEPARTMENT OF BUDGET AND
MANAGEMENT

Sgd.

Alternate to the Chairperson
DEPARTMENT OF BUDGET AND
MANAGEMENT

NATIONAL ECONOMIC AND
DEVELOPMENT AUTHORITY

DEPARTMENT OF EDUCATION

DEPARTMENT OF ENERGY

DEPARTMENT OF FINANCE

DEPARTMENT OF HEALTH

DEPARTMENT OF INTERIOR AND LOCAL
GOVERNMENT

DEPARTMENT OF NATIONAL DEFENSE

DEPARTMENT OF PUBLIC WORKS AND
HIGHWAYS

DEPARTMENT OF SCIENCE AND
TECHNOLOGY

DEPARTMENT OF TRADE AND INDUSTRY

Sgd.

DEPARTMENT OF TRANSPORTATION

DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY

PHILIPPINE SPACE AGENCY

PRIVATE SECTOR REPRESENTATIVE



ANNEX "A"

GUIDELINES ON RENEWAL OF REGULAR AND RECURRING SERVICES

1. PURPOSE

This Guideline is formulated to establish the rules and procedures for the renewal of Regular and Recurring Services.

2. SCOPE AND APPLICATION

2.1 This Guideline shall govern the renewal of contracts for Regular and Recurring Services executed upon the effectivity hereof by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines (GoP), National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financial Institutions, State Universities and Colleges, and Local Government Units.

2.2 This may likewise apply to the renewal of contracts executed prior to the effectivity hereof but subject to concurrence of the service provider.

2.3 However, this Guideline shall not apply to the renewal of the following services considering that these are covered by existing laws, rules and regulations, or are granted with exclusive franchises to operate within a specific area:

- Lease-purchase Agreements;
- Water and electricity services; and
- Radio-Frequency Identification subscriptions.

3. CONDITIONS

The renewal of contracts for Regular and Recurring Services shall comply with the following:

3.1 The renewal shall cover Procurement Projects that are regular and recurring. For this purpose, Regular and Recurring Services refer to those:

- detained under Department of Budget and Management National Budget Circular No. 570, s. 2017 and other issuances* that may be issued for the purpose, such as (i) janitorial services; (ii) security services; (iii) telecommunication requirements; (iv) supply of drinking water; and (v) rental of office space, venue, and equipment;
- which by their nature are deemed essential, indispensable, or necessary to the day-to-day operations of the Procuring Entity (PE); or
- procured repeatedly by the PE in the last three (3) years;

* Such as the Revised Administrative Act

* Philippine Bidding Documents, particularly in Special Conditions of the Contract and Technical Specifications, or in the Request for Citation of the original contract.

	Performance Criteria	Minimum Weight
I	Conformity to Technical Requirements	(20)
II	Timeliness in the Delivery of Services	(20)
III	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	(10)
IV	Response to Complaints	(5)
V	Compliance with set office policies for such services	(5)

4.4 The total weight for the performance rating must be equivalent to 100 points. The service provider must attain at least a "Satisfactory" rating of 80 points.

4.5 In case of a favorable CBA or one that supports the renewal of contract and a "Satisfactory" rating on the performance of the existing service provider, the End-User may recommend for the renewal of the existing contract to the Bids and Awards Committee (BAC) for inclusion in the Annual Procurement Plan (APP).

4.6 Upon receipt of the recommendation of the End-User to renew the existing contract, the BAC shall require the service provider to submit the following updated eligibility documents within ten (10) calendar days from the receipt of the said request for submission, as may be applicable:

Procurement Modality	PHIGEPS Certificate	PHIGEPS Registration Number	Mayor's/ Business Permit	Income Tax Return	Omnibus Sworn Statement
I. Competitive Public Bidding	✓				
II. Negotiated Procurement	✓				
A. Two Filled Biddings (Section 53.1)	**PHIGEPS Platinum Certificate if legal eligibility requirements are not subject to revision after conducting the mandatory review.	✓	✓	✓	✓
B. Take-Over of Contract (Section 53.3)		✓			
C. Small Value Procurement (Section 53.9)		✓	✓	✓	✓

5.4 Within a period not exceeding ten (10) calendar days from the receipt of the said recommendation of the BAC, the HoPE shall decide to approve or disapprove the same.

5.5 Upon approval of the recommendation of the BAC, the HoPE shall immediately issue the Notice of Extension (Appendix "2") within the same period to the service provider.

6. CONTRACT AMENDMENT

As a rule, the renewal of contract is undertaken to continue the Regular and Recurring Services for a specific period with the same terms and conditions of the existing contract. However, the PE may amend the terms and conditions in the following instances:

6.1 A price adjustment was prescribed by laws, rules and regulations, and other issuances, such as wage orders issued by the National Wages and Productivity Commission promulgated after the bid opening, in accordance with Section 61.2 of the 2016 revised IRR of RA No. 9184 which shall be applied on a "no loss, no gain" basis, such that neither party gains nor loses anything from the resulting price adjustment; or

6.2 An increase or decrease in the quantity of items that were determined to be necessary by the End-User, subject to the following:

- The unit prices for the increased or decreased items are the same as, or lower than, those in the existing contract; and
- Any increase in the quantity of items shall not result in more than twenty-five percent (25%) increase in the amount of the original contract price and the updated contract price shall be within the threshold for the applicable alternative method of procurement.

6.3 Amendments to the contract price are subject to existing budgeting, accounting and auditing rules.

7. EARLY PROCUREMENT ACTIVITY

The renewal of contract may be undertaken, as an Early Procurement Activity in accordance with Sections 7.5 and 7.6 of the 2016 revised IRR of RA No. 9184.

8. REPORTORMAL AND POSTING REQUIREMENTS

8.1 To ensure transparency, accountability and proper monitoring of public funds, the PES shall reflect the renewal of contract in the following⁶:

- APP⁶

⁶ The revised procurement forms are undergoing pilot testing as approved by the GPPB through its Resolution No. 06-2022, dated 7 April 2022. For purposes of the APP, the BAC shall indicate the original needs of procurement undertaken for the Regular and Recurring Services, and date under "renewal" that the Procurement Project is subject to renewal.

D. Loss of Real Property (Section 53.10)	Except for government agencies as lessors	Except for government agencies as lessors	Except for government agencies as lessors
	✓	✓	✓

4.7 The BAC shall validate the CBA, performance evaluation of the service provider, updated eligibility documents of the service provider, certificate of budget availability, and other relevant documents to ensure compliance with this Guidelines.

4.8 Once the said requirements for the renewal of contract have been validated, the BAC shall recommend for approval of the Head of the Procuring Entity (HoPE) or his/her duly authorized representative the inclusion of the renewal of contract in the APP and issuance of the Notice of Renewal.

4.9 Within a period not exceeding fifteen (15) calendar days from the receipt of the said recommendation of the BAC, the HoPE shall decide to approve or disapprove the same.

4.10 Upon approval of the recommendation of the BAC, the HoPE shall immediately issue the Notice of Renewal (Appendix "1") to the service provider within the same period.

4.11 If applicable, the service provider shall post a performance security in favor of the PE within ten (10) calendar days from the receipt of the Notice of Renewal.

4.12 Within the same ten (10) day period, the HoPE or his/her duly authorized representative shall sign a renewed contract with the service provider, provided that the applicable performance security has been complied with.

4.13 The effectivity of the renewal contract shall immediately commence upon the expiration of the existing contract, except for justifiable reasons, as determined by the End-User. In which case, the gap between the period of the existing contract and renewal contract shall not be covered by the total combined period of three (3) years stated under Item 3.5 hereof.

5. CONTRACT EXTENSION

5.1 To avoid any interruption of service, the contract for Regular and Recurring Services may be extended by the PE if it has commenced with another procurement or the renewal process but was unable to award a new contract or renew the existing contract not later than fifteen (15) calendar days prior to the expiration of the existing contract.

5.2 The duration for each contract extension shall not exceed three (3) months. However, the total combined period covering all contract extensions shall not exceed six (6) months. The duration of contract extension/s shall form part of the total combined period of three (3) years stated under Item 3.5 hereof.

5.3 Not later than fifteen (15) calendar days prior to the expiration of the existing contract, the BAC shall determine if there is a need to extend the existing contract, then recommend the same and the issuance of the Notice of Extension for approval of the HoPE.

- Indicative APP in case the renewal contract is going to take effect the following year in accordance with Section 7.2 of the revised IRR of RA No. 9184; and
- Supplemental APP for any amendment in the APP as a result of change in contract amount;

- Procurement Monitoring Report; and
- Agency Procurement Compliance and Performance Indicator System.

8.2 The Notice of Renewal, Notices of Extension, renewal contract, and contract extension, if any, shall be posted on the Philippine Government Electronic Procurement System and the PE's website. Likewise, the same shall be submitted to the GPPB for purposes of monitoring.

9. ADMINISTRATIVE SANCTION FOR NOT ENTERING INTO A RENEWAL CONTRACT

For contracts of Regular and Recurring Services that were procured upon the effectivity of this Guidelines, the PE may blacklist the service provider if it refuses to accept the notice of renewal or fails to submit its updated documentary requirements without any justifiable reason in accordance with Item 4.2 (h) of the Uniform Guidelines for Blacklisting.

10. REPEALING CLAUSE

The portion of Annex H of the 2016 revised IRR of RA No. 9184 entitled Renewal of Contract of Lease of Real Property is hereby repealed.

This Guidelines also repeals the relevant provisions of the Revised Guidelines on the Extension of Contracts for General Support Services, Guidelines on the Procurement of Security and Technical Services, and Guidelines on Procurement of Water, Electricity, Telecommunications, and Internet Service Providers issued through GPPB Resolution Nos. 23-2007, 24-2007, and 019-2008, respectively.

11. EFFECTIVITY

This Guidelines shall take effect immediately upon publication in the Official Gazette or in a newspaper of general nationwide circulation.

NOTICE OF RENEWAL

[Insert Date]

[Insert Addressee]

Dear _____

We are pleased to inform you that the contract for the [Insert Procurement Project] is hereby renewed in the amount of [Insert amount in words and in figures] in accordance with the Guidelines on Renewal of Regular and Recurring Services provided under 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

[Include this paragraph if applicable] You are hereby required to provide within ten (10) calendar days from the receipt of this Notice of Renewal the performance security in the form and amount not less than the required percentage of the total contract price allowed in accordance with Section 39 of the 2016 revised IRR of RA No. 9184.

We appreciate your interest in renewing the contract for [Insert Procurement Project] and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,

[Insert Head of the Procuring Entity]

Received By: _____

(Signature above printed name)

(Date and Time of receipt)

*Kindly email to sender to acknowledge receipt

GPPB Resolution No. 06-2022, dated 12 September 2022

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ANNEX "B"
2016 REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF THE REPUBLIC ACT (RA) NO. 9184

ORIGINAL	AMENDED
<p>RULE II – PROCUREMENT PLANNING</p> <p>Section 7. Procurement Planning and Budget Linkage</p> <p>Section 7.5. Except for procurement projects undertaken through early procurement activities (EPA), the ABC as reflected in the approved APP shall be at all times consistent with the appropriations for the project authorized in the GAA, continuing, and automatic appropriations, the corporate budget and the appropriations ordinance, as the case may be.</p> <p>xxx</p>	<p>RULE II – PROCUREMENT PLANNING</p> <p>Section 7. Procurement Planning and Budget Linkage</p> <p>Section 7.5. Except for procurement projects AND RENEWAL OF CONTRACT FOR REGULAR AND RECURRING SERVICES undertaken through early procurement activities (EPA), the ABC as reflected in the approved APP shall be at all times consistent with the appropriations for the project authorized in the GAA, continuing, and automatic appropriations, the corporate budget, and the appropriations ordinance, as the case may be.</p> <p>xxx</p>
<p>Section 7.6. To facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the GAA, corporate budget, appropriations ordinance or loan agreements in the case of FAPs, as the case may be, and notwithstanding Section 7.2 hereof, the Procuring Entity may undertake EPA.</p> <p>Procuring Entities are encouraged to undertake EPA to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services. The conduct of EPA for nationally-funded procurement projects may commence as early as the submission of the NEP to Congress, usually in July. No EPA may be conducted without an indicative APP duly approved by the HoPE and the MYCA issued by the DEM, in the case of multi-year projects. This will facilitate the awarding of procurement contracts upon approval and security of their respective funding sources or the amount of their previous year's budget which concludes the Procuring Entity's authorized budget, when authorized by the Constitution, law or rules.</p>	<p>Section 7.6. To facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services AND RENEWAL OF CONTRACT FOR REGULAR AND RECURRING SERVICES, even pending approval of the GAA, corporate budget, appropriations ordinance or loan agreements in the case of FAPs, as the case may be, and notwithstanding Section 7.2 hereof, the Procuring Entity may undertake EPA.</p> <p>Procuring Entities are encouraged to undertake EPA to ensure the timely delivery of goods, implementation of infrastructure projects, and rendition of consultancy services, OR RENEWAL OF CONTRACT FOR REGULAR AND RECURRING SERVICES. The conduct of EPA for nationally-funded procurement projects may commence as early as the submission of the NEP to Congress, usually in July. No EPA may be conducted without an indicative APP duly approved by the HoPE and the MYCA issued by the DEM, in the case of multi-year projects. This will facilitate the awarding of procurement contracts upon approval and security of their respective funding sources or the amount of their previous year's budget which concludes the Procuring Entity's authorized budget, when authorized by the Constitution, law or rules.</p>

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NOTICE OF EXTENSION

[Insert Date]

[Insert Addressee]

Dear _____

We are pleased to inform you that the contract for the [Insert Procurement Project] is hereby extended for a period of [Insert period] in the amount of [Insert amount in words and in figures] in accordance with the Guidelines on Renewal of Regular and Recurring Services provided under 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

We appreciate your interest in extending the contract for [Insert Procurement Project] and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,

[Insert Head of the Procuring Entity]

Received By: _____

(Signature above printed name)

(Date and Time of receipt)

*Kindly email to sender to acknowledge receipt

GPPB Resolution No. 06-2022, dated 12 September 2022

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<p>For EPA, the indicative APP shall be based on the ABC in the proposed national budget submitted by the President to Congress; for GOCCs, on budget levels as proposed to the governing board; for LGUs, on budget levels as proposed in the executive budget submitted to the Sanggunian; and for foreign-assisted projects (FAPS), on the document issued by the foreign donor or financing institution explicitly stating that a loan is to be made available to the Philippines or any of its agencies or instrumentalities with borrowing authority.</p> <p>No award of contract shall be made until the approval and effectivity of the GAA, corporate budget, appropriations ordinance or the loan agreement in the case of FAPs.</p> <p>Notwithstanding the approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, Procuring Entities shall not award contracts for procurement projects requiring Special Allotment Release Order or Sub-Allotment Release Order until the same has been issued, secured or released.</p>	<p>year's budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules.</p> <p>For EPA, the indicative APP shall be based on the ABC in the proposed national budget submitted by the President to Congress; for GOCCs, on budget levels as proposed to the governing board; for LGUs, on budget levels as proposed in the executive budget submitted to the Sanggunian; and for foreign-assisted projects (FAPS), on the document issued by the foreign donor or financing institution explicitly stating that a loan is to be made available to the Philippines or any of its agencies or instrumentalities with borrowing authority.</p> <p>No award of contract shall be made until the approval and effectivity of the GAA, corporate budget, appropriations ordinance or the loan agreement in the case of FAPs.</p> <p>Notwithstanding the approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, Procuring Entities shall not award OR RENEW contracts for procurement projects requiring Special Allotment Release Order or Sub-Allotment Release Order until the same has been issued, secured or released.</p>
<p>RULE VI – PREPARATION OF BIDDING DOCUMENTS</p> <p>Section 17. Form and Contents of Bidding Documents</p> <p>Section 17.2 The specifications and other terms in the Bidding Documents shall reflect the necessary specifications required to meet the needs of the Procuring Entity in clear and unambiguous terms.</p> <p>In mixed procurements, the Procuring Entity shall specify in the Bidding Documents the requirements, criteria and other conditions of the bidding procedures and of the ensuring contract as applicable to each component of the project. In the preparation of Bidding Documents, the Procuring Entity shall ensure compliance with the existing laws, rules and regulations, especially those concerning licenses and permits required for the project, in accordance with Section 34.2 of this IRR.</p>	<p>RULE VI – PREPARATION OF BIDDING DOCUMENTS</p> <p>Section 17. Form and Contents of Bidding Documents</p> <p>Section 17.2 The specifications and other terms in the Bidding Documents shall reflect the necessary specifications required to meet the needs of the Procuring Entity in clear and unambiguous terms.</p> <p>[NEW] THE RENEWAL OF CONTRACT FOR REGULAR AND RECURRING SERVICES, INCLUDING THE REQUIRED PERFORMANCE EVALUATION OF THE SERVICE PROVIDER, MUST BE STATED BY THE PROCURING ENTITY IN THE SCOPE OF WORK OR TECHNICAL SPECIFICATIONS AND SPECIAL CONDITIONS OF THE DOCUMENTS.</p> <p>In mixed procurements, the Procuring Entity shall specify in the Bidding Documents the requirements,</p>

GPPB Resolution No. 06-2022, dated 12 September 2022

Page 16 of 23

criteria and other conditions of the bidding procedures and of the ensuing contract as applicable to each component of the project. In the preparation of Bidding Documents, the Procuring Entity shall ensure compliance with the existing laws, rules and regulations, especially those concerning licenses and permits required for the project, in accordance with Section 34.2 of this IRR.
--

ANNEX "H" OF THE 2016 REVISED IRR OF RA NO. 9184 ENTITLED "CONSOLIDATED GUIDELINES FOR THE ALTERNATIVE METHODS OF PROCUREMENT"

ORIGINAL	AMENDED
<p>Part IV. GENERAL GUIDELINES</p> <p>L. Notice of Award; Contract Approval; Notice to Proceed.</p> <p>1). xxx</p> <p>a. xxx b. xxx c. xxx</p> <p>2) Posting of Notice of Award, Contract and Notice to Proceed. xxx</p>	<p>Part IV. GENERAL GUIDELINES</p> <p>L. Notice of Award; Contract Approval; Notice to Proceed.</p> <p>1). xxx</p> <p>a. xxx b. xxx c. xxx</p> <p>2) (NEW) RENEWAL OF CONTRACT FOR REGULAR AND RECURRING SERVICES. THE END-USER SHALL STATE IN THE CONTRACT/PO THE RENEWAL OF RECURRING SERVICES AND THE REQUIRED PERFORMANCE EVALUATION OF THE SERVICE PROVIDER.</p> <p>3) Posting of Notice of Award, Contract and Notice to Proceed. xxx</p>
<p>Part V. SPECIFIC GUIDELINES</p> <p>D. NEGOTIATED PROCUREMENT. xxx</p> <p>9. LEASE OF REAL PROPERTY AND VENUE</p> <p>d) Renewal of Contract of Lease of Real Property</p> <p>i. xxx</p>	<p>Part V. SPECIFIC GUIDELINES</p> <p>D. NEGOTIATED PROCUREMENT. xxx</p> <p>9. LEASE OF REAL PROPERTY AND VENUE</p> <p>d) Renewal of Contract of Lease of Real Property</p> <p>i. xxx</p>

GUIDELINES ON PROCUREMENT OF WATER, ELECTRICITY, TELECOMMUNICATIONS AND INTERNET SERVICE PROVIDERS

ORIGINAL	AMENDED
<p>3.0 PROCEDURES AND GUIDELINES</p> <p>3.2 Telecommunications (Landline and Cellular Phones)</p> <p>3.2.1 Existing Lines</p> <p>xxx</p> <p>3.2.1.1 xxx 3.2.1.2 xxx</p> <p>3.2.1.3 If results of said assessment or cost-benefit analysis, conducted by the end-user, continue to favor the existing service provider, then the Head of the Procuring Entity may simply renew its services. If it does not, then the procuring entity should bid said services in accordance with Subsection 3.2.2 of these guidelines. For efficiency and economy, during the effectiveness of the contract or upon its renewal, the PE may consider the expansion or reduction of the services provided by the existing service provider subject to the need of the PE and the best addressed and satisfied, subject to existing budgeting, accounting and auditing rules.</p> <p>3.2.1.4 xxx</p>	<p>3.0 PROCEDURES AND GUIDELINES</p> <p>3.2 Telecommunications (Landline and Cellular Phones)</p> <p>3.2.1 Existing Lines</p> <p>xxx</p> <p>3.2.1.1 xxx 3.2.1.2 xxx</p> <p>3.2.1.3 If results of said assessment or cost-benefit analysis, conducted by the end-user, continue to favor the existing service provider, then the Head of the Procuring Entity may simply renew its services SUBJECT TO THE GUIDELINES ON RENEWAL OF REGULAR AND RECURRING SERVICES. If it does not, then the Head of the Procuring Entity should bid said services in accordance with Subsection 3.2.2 of these guidelines. For efficiency and economy, during the effectiveness of the contract or upon its renewal, the PE may consider the expansion or reduction of the services provided by the existing service provider subject to the need of the PE and the best way by which such need may be addressed and satisfied, subject to existing budgeting, accounting and auditing rules.</p> <p>3.2.1.4 xxx</p>
<p>3.0 PROCEDURES AND GUIDELINES</p> <p>3.3 Internet Service Providers (ISP)</p>	<p>3.0 PROCEDURES AND GUIDELINES</p> <p>3.3 Internet Service Providers (ISP)</p>

ii. If the results of the CBA, conducted by the end-user, continue to favor the existing lessor, then the Head of the Procuring Entity (HoPE) may simply renew its lease contract. If it does not, then the PE should procure a new lease contract in accordance with Section 53.10 of the IRR of RA 9184 and these guidelines. For efficiency and economy, during the effectiveness of the contract, or upon its renewal, the PE may consider the expansion, or reduction of the spaces provided by the existing lessor, provided that the leased premises can accommodate the space requirements of the PE in case of expansion, based on the need of the PE and the best way by which such need may be addressed and satisfied, subject to existing budgeting, accounting and auditing rules.

iii. If the results of the CBA, conducted by the end-user, continue to favor the existing lessor, then the Head of the Procuring Entity (HoPE) may simply renew its lease contract **SUBJECT TO THE GUIDELINES ON RENEWAL OF REGULAR AND RECURRING SERVICES.** If it does not, then the PE should procure a new lease contract in accordance with Section 53.10 of the IRR of RA 9184 and these guidelines. For efficiency and economy, during the effectiveness of the contract or upon its renewal, the PE may consider the expansion or reduction of the spaces provided by the existing lessor, provided that the leased premises can accommodate the space requirements of the PE. In case of expansion, based on the need of the PE and the best way by which such need may be addressed and satisfied, subject to existing budgeting, accounting and auditing rules.

GUIDELINES ON THE PROCUREMENT OF SECURITY AND JANITORIAL SERVICES

ORIGINAL	AMENDED
<p>5.0 MULTI-YEAR CONTRACTS</p> <p>5.4 Procuring entities shall expressly provide, under Section VII, Technical Specifications, which shall form part of the contract under Section 13.1 of the General Conditions of the Contract of the PBDs, that the service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include, among others, the following: (i) quality of services delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.</p>	<p>5.0 MULTI-YEAR CONTRACTS</p> <p>5.4 Procuring entities shall expressly provide, under Section VII, Technical Specifications, which shall form part of the contract under Section 13.1 of the General Conditions of the Contract of the PBDs, that the service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include, among others, the following: (i) quality of services delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.</p> <p>REQUIREMENTS: (i) time management; (ii) TIMELINESS IN THE DELIVERY OF SERVICES; (iii) management and suitability of personnel; (iv) BEHAVIOR OF THE PERSONNEL; (v) contract administration and management RESPONSE TO COMPLAINTS; and (vi) provision of regular progress reports COMPLIANCE WITH SET OFFICE POLICIES.</p>

3.3.1 Existing ISPs

xxx

3.3.1.1 xxx

3.3.1.2 xxx

3.3.1.3 If results of said assessment or cost-benefit analysis, conducted by the end-user, continue to favor the existing ISP, then the Head of the Procuring Entity may simply renew its services. If it does not, then the Head of the Procuring Entity should bid said services in accordance with Subsection 3.3.2 of these guidelines. For efficiency and economy, during the effectiveness of the contract, or upon its renewal, the PE may consider the expansion or reduction of the services provided by the existing service provider subject to the need of the PE and the best way by which such need may be addressed and satisfied, subject to existing budgeting, accounting and auditing rules.

3.3.1 Existing ISPs

xxx

3.3.1.1 xxx

3.3.1.2 xxx

3.3.1.3 If results of said assessment or cost-benefit analysis, conducted by the end-user, continue to favor the existing service provider, then the Head of the Procuring Entity may simply renew its services **SUBJECT TO THE GUIDELINES ON RENEWAL OF REGULAR AND RECURRING SERVICES.** If it does not, then the Head of the Procuring Entity should bid said services in accordance with Subsection 3.3.2 of these guidelines. For efficiency and economy, during the effectiveness of the contract or upon its renewal, the PE may consider the expansion or reduction of the services provided by the existing service provider subject to the need of the PE and the best way by which such need may be addressed and satisfied, subject to existing budgeting, accounting and auditing rules.

UNIFORM GUIDELINES FOR BLACKLISTING OF MANUFACTURERS, SUPPLIERS, DISTRIBUTORS, CONTRACTORS AND CONSULTANTS

ORIGINAL	AMENDED
<p>4.0 SANCTIONS AND GROUNDS FOR BLACKLISTING</p> <p>4.2 Contract Implementation Stage</p> <p>Pursuant to Section 69 (6) of R.A. 9184 and without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution as provided by applicable laws, the procuring entity shall impose on contractors after the termination of the contract the penalty of blacklisting for one (1) year for the first offense, blacklisting for two (2) years for the second offense</p>	<p>4.0 SANCTIONS AND GROUNDS FOR BLACKLISTING</p> <p>4.2 Contract Implementation Stage</p> <p>Pursuant to Section 69 (6) of R.A. 9184 and without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution as provided by applicable laws, the procuring entity shall impose on contractors after the termination of the contract the penalty of blacklisting for one (1) year for the first offense, blacklisting for two (2) years for the second offense</p>

<p>from participating in the public bidding process, for violations committed during the contract implementation stage, which include but not limited to the following:</p> <p>a) xxx. b) xxx. c) xxx. d) xxx. e) xxx. f) xxx. g) xxx.</p> <p>h) in case it is determined prima facie that the contractor has engaged, before or during implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation as enumerated in Section III.D of the Guidelines on Termination of Contracts.</p> <p>xxx</p>	<p>from participating in the public bidding process, for violations committed during the contract implementation stage, which include but not limited to the following:</p> <p>a) xxx. b) xxx. c) xxx. d) xxx. e) xxx. f) xxx. g) xxx.</p> <p>h) [NEW] FOR THE RENEWAL OF CONTRACTS FOR REGULAR AND RECURRING SERVICES, REFUSAL OF THE SERVICE PROVIDER TO ACCEPT THE NOTICE OF RENEWAL OR FAILURE TO SUBMIT ITS UPDATED DOCUMENTARY REQUIREMENTS FOR THE RENEWAL OF CONTRACT WITHOUT ANY JUSTIFIABLE REASON. [RELETTERED] In case it is determined prima facie that the contractor has engaged, before or during implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation as enumerated in Section III.D of the Guidelines on Termination of Contracts.</p> <p>xxx</p>
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6TH EDITION OF PHILIPPINE BIDDING DOCUMENTS FOR THE PROCUREMENT OF GOODS

ORIGINAL		AMENDED	
<p>Section V. Special Conditions of Contract</p> <p>GCC Clause 1</p> <p>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract.]</p> <p>xxx</p>	<p>Section V. Special Conditions of Contract</p> <p>GCC Clause 1</p> <p>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract.]</p> <p>xxx</p> <p>REGULAR AND RECURRING SERVICES –</p> <p>[IN CASE OF CONTRACTS FOR REGULAR AND RECURRING SERVICES, STATE: "THE CONTRACT FOR REGULAR AND RECURRING SERVICES SHALL BE SUBJECT TO A RENEWAL WHEREBY THE PERFORMANCE EVALUATION OF THE SERVICE PROVIDER SHALL BE CONDUCTED IN ACCORDANCE WITH SECTION VII. SPECIFICATIONS."]</p>	<p>Section VII. Technical Specifications</p> <p>Notes for Preparing the Technical Specifications</p> <p>xxx</p>	<p>Section VII. Technical Specifications</p> <p>Notes for Preparing the Technical Specifications</p> <p>xxx</p> <p>IN CASE OF RENEWAL OF REGULAR AND RECURRING SERVICES, THE PROCURING ENTITY MUST INDICATE HERE THE TECHNICAL REQUIREMENTS FOR THE SERVICE PROVIDER, WHICH MUST INCLUDE THE SET CRITERIA IN</p>

	<p>THE CONDUCT OF ITS PERFORMANCE EVALUATION.</p>
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Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

EURO JANITORIAL SERVICES, CO.
435 Cal. H. S. Del Rosario St. Gagalangin, Tondo, Manila,
Manila, Metro Manila, NCR, Philippines

is registered in the **Philippine Government Electronic Procurement System (PHILGEPS)** on 09-Sep-2010 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **EURO JANITORIAL SERVICES, CO.** has submitted the required eligibility documents in the PHILGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.


For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated. By submitting this Certificate, the Bidder certifies:

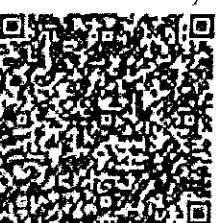
1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty; that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until 26-Sep-2024

Issued this 10th day of August 2023.
This is a system generated certificate. No signature is required.

EURO JANITORIAL SERV. CO.
Certified True Copy


Manila G. Alifan



Page 1 of 3

Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 201009357962043043602

REMINDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

EDUJO JANITORIAL

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Certificate Reference No: 201009357962043043602

Page 2 of 3

List of Eligibility Documents

of

EURO JANITORIAL SERVICES, CO.

435 Cal. H. S. Del Rosario St. Gagalangin, Tondo, Manila,
Manila, Metro Manila, NCR, Philippines

SEC Certificate	Registration Date : 12-Feb-2019 SEC Certificate Number : A199914189
Mayors Permit	Expiration Date : 31-Dec-2023 Permit Number : 1170020040021586 Place of Issue : MANILA Issued By / Signatory : MA. JAZMIN M. TALEGON Issuance Date : 31-Jul-2023
Tax Clearance	Expiration Date : 06-Jul-2024 TCC Number : 06-029-07-06-R0819-2023-M Issued By / Signatory : ALLEN T. OCAMPO Issuance date : 06-Jul-2023
Audited Financial Statement	Date of Filing : 17-Apr-2023 Current Asset : 5,217,167.00 Total Asset : 6,997,103.00 Current Liabilities : 391,364.00 Total Liabilities : 1,266,364.00 Name of Auditor : DANILO L. MEJIA CPA LICENSE NO. 63460 BIR RDO Code : 029
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

EURO JANITORIAL SERV. CO.

Certified True Copy


NESTOR G. ATIVAN



Republic of the Philippines
 SECURITIES AND EXCHANGE COMMISSION
 SEC Building, EDSA, Mandaluyong City
 Metro Manila

S.E.C. Reg. No. A199914189

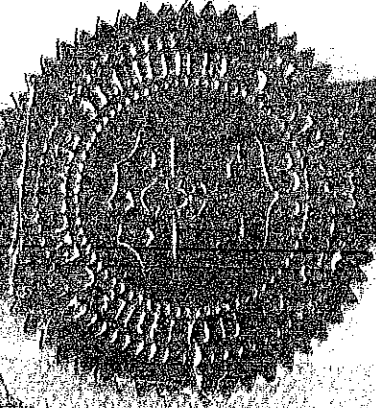
KNOW ALL MEN BY THESE PRESENTS:

THIS IS TO CERTIFY that the annexed
 Articles of Partnership of:

EURO JANITORIAL SERVICES, CO.

been presented to the Commission at 9:18 o'clock in the morning
 the 3rd day of Sept. 19 99, according to Entry No. 30180
 Volume VII, of the Day Book and duly recorded in Folio 36
 No. 70180 Inscription No. I, Volume 1408 of
 Book of Partnership of the Securities and Exchange Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the
 this Commission to be affixed at Mandaluyong City, Metro Manila,
 this 3rd day of September, Nineteen Hundred and
 99-nine.



SONIA M. BALLO
 Director

Corporate and Legal Department

EURO JANITORIAL SERV. CO.

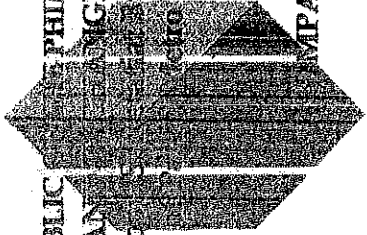
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Manila G. Tivnan

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REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
Ground Floor, 1001
City



PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
Securities and Exchange
Commission
PHILIPPINES

COMPANY REG. NO. A199914189

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the annexed

Amended Articles of Partnership of

EURO JANITORIAL SERVICES CO.

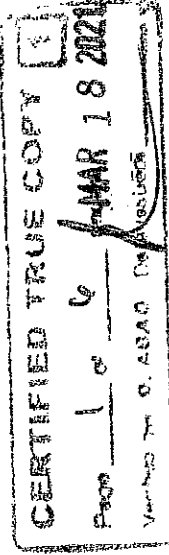
has been presented to the Commission at 12:47 o'clock in the afternoon of the 12th day of February, 2019, according to Entry No. 202060 of Volume XX of the Day Book and duly recorded in Folio 36 Leaf No. 70130 Inscription No. (6) Volume No. 1402 of the Book of Partnership of the Securities and Exchange Commission.

IN TESTIMONY WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Pasay City, Metro Manila, Philippines, this 28th day of February, Twenty Nineteen.

MVA/lea

R. H. Ladrado
SAMPAGUITA R.H. LADRIDO

Assistant Director
SO Order 1188 Series of 2018



ate: 2021-03-17 Time: 09:24:38 AM

Username: Jeffrey Abad

EURO JANITORIAL SERVICES CO.

Certified True Copy

Netita G. Arivan
Netita G. Arivan

COVER SHEET

COMPANY REGISTRATION AND MONITORING DEPARTMENT

MEMORANDUM ARTICLES OF PARTNERSHIP

2914189	SECURITIES AND EXCHANGE COMMISSION	PHILIPPINES
E U R O J A N I T O R I A L		

NAME OF CORPORATION

435	CALLEJON	H.S.	DEL	ROSARIO	ST.
GAGALANGIN	TONDONO	M	A	N	I

ADDRESS OF THE CORPORATION

Mobile Number: N/A

Name of Contact Person

NENITA GUEVARRA-ARIVAN

Small Address

[Empty box]

Telephone No.

[Empty box]

Mobile Number

[Empty box]

435 CALLEJON H.S. DEL ROSARIO ST., GAGALANGIN, TONDO, MANILA

To be accomplished by CFMMD Personnel

Assigned Processor:

Signature

Date

2021-03-17

[Signature]

Document I.D.

Received by Corporate Filing and Records Division (CFRD)

Forwarded to:

Corporate and Partnership Registration Division (CPRD)

Green Lane (GL)

Financial Analysis and Audit Division (FAAD)

Date: 2021-03-17 Time: 09:24:38 AM

Compliance Monitoring Division (CMD)

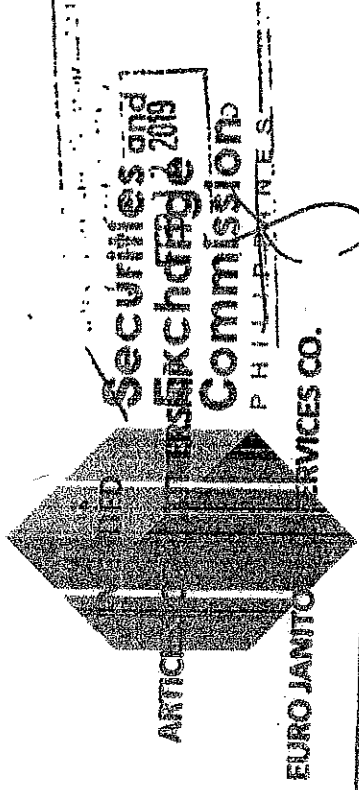
EUROPEAN MONITORING SERV. CO.

Certified True Copy

Use Name: Jeffrey Abada

3 6 / MAR 18 2021

U P 0 2 0 0 . 0 0 4 1 . 0 0 0 0



Name of Partnership

KNOW ALL MEN BY THESE PRESENTS:

That, we undersigned, all of legal age, and both licensed interior designers, residents of the Republic of the Philippines, have this voluntarily agreed to amend a general partnership under the terms and condition herein after set forth and subject to the provisions of existing laws of the Republic of the Philippines.

THAT WE HEREBY CERTIFY:

ARTICLES I: That the name of the partnership shall be:

EURO JANITORIAL SERVICES CO.

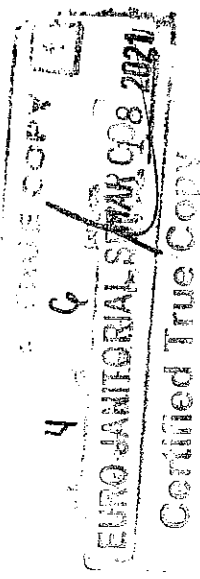
ARTICLES II: That the principal office of the partnership shall be located at 435 Callejon H.S. Del Rosario St, Gagalangin, Tondo, Manila.


ARTICLES III: That the names, nationalities and residences of the partners of the partnership are as follows:

Name	Citizenship	Residence
John Philip Guevarra Mariano	Filipino	435 Callejon H.S Del Rosario St, Gagalangin, Tondo, Manila
Nenita Guevarra Arivan	Filipino	435 Callejon H.S Del Rosario St, Gagalangin, Tondo, Manila
John Dante Guevarra Arivan	Filipino	435 Callejon H.S Del Rosario St, Gagalangin, Tondo, Manila

Date: 2021-03-17 Time: 09:24:38 AM

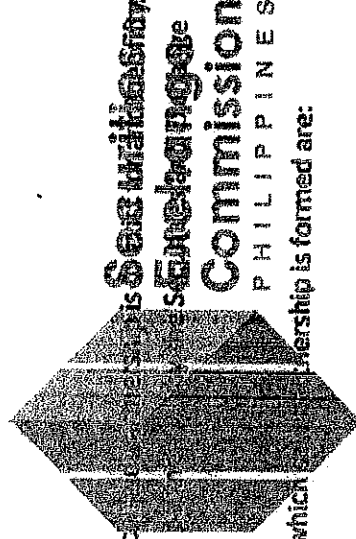
Username: Jeffrey Abada




Nenita G. Arivan

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ARTICLES IV: That the term for which the partnership shall be established shall be **Five Million (50) years** from and after the recording of the said partnership in the books of the **Securities and Exchange Commission**;



ARTICLES V: That the purposes for which the partnership is formed are:

To provide contractual janitorial services for establishments.

ARTICLES VI: That the capital of the partnership shall be Five Million (P5,000,000.00) Pesos, Philippine Currency contributed in cash by the partners as follows:

Name	CONTRIBUTED CAPITAL
John Philip Guevarra Mariano	P 1,666,666.68
Nenita Guevarra Arivan	1,666,666.66
John Dante Guevarra Arivan	1,666,666.66
TOTAL	P 5,000,000.00

That no transfer of interest which will reduce the ownership of Filipino citizens to less than the required percentage of capital shall be allowed to be recorded in the proper books of the partnership;

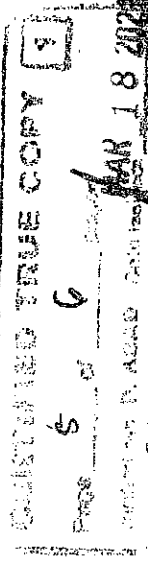
ARTICLES VII: That the profits and losses shall be divided pro-rata among the partners; FIFTY-FIFTY

ARTICLES VIII: That the firm shall be under the management of **Nenita Guevarra Arivan**, as General Manager and such she shall have charge of the management of the affairs of the partnership. They shall have power to use the partnership name and in otherwise performing such acts as are necessary and expedient in the management of the firm and to carry out its lawful purposes.

ARTICLES IX: That we, in behalf of said partnership hereby undertake to change its partnership name as herein provided or as amended thereafter, immediately upon receipt of notice or directive from the Commission that another corporation, partnership or person has acquired a prior right to the use of that name or that the name has been declared as


Date: 2021-03-17 Time: 09:24:38 AM

Username: Jeffrey Abada



EURO JANITORIAL SERV. CO.

QUESTIIONED TRUE COPY


Nenita G. Arivan

IN WITNESS WHEREOF, we have
2019 at CITY OF PASAY, Philippines.

[Signature]
John Phillip Guevarra Mariano
Tin# 218-002-862

[Signature]
Nenita Guevarra Arivan
Tin# 203-357-029

JAN 15 2019
Exchange and
Commission
PHILIPPINES
John Dante Guevarra Arivan
Tin# 451-557-373

Signed in the Presence of:

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES)
CITY OF PASAY) S.S.

BEFORE ME, a Notary Public, in and for CITY OF PASAY, Philippines, this
day of JAN 15 2019, 2019, personally appeared:

- John Phillip Guevarra Mariano TIN # 218-002-862
- Nenita Guevarra Arivan TIN # 203-357-029
- John Dante Guevarra Arivan TIN # 451-557-373

All known to me and to me known to be the same persons who executed the foregoing articles
of partnership and they acknowledge to me that the same is their free and voluntary act and
deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the
date and the place first above written.

Doc. No. 296
Page No. 41
Book No. 01
Series No. 2019

ATTY. VICTOR C. ESTRADA
Notary Public in and for the City of Pasay,
Commission No. 19-03
Until December 31, 2020
Roll of Attorneys No. 27218
PTR No. 6398145 0100419 Pasay City
IBP 2337435 0100419 Q.C.
MGLE No. VI-0000256 with 041919027 Jeffrey Abada

Date: 2021-03-17 Time: 09:24:38 AM

6 6 COPY
EURO JANITORIA
MAR 15 2021
CORRATED TRUS CO.

[Signature]
Nenita G. Arivan



REPUBLIC OF THE PHILIPPINES
CITY GOVERNMENT OF MANILA
OFFICE OF THE MAYOR
BUREAU OF PERMITS



ELECTRONIC BUSINESS PERMIT - RENEWAL

Owner's Name: EURO JANITORIAL SVCS CO
Business Name: EURO JANITORIAL SVCS CO
Address: CALLE JON H DEL ROSARIO ST. 455, BASKINWAY 7TH, TOROJO LIDJ, NCR-CITY OF MANILA, FIRST DISTRICT, 1012
Telephone No.: 09155169198
Email Address: EURO.JANITORIAL@gmail.com
No. of Emp.: 30
Area: 25.00
Nationality:

BIN: 117-00-2004-0021586
Permit No.: 2023-006690846
eOR No.: OR-2023-00099998-B
Date: 01/17/2023
Time: 10:17:25 AM
Amount Paid: 51,929.45
Barangay No.: 474

KIND OF BUSINESS	PERMIT FEES	REMARKS
079901 JANITORIAL SVCS CONTR	1,950.00	<p>Subject to compliance and post-inspection.</p> <p>Non-compliance of any city regulations may lead to Cancellation/Revocation of this permit. For application and issuance of Safety Seal Certificate within a period of ninety (90) days. To apply on-line for Safety Seal, Proceed to www.manila.gov.ph. MUST INSTALL CCTV AS PER ORDINANCE NO. 8173 W/IN 60 DAYS. (if applicable or stated in the ordinance)</p>

SUBJECT TO INSPECTION

"THIS SERVES AS YOUR OFFICIAL BUSINESS PERMIT, NO NEED TO CLAIM ANY DOCUMENTS

EURO JANITORIAL SVCS CO

Corporated Under Corporation Law

Maria G. Aragon
Maria G. Aragon

TERMS AND CONDITIONS:

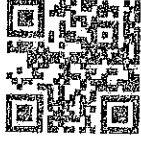
1. This permit shall be valid until December 31 of the current year and must be renewed within the first twenty (20) Days of January of the succeeding year unless revoked of declared null and void for a cause. Failure to renew the time required shall subject the taxpayer to a 25% surcharge on the unpaid taxes, fees, or charges due, plus an interest of 2% per month thereon.
2. This permit shall be posted conspicuously at the place where the business is being conducted and shall be surrendered and/or surrendered to competent authority on demand. This is not transferable and not valid without the corresponding Business Permit / Ta Office Receipts.
3. Any misrepresentation in the application for this permit shall cause the immediate revocation of the same and the forfeiture of all taxes and fees in favour of the City Government of Manila.
4. All business establishments are required to keep clean their frontages and immediate surroundings sidewalk and gutters.
5. This permit shall be automatically revoked if found operating on riverbanks, sidewalks and streets.
6. All establishments are required to display the national flag in their respective premises pursuant to E.O. No. 15, S-04.
7. All business establishments employing ten (10) or more rank and file personnel are required to hire a minimum of seventy percent (70%) Manila residents as rank and file manpower pursuant to Ordinance 8081.
8. Must install CCTV as per ordinance 8173.
9. This permit is only a privilege and not a right. If business operator violates any of the existing city ordinances and non-compliance / submission the documentary requirement shall cause the automatic revocation of this permit.
10. This permit shall be surrendered upon termination, closure or retirement of your business establishment to avoid tax liability.

By Authority of the City Mayor

MARIA SHELLAH "HONEY" H. LACUNA-PANGANIBAN DEEES

ATTY. MARLON M. LACSON

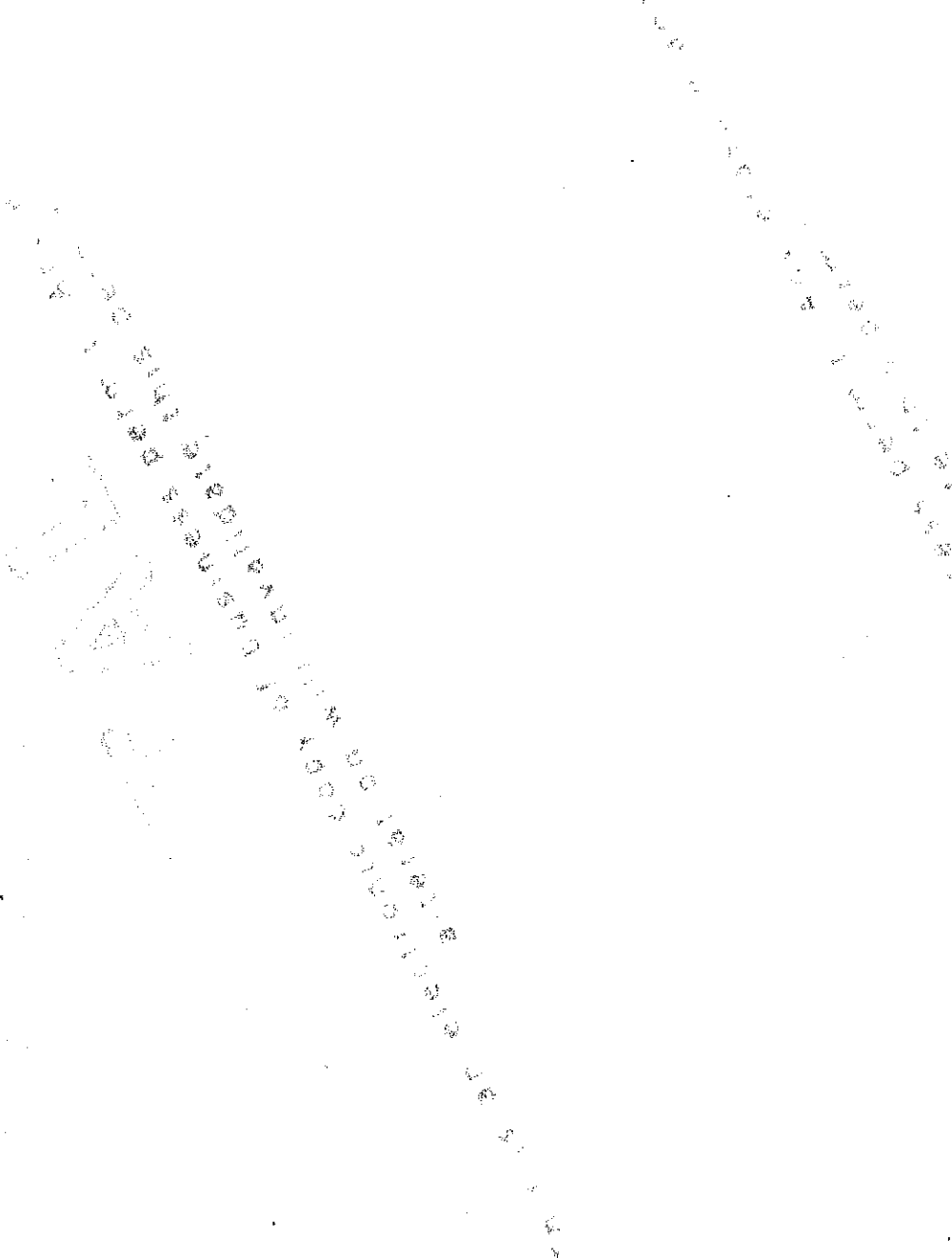
Secretary to the Mayor



Generated by: JULIE PASSI



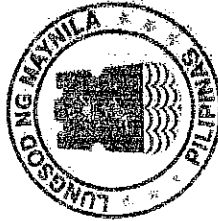
"BAGONG MAYNILA"



"THIS SERVES AS YOUR OFFICIAL BUSINESS PERMIT, NO NEED TO CLAIM ANY DOCUMENTS"

OFFICE OF THE CITY ENGINEER
CITY ENGINEER

Nenita G. ...



REPUBLIC OF THE PHILIPPINES
CITY GOVERNMENT OF MANILA
CITY TREASURER'S OFFICE



BUSINESS TAXES, FEES AND CHARGES

ELECTRONIC OFFICIAL RECEIPT

LIN: 117-00-2004-0021586

Owner's Name: EURO JANITORIAL SVCS CO

Business Name: EURO JANITORIAL SVCS CO

Address: CALLESON HS DEL ROSARIO ST 435, BARANGAY 171, TONDO I / II, NCR, CITY OF MANILA, FIRST DISTRICT, 1012

Year: 2023

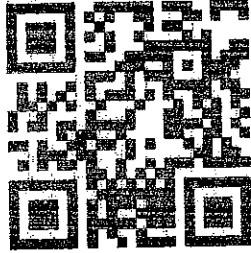
Period: 1st - 1st

Status: RENEWAL

eOR No.: OR-2023-0009998-B

eOR Date: 01/17/2023

Code	Description	Amount	Discount	Penalty	Total	Year	Period
0001	JANITORIAL SVCS CONTR	26,597.07	0.00	0.00	26,597.07	2023	1st - 1st
0002	PERMIT FEE - JANITORIAL SVCS CONTR	1,950.00	0.00	0.00	1,950.00	2023	1st - 1st
0003	GARBAGE FEE	150.00	0.00	0.00	150.00	2023	1st - 1st
0004	SANITARY INSPECTION FEE	200.00	0.00	0.00	200.00	2023	
0006	OCCUPATIONAL TAX	3,500.00	0.00	0.00	3,600.00	2023	
0007	BUILDING INSP FEE	50.00	0.00	0.00	50.00	2023	
0008	ELECTRICAL INSP FEE	50.00	0.00	0.00	50.00	2023	
0010	SIGNBOARD INSP FEE	150.00	0.00	0.00	150.00	2023	
0011	PLUMBING INSP FEE	50.00	0.00	0.00	50.00	2023	
0013	SIGNBOARD PERMIT FEE	100.00	0.00	0.00	100.00	2023	
0014	FIRE SAFETY INSPECTION FEE	481.88	0.00	0.00	481.88	2023	
0018	OCC/P/HC/APP	12,450.00	0.00	0.00	12,450.00	2023	
0022	ZONING PROCESSING FEE	62.50	0.00	0.00	62.50	2023	
0030	CTC / C & C1	5,538.00	0.00	0.00	5,538.00	2023	
0031	BARANGAY BUSINESS CLEARANCE	500.00	0.00	0.00	500.00	2023	
	Total	51,929.45	0.00	0.00	51,929.45	2023	1st - 2023 1st



eSOA No.: SCA-2023-0015972-B

TXN No.: 9#HU4GPACL

Reference No.: MP7YVWJ5CJ

Payment Type: BCPM

Paid At: 01/17/2023 10:17:25 AM

Generated By: JULIE PASSI

Generated At: 01/17/2023 10:17:25 AM

NOTE:

1. For full year payments with changes, please go to e-Government, click on Gov BPLS, choose change of information then process your request;

Ma. Razmin M. Talegon
MA. RAZMIN M. TALEGON
Asst. City Treasurer

"THIS SERVES AS YOUR OFFICIAL RECEIPT, NO NEED TO CLAIM ANY DOCUMENTS
AT THE CITY TREASURERS OFFICE, MANILA CITY HALL."



"RAGONG MAYNILA" CITY GOVERNMENT

Digitized from Gov

Manila Gov



OFFICIAL RECEIPT
 Republic of the Philippines
City of Manila
OFFICE OF THE CITY TREASURER



Accountable Form No. 51
 Revised January, 1992 **ORIGINAL**

DATE April 17, 2023 No. **MLA 1103532**

01:52:45 PM-0059-04/17/23-00598267
 PAYOR **EURO JANITORIAL SVCS CO**
MLA

NATURE OF COLLECTION	FUND AND ACCOUNT CODE	AMOUNT
Bureau of Permits - Certified True Copy		P 100.00
		P 100.00

AMOUNT IN WORDS:
 one hundred and xx / 100

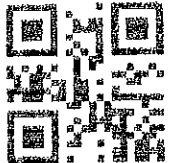
<input type="checkbox"/> Cash <input type="checkbox"/> Treasury Warrant <input type="checkbox"/> Check <input type="checkbox"/> Money Order Received	Received the amount Stated Above MARY GRACE CASTARENA Collecting Officer
Treasury Warrant, Check Money Order Number	
Date of Treasury Warrant, Check, Money Order	

Note: Write the number and date of this receipt on the back of treasury warrant, check or money order received.



CHANGE-RECEIPT

DATE TIME: 4/11/2023 9:04:11 AM
 REFERENCE NO.: 01N100001

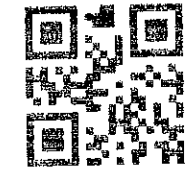


PLEASE PRESENT THIS RECEIPT FOR CLAIMING UNPAID REFERENCE NUMBER



DATE TIME: 4/11/2023 9:04:12 AM
 REFERENCE NO.: MP14Y16C36

ITEM:	
Manila BPLS	26,747.07
CONVENIENCE FEE	75.00
TOTAL :	26,822.07
CASH :	26,823.00
CHANGE :	0.93



ACKNOWLEDGEMENT RECEIPT
 NOT VALID FOR CLAIMING INPUT TAX
 THIS SERVES AS YOUR PROOF OF PAYMENT
 THANK YOU, COME AGAIN.

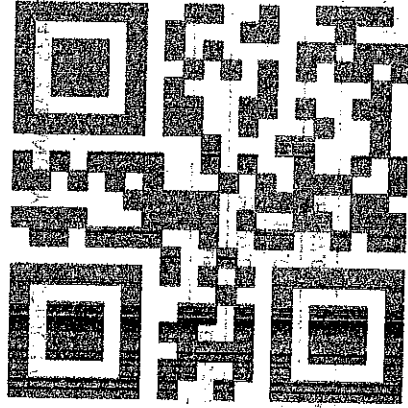
NONITA G. CASTARENA
 Nonita G. Castarena



Selected payment option:
Kiosk Machines

Valid Until:

April 12, 2023 08:45 AM



MP14YT6C36

You can pay this reference number to
the selected payment channel.



Billier	Manila BPLS
Amount	₱26,747.07
Convenience Fee	₱75.00
Total Amount	₱26,822.07
Status	PENDING

You may now close this window.

Close

General Guidelines

- Confirmation Payments are processed once paid
- Pay the exact amount. Any excess payment will be forfeited. Payments less than the total amount indicated will not be process.

MANILA BANK OF THE PHILIPPINES
CORPORATE TRIP COMPANY



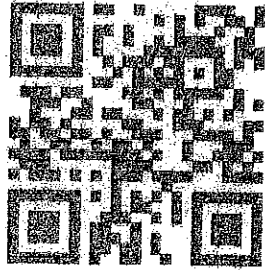
REPUBLIC OF THE PHILIPPINES
CITY GOVERNMENT OF MANILA
CITY TREASURER'S OFFICE
BUSINESS TAXES, FEES AND CHARGES



ELECTRONIC OFFICIAL RECEIPT

EIN: 117-00-2004-0021596 Status: QUARTERLY
 Owner's Name: EURO JANITORIAL SVCS CO eOR No.: OR-2023-0062466-B
 Business Name: EURO JANITORIAL SVCS CO eOR Date: 07/31/2023
 Address: CALLEJON HS DEL ROSARIO ST 435, BARANGAY 171, TONDO I / II, NCR, CITY OF MANILA, FIRST DIST. DIST. 1
 Year: 2023
 Period: 3rd - 3rd

Code	Description	Amount	Discount	Penalty	Total	Year
0001	JANITORIAL SVCS CONTR	26,597.07	0.00	7,314.19	33,911.27	2023
0003	GARBAGE FEE	150.00	0.00	41.25	191.25	2023
Total		26,747.07	0.00	7,355.44	34,102.52	2023 3rd - 2023



eSOA No.: SOA-2023-0093211-B
 TXN No.: 8KTC41LB8T
 Reference No.: MP6LXTUDGU
 Payment Type: BCPM
 Paid At: 07/31/2023 09:18:47 AM

Generated By: JULIE PASSI

Generated At: 07/31/2023 09:18:47 AM

NOTE:

1. For full year payments with charges, please go to e-Government, click on Gol BPLS, choose change of information then process your request;
2. For quarterly payments, please go to e-Government, click on Gol BPLS, choose quarterly payment then process your request;

Ma Pazmin M. Talegon
 MA. PAZMIN M. TALEGON
 City Treasurer

"THIS SERVES AS YOUR OFFICIAL RECEIPT, NO NEED TO CLAIM ANY DOCUMENTS
 AT THE CITY TREASURERS OFFICE, MANILA CITY HALL"



"BAGONG MAYNILA" MANILA ANTONIAL CITY HALL

Continued This Receipt

Merita G. ...

CITY OF MANILA

Assessments and Charges
Statement of Account

117-00-2004-0021586

Owner's Name: EURO JANITORIAL SVCS CO

Status: QUARTERLY

Business Name: EURO JANITORIAL SVCS CO

eSOA No.: SOA-2023-00993211-B

Address: CALLEJON HS DEL ROSARIO ST 435, BARANGAY 171, TONDO / II, NCR, CITY OF MANILA, FIRST DISTRICT, 1012

Billing Date: 07/31/2023

Year: 2023

Period: 3rd - 3rd

Code	Description	Amount	Discount	Penalty	Total	Year	Period
0001	JANITORIAL SVCS CONTR	26,597.07	0.00	7,314.19	33,911.27	2023	3rd - 3rd
0003	GARBAGE FEE	150.00	0.00	41.25	191.25	2023	3rd - 3rd
Total		26,747.07	0.00	7,355.44	34,102.52	2023-3rd - 2023-3rd	

This eSOA is valid until 08/20/2023

Generated by: JULIE PASSI

Generated at: 07/31/2023 08:37:23 AM

NOTE:

1. This e-SOA will expire on the 12 midnight of the next day of validity. Click regenerate e-SOA to update your assessment.
2. Discount Rates for FULL payment per ORDINANCE 6861.

FULL YEAR PAYMENT

Discount Rate	On or before January 20
10%	

QUARTERLY PAYMENT SCHEDULE

Quarter	
1st	January 20
2nd	April 20
3rd	July 20
4th	October 20

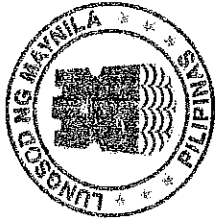
3. Payments may be made in Quarterly installments without discount.
4. 2% interest per month for late / delinquent payments.
5. This is a computer generated document. No signature is required.

175
P 34,177.52

4th Exp.
Last day is Oct. 20



"BAGONG MAYNILA"



REPUBLIC OF THE PHILIPPINES
 CITY GOVERNMENT OF MANILA
 CITY TREASURER'S OFFICE
 BUSINESS TAXES, FEES AND CHARGES

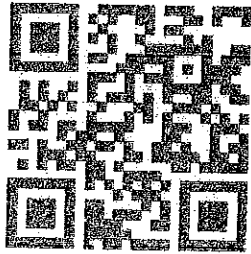


ELECTRONIC OFFICIAL RECEIPT

BIN: 117-00-2004-0021588
Owner's Name: EURO JANITORIAL SVCS CO
Business Name: EURO JANITORIAL SVCS CO
Address: CALLEJON HS DEL ROSARIO ST 435, BARANGAY 171, TONDO I / II, NCR, CITY OF MANILA, FIRST DISTRICT, 1012
Year: 2023
Period: 4th - 4th

Status: QUARTERLY
eOR No.: OR-2023-0065284-B
eOR Date: 10/04/2023

Code	Description	Amount	Discount	Penalty	Total	Year	Period
0001	JANITORIAL SVCS CONTR	26,597.07	0.00	0.00	26,597.07	2023	4th - 4th
0003	GARBAGE FEE	150.00	0.00	0.00	150.00	2023	4th - 4th
Total		26,747.07	0.00	0.00	26,747.07	2023	4th - 2023 4th



eSOA No.: SOA-2023-0098740-B
 TXN No.: FFDSCY5KVP
 Reference No.: MP4ZY10ZJI
 Payment Type: BCPM
 Paid At: 10/04/2023 09:29:53 AM

Generated By: JULIE PASSI

Generated At: 10/04/2023 09:29:53 AM

NOTE:

- For full year payments with changes, please go to e-Government, click on Gol BPLS, choose change of information then process your request;
- For quarterly payments, please go to e-Government, click on Gol BPLS, choose quarterly payment then process your request;

Ma. Pazmin M. Talegon
 MA. PAZMIN M. TALEGON
 City Treasurer

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 AT THE CITY TREASURERS OFFICE, MANILA CITY HALL."



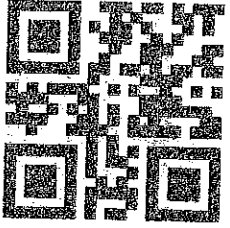
"BAGONG MAYNILA"

Nenita G. Flores



Selected payment option:
Kiosk Machines

Valid Until:
October 5, 2023 09:19 AM



MP4ZY10ZJI

You can pay this reference number to
the selected payment channel.



Billers	Manila BPLS
Amount	₱26,747.07
Convenience Fee	₱75.00
Total Amount	₱26,822.07

Status: PENDING

You may now close this window.

General Guidelines

- Confirmation Payments are processed once paid.
- Pay the exact amount. Any excess payment will be forfeited. Payments less than the total amount indicated will not be process.
- Amount is inclusive of convenience fee. If you are paying for multiple reference numbers, pay separately for each reference number. One transaction per reference number.
- Make sure to get a reference number first before paying.
- A reference number can only be used once. If you made a short payment by mistake, do not try to correct it by making another bills payment with the same reference no. Contact our helpdesk immediately.

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MANILA BPLS
BILLS PAYMENT CENTER

Nenita G. Aragon



Republic of the Philippines
OFFICE OF THE MAYOR
City of Manila

CERTIFICATION

This is to certify that as per digital records, the following details are true and correct:

BIN: 117-00-2004-0021586
Name of Business: EURO JANITORIAL SVCS CO
Name of Owner: EURO JANITORIAL SVCS CO
EP permit Number: 2023-000009846
eOR Number: OR-2023-0009998-B
Date: January 17, 2023

Issued on April 17, 2023, for any legal purpose it may serve.

By Authority of the Mayor:

Atty. MARLON M. LACSON
Secretary to the Mayor

Certified by:

FORTUNATO L. PALILEO
Chief, Electronic Data Processing Services

Certification payment details:
OR Number: **MLA 1103532**
Date: **April 17, 2023**
Amount: **100.00**

CTRL No 2023-0000947

EURO JANITORIAL SERV. CO.

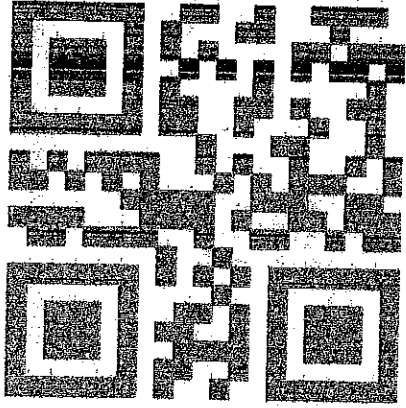
Certified True Copy

Nerlita G. Arivan



Selected payment option:
Kiosk Machines

Valid Until:
April 12, 2023 08:45 AM



MP14YT6C360

You can pay this reference number to
the selected payment channel.

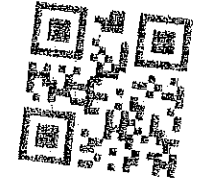


Billers	Manila BPLS
Amount	₱ 26,747.07
Convenience Fee	₱ 75.00
	₱ 26,822.07

DATE TIME: 4/11/2023 9:04:12 AM
REFERENCE NO.: MP14YT6C360

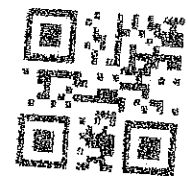
ITEM:
Manila BPLS
CONVENIENCE FEE

TOTAL	26,747.07
CASH	75.00
CHANGE	26,822.07
	26,823.00
	0.93



RECEIPTS RECEIPT RECEIPT
FOR CLAIMING INPUT TAX
FOR YOUR PROOF OF PAYMENT
IF YOU, COME AGAIN.

CHANNEL RECEIPT



will be forfeited. Payments less than the total amount...

EURO JANITORIAL SERV. CO.

Certified True Copy

Merita G. Arivan



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
REVENUE REGION NO. 006, MANILA

TCC NO. 06-029-07-06-R0819-2023-M

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

EURO JANITORIAL SERVICES CO.

Name of Taxpayer

435 CALLEJON HS DEL ROSARIO ST., BIRGY 171 ZONE 15 TONDO MANILA 1012

Address

203-357-029-000

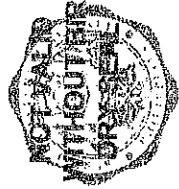
Taxpayer Identification Number

This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of the date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

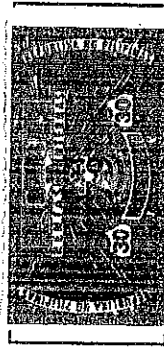
Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this tax clearance.

Issued this 6th day of July 2023

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL JULY 5, 2024 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 45-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON JULY 2, 2023 UNDER PAYMENT TRANSACTION NO. 235351072. ANY ERASURE MADE ON THIS TAX CLEARANCE CERTIFICATE SHALL RENDER IT NULL AND VOID.



ENRIQUE REMIGIO Z. GATCHALIAN
Chief, Collection Division



WARNING: Counterfeiting is punishable by law. For authenticity, please visit BIR website www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html. Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.

EURO JANITORIAL SERVICES CO.

Certified True Copy

Nestled G. Aran



DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Revenue Region No. 6
Manila

Ref. No. 19957-2023

July 6, 2023

STATUS VERIFICATION

NAME OF TAXPAYER : EURO JANITORIAL SERVICES CO.
ADDRESS : 435 CALLE JON HS DEL ROSARIO ST., BRGY 171 ZONE 15
TONDO MANILA 1012
T. I. N. : 203-357-029-000
PURPOSE : FOR BIDDING PURPOSES

	FINDINGS	INITIAL / DATE
1. Collection Division	() Yes (<input checked="" type="checkbox"/>) No	<u>CEG 7/6/2023</u>
- With Delinquent Accounts	if yes, details:	
2. Legal Division	() Yes (<input checked="" type="checkbox"/>) No	<u>2 7/6/2023</u>
- With Pending Cases Filed	if yes, details:	

ENRIQUE REMIGIO Z. GATCHALIAN
Chief, Collection Division

ATTY. JAMON B. LORENZO
OIC-Chief, Legal Division

EURO JANITORIAL SERV. CO.

Certified True Copy

NONA G. ATWAN
Nemfa G. Atwan

Authorizer Payment Acknowledgement Receipt

TTN : 203-357-029
Branch Code : 000
RDO Code : 029
Name of Taxpayer : EURO JANITORIAL SERVICES
CO
Tax Type : IT
Tax Return Period : 12/31/2022
Bank : China Banking Corporation
Filing Reference Number : 462300053356756
Payment Transaction Number : 23399333
BancNet Confirmation Number : 136507
Payment Instruction Date : 04/14/2023
Tax Amount Due : Php 11,306.00
Actual Tax Amount to be Paid : Php 11,306.00
Transaction Date : 04/14/2023 10:24:07 AM
User Name : cbcejsjgm
Transaction Status : Approved



[Contact BancNet](#)

EURO JANITORIAL SERVICES

Certified True Copy

Patricia G. ...
Patricia G. ...

BIR-BancNet Tax Payment Notification

From: BancNet Tax Payment (customer_service@bancnetonline.com)

To: jpgm_0508@yahoo.com

Date: Friday, April 14, 2023 at 10:24 AM GMT+8

Hello cbcejsjgm,

This is to notify you that cbcejsjgm, your Company's assigned Final Authorizer transacted with BancNet Online Tax Payment Gateway.

The transaction has just been processed with a status of Approved and with the following details:

TIN	:	203-357-029-000
RDO Code	:	029
Tax Payer's Name	:	EURO JANITORIAL SERVICES CO
Tax Type	:	IT
Tax Period	:	12/31/2022
Quarter	:	0
Bank	:	China Banking Corporation
Filing Reference Number	:	462300053356756
Payment Transaction Number	:	233999333
BancNet Confirmation Number	:	136507
Payment Transaction Date	:	04/14/2023
Tax Due	:	11,306.00
Actual Amount Paid	:	11,306.00
Transaction Date	:	04/14/2023 10:24:05 AM
Transaction Status	:	Approved

This is an auto-email from BancNet Online.

DO NOT REPLY TO THIS MESSAGE. For further help or to contact support, please see <https://www.bancnetonline.com/apps/Servlet/ServletFront?trxcode=137>.

If you have questions check the BancNet Online Site FAQ please see <http://www.bancnet.net/faq/corporate/faq/FAQBOL.html>.

Thank you very much.

Visit us at <http://www.bancnetonline.com>.

EURO JANITORIAL SERVICES CO

Certified True Copy


Martha G. Lopez

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BCS/ User Only: Name:

BIR Form No.
1702-RT
January 2019 (ENCS)
Page 1

Annual Income Tax Return

For Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate

Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X". Two Copies MUST be filed with the BIR and one held by the taxpayer.

1702-RT 01/19/ENCS P1

1 For Calendar Fiscal Year Ended (MM/20YY) 12/2022	3 Amended Return? Yes No	4 Short Period Return? Yes No	5 Alphanumeric Tax Code (ATC) IC0955 Minimum Corporate Income Tax (MCIT)
---	-----------------------------	----------------------------------	--

Fast I - Background Information	
6 Taxpayer Identification Number (TIN) 203 - 357	7 FDO Code 029
8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS) EURO JANITORIAL SERVICES CO	

9A Registered Address (Indicate complete registered address)
435 CALLE JONAS DEL ROSARIO ST BIRGY 171 ZONE 15 TONDO MANILA

9B Zipcode 1012

10 Date of Incorporation/Organization (MM/DD/YYYY) 09/09/1999

11 Contact Number 2539602
12 Email Address euro.janitorial@yahoo.com

13 Method of Deductions (Section 34 (A-J), NIRC) Itemized Deductions (Section 34 (A-J), NIRC) - 40% of Gross Income (Section 34(L), NIRC as amended by RA No. 9504)

Fast II - Total Tax Payable (Do NOT enter Carries)

14 Total Income Tax Due (Overpayment) (From Part IV Item 43)	80,816
15 Less: Total Tax Credits/Payments (From Part IV Item 55)	49,510
16 Net Tax Payable (Overpayment) (Item 14 Less Item 15) (From Part IV Item 56)	11,306

Add Penalties

17 Surcharge	0
18 Interest	0
19 Compenesse	0

20 Total Penalties (Sum of Items 17 to 19) 0

21 TOTAL AMOUNT PAYABLE (Overpayment) (Sum of Item 16 and 20) 11,306

If Overpayment, mark "X" one box only (Once the choice is made, this same is irrevocable)
To be refunded To be issued a Tax Credit Certificate (TCC) To be carried over as tax credit next year/quarter

We declare under the penalties of perjury that this annual return has been made in good faith, verified by us and to the best of our knowledge and belief, it is true and correct pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued thereunder, and we hereby request that you process the return and refund any overpayment due to us immediately.

Signature over printed name of President/Partner/Authorized Representative

Title of Signatory	TIN	Title of Signatory	22 Number of Attachments
			4

Signature over printed name of Treasurer/Assistant Treasurer

Part III - Details of Payment		
22 Cash/Bank Debit Memo	23 Details of Payment Number	Date (MM/DD/YYYY) 2023
24 Check		
25 Tax Debit Memo		
26 Others (Specify Below)		

Stamp of Issuing Office/RA and Days of Receipt (RO's Signature/Bank Teller's Stamp)

Machine Validation/Revenue Official Receipts Details (If not filed with an Authorized Agent Bank)

AUTO JANITORIAL SERV. CO.
Certified True Copy
Nerissa S. Arapan

Annual Income Tax Return
Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to
REGULAR Income Tax Rate

1702-RT 01/18ENCS P2

Taxpayer Identification Number (TIN)		Registered Name	
203	- 357 - 029 - 000	EURO JANITORIAL SERVICES CO	
Part IV - Computation of Tax (Do NOT enter Centenos)			
27 Sales/Receipts/Revenues/Fees			13,646,004
28 Less: Sales Returns, Allowances and Discounts			0
29 Net Sales/Receipts/Revenues/Fees (Item 27 Less Item 28)			13,646,004
30 Less: Cost of Sales/Services			12,272,899
31 Gross Income from Operation (Item 29 Less Item 30)			1,373,105
32 Add: Other Taxable Income Not Subjected to Final Tax			0
33 Total Taxable Income (Sum of Items 31 and 32)			1,373,105
Less: Deductions Allowable under Existing Law			
34 Ordinary Allowable Itemized Deductions (From Part VI Schedule I Item 18)		1,069,023	
35 Special Allowable Itemized Deductions (From Part VI Schedule II Item 5)		0	
36 Net CO (only for those taxable under Sec. 27(A) to C); Sec. 28(A)(1) & (A)(6)(b) of the tax Code) (From Part VI Schedule III Item 8)		0	
37 Total Deductions (Sum of Items 34 to 36)		1,069,023	
38 Optional Standard Deduction (40% of Item 33)		0	
39 Net Taxable Income (Loss) (If Itemized: Item 33 Less Item 37; If OSD: Item 33 Less Item 32)			304,082
40 Applicable Income Tax Rate			20 %
41 Income Tax Due other than Minimum Corporate Income Tax (MCIT) (Item 39 x Item 40)			60,816
42 MCIT Due (2% of Item 33)			24,462
43 Tax Due (Normal Income Tax Due in Item 41 OR the MCIT Due in Item 42, whichever is higher) (To Part II Item 14)			60,816
Less: Tax Credits/Payments (attach proof)			
44 Prior Year's Excess Credits/Other Than MCIT			0
45 Income Tax Payment under MCIT from Previous Quarters			0
46 Income Tax Payment under Regular/Normal Rate from Previous Quarters			49,510
47 Excess MCIT Applied this Current Taxable Year (From Part VI Schedule IV Item 4)			0
48 Creditable Tax Withheld from Previous Quarters per BIR Form No. 2397			0
49 Creditable Tax Withheld per BIR Form No. 2397 for the 4th Quarter			0
50 Foreign Tax Credits, if applicable			0
51 Tax Paid in Return Previously Filed, if this is an Amended Return			0
52 Special Tax Credits (To Part V Item 56)			0
Other Credits/Payments (Specify)			0
53			0
54			0
55 Total Tax Credits/Payments (Sum of Items 44 to 54) (To Part II Item 15)			49,510
56 Net Tax Payable / (Overpayment) (Item 43 Less Item 55) (To Part II Item 16)			11,306
Part V - Tax Refund Availment			
57 Special Allowable Itemized Deductions (Item 35 of Part IV x Applicable Income Tax Rate)			0
58 Add: Special Tax Credits (From Part IV Item 52)			0
59 Total Tax Refund Availment (Sum of Items 57 and 58)			0

EURO JANITORIAL SERV. CO.

Certified True Copy

Notaria G. J. J. J.
Notaria G. J. J. J.

Annual Income Tax Return
Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to
REGULAR Income Tax Rate

1702-RT 01/19(EINCS) P3

Taxpayer Identification Number (TIN)	Registered Name
203 - 357 - 023 - 000	EURO JANITORIAL SERVICES CO

Schedule I - Ordinary Allowable Itemized Deductions (Attach additional sheets, if necessary)

1 Amortizations		
2 Bad Debts		0
3 Charitable Contributions		0
4 Depreciation		0
5 Depreciation		0
6 Entertainment, Amusement and Recreation		240,835
7 Fringe Benefits		0
8 Interest		0
9 Losses		0
10 Pension Trust		0
11 Rental		0
12 Research and Development		0
13 Salaries, Wages and Allowances		0
14 SSS, GSIS, Philhealth, HDMF and Other Contributions		0
15 Taxes and Licenses		251,305
16 Transportation and Travel		0
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (Specify below. Add additional sheets, if necessary)		
a. Janitorial and Messingnal Services		
b. Professional Fees		0
c. Security Services		0
d. COMMUNICATION, LIGHTS AND WATER		0
e. FUEL AND OIL		127,233
f. MISCELLANEOUS		151,800
g. OFFICE SUPPLIS		52,670
h.		205,180
i.		0
j.		0

18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17) (To Part IV, Item 34) **1,059,023**

Schedule II - Special Allowable Itemized Deductions (Attach additional sheets, if necessary)

1	Description	Legal Basis	Amount
2			0
3			0
4			0
5			0

19 Total Special Allowable Itemized Deductions (Sum of Items 1 to 4) (To Part IV, Item 35) **0**

EURO JANITORIAL SERV. CO.

Certified True Copy

[Signature]
Nery G. Moran

Taxpayer Identification Number (TIN) **209 - 357 - 029** Registered Name **EURO JANITORIAL SERVICES CO**
 1702-RT 01/18 ENCS PA

Schedule III - Computation of Net Operating Loss Carry Over (NOLCO)

1 Gross Income (from Part IV item 33) **0**
 2 Less: Ordinary Allowable Itemized Deductions (from Part VI Schedule I item 18) **0**
 3 Net Operating Loss (Item 1 Less Item 2) (To Schedule IZA, Item 7A) **0**

Schedule IIIA - Computation of Available Net Operating Loss Carry Over (NOLCO) (DO NOT enter Centavo; 49 Centavos or Less drop down, 50 or more round up)

Year Incurred	Net Operating Loss	B) NOLCO Applied Previous Year
	A) Amount	
4	0	0
5	0	0
6	0	0
7	0	0

Continuation of Schedule IIIA (Item numbers continue from table above)

C) NOLCO Expired

Year	D) NOLCO Applied Current Year	E) Net Operating Loss (Unapplied) (E = A Less (B + C + D))
4	0	0
5	0	0
6	0	0
7	0	0

Schedule IV - Computation of Minimum Corporate Income Tax (MCIT)

Year	A) Normal Income Tax as adjusted	B) MCIT	C) Excess MCIT over Normal Income Tax
1	0	0	0
2	0	0	0
3	0	0	0

Continuation of Schedule IV (Item numbers continue from table above)

D) Excess MCIT Applied/Used in Previous Years

Year	E) Expired Portion of Excess MCIT	F) Excess MCIT Applied this Current Taxable Year	G) Balance of Excess MCIT Allowable as Tax Credit for Successor Years (G = C Less (D + E + F))
1	0	0	0
2	0	0	0
3	0	0	0

Total Excess MCIT Applied (Sum of Items 1F to 3F) (To Part IV item 47) **0**

Schedule V - Reconciliation of Net Income per Books Against Taxable Income (attach additional sheets, if necessary)

1 Net Income/(Loss) per books **394,082**
 Add: Non-deductible Expenses/ Taxable Other Income **0**
 2 **394,082**
 3 **0**
 4 Total (Sum of Items 1 to 3) **394,082**
 Less: A) Non-taxable Income and Income Subjected to Final Tax **0**
 5 **0**
 6 **0**
 7 **0**
 8 **0**
 9 Total (Sum of Items 5 to 8) **0**
 10 Net Taxable Income/(Loss) (Item 4 Less Item 9) **394,082**

EURO JANITORIAL SERV. CO.
 Certified True Copy

**STATEMENT OF MANAGEMENT'S RESPONSIBILITY
FOR ANNUAL INCOME TAX RETURN**

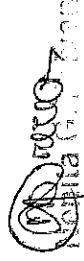
The management of EURO JANITORIAL SERVICES CO. is responsible for all information and representations contained in the Annual Income Tax Return for the year ended December 31, 2022. Management is likewise responsible for all information and representations contained in the financial statements accompanying the Annual Income Tax Return covering the same reporting period. Furthermore, the Management is responsible for all information and representations contained in all the other tax returns filed for the reporting period, including, but not limited, to the value added tax and/or percentage tax returns, withholding tax returns, documentary stamp tax returns, and any and all other tax returns.

In this regard, the management affirms that the attached audited financial statements for the year ended December 31, 2022 and the accompanying Annual Income Tax Return are in accordance with the books and records of EURO JANITORIAL SERVICES CO., complete and correct in all material respects. Management likewise affirms that:

- a.) The Annual Income Tax Return has been prepared in accordance with the provisions of the National Internal Revenue Code, as amended, and pertinent tax regulations and other issuances of the Department of Finance and the Bureau of Internal Revenue;
- b.) Any disparity of figures in the submitted reports arising from the preparation of financial statements pursuant to financial accounting standards and the preparation of the income tax return pursuant to tax accounting rules has been reported as reconciling items and maintained in the company's books and records in accordance with the requirements of Revenue Regulations No. 8-2007 and other relevant issuances;
- c.) EURO JANITORIAL SERVICES CO. has filed all applicable tax returns, reports and statements required to be filed under Philippine tax laws for the reporting period, and all taxes and other impositions shown thereon to be due and payable have been paid for the reporting period, except those contested in good faith.

By: *Walter S. Ojisan*
Managing Partner

EURO JANITORIAL SERVICES CO.
Certified True Copy


Walter S. Ojisan

DANILO L. MEJIA
Certified Public Accountant

**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT
TO ACCOMPANY PHILIPPINE INCOME TAX RETURNS**

The Partners
EURO JANITORIAL SERVICES CO.
435 HS Del Rosario, Gagalaangin
Tondo, Manila

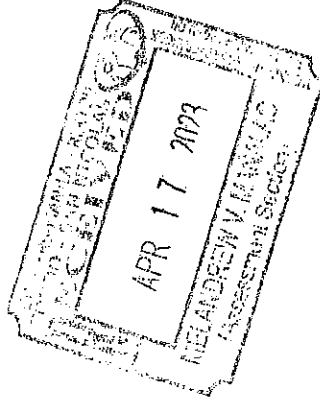
I have examined the financial statements of **EURO JANITORIAL SERVICES CO.** as of December 31, 2022 on which I rendered my report March 30, 2023.

In compliance with Revenue Regulation V-20, I hereby certify that:

1. The taxes paid by the above Company during the year are shown in Schedule of Taxes Paid on Notes to Financial Statements.
2. I don't have direct financial interest with the Company.

DANILO L. MEJIA
CPA License No. 63460
BOA Cert. No. 3155 valid until September 30, 2024
BIR Accreditation No. 05-003267-001-2022 valid until February 17, 2025
PTR No. 5035684 January 10, 2023 Malabon City
TIN 154-536-375

March 30, 2023



EURO JANITORIAL SERV. CO.
Certified True Copy

DANILO L. MEJIA
Certified Public Accountant
1 Consuelo Street, Acacia, Malabon City

The Partners
EURO JANITORIAL SERVICES CO.
435 HS Del Rosario, Gagalangin
Tondo, Manila

Opinion

I have audited the financial statements of **EURO JANITORIAL SERVICES CO.** which comprise the statement of financial position as at December 31, 2022, and the income statement, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of **EURO JANITORIAL SERVICES CO.** as at December 31, 2022, and of its financial performance and its cash flows for the year then ended in accordance with Philippine Financial Reporting Standards (PFRS).

Basis For Opinion

I conducted our audit in accordance with Philippine Standards on Auditing (PSAs). My responsibilities under these standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. I am independent of the Partnership in accordance with the Code of Ethics for Professional Accountants in the Philippines, and I have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PFRS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Partnership's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Partnership or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Partnership's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with PSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

EURO JANITORIAL SERV. CO.

Corrected True Copy


DANILO L. MEJIA

As part of an audit in accordance with PSAs, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Partnership's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Partnership's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Partnership to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on the Supplementary Information Required Under Revenue Regulations 15-2010

My audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information on taxes, duties and license fees in note in a separate schedule is presented for purposes of filing with the Bureau of Internal Revenue and is not a required part of the basic financial statements. Such information is the responsibility of management. The information has been subjected to the auditing procedures applied in my audit of the basic financial statements. In my opinion, the information is fairly stated in all material respects in relation to the basic financial statements taken as whole.



DANILO J. MEJIA
CPA License No. 63460

BOA Accreditation No. 3155 valid until September 30, 2024

BIR Accreditation No. 05-003267-001-2022 valid until February 17, 2025

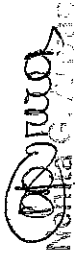
PTR No. 5033684 January 10, 2023 Malabon City

TIN 154-536-375

March 30, 2023

SECURITY MARK

SECURITY MARK



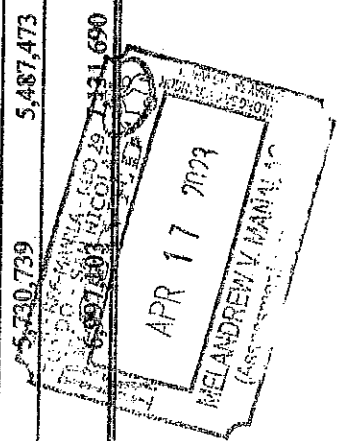
EURO JANITORIAL SERVICES CO.
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2022

A S S E T S	2022	2021
Current Assets		
Cash on hand and in bank	3,858,157	4,266,429.00
Accounts receivable - trade	1,309,500	816,902.00
Deferred tax credit	49,510	27,588.00
Total current assets	5,217,167	5,110,919.00
Property and equipment		
Leasehold improvement	1,390,030	1,390,030.00
Transportation Equipment	2,646,700	2,646,700.00
Furniture and fixtures	530,215	530,215.00
Office Equipment	898,697	898,697.00
Total	4,075,612	4,075,612.00
Less: Accumulated depreciation	2,295,676	2,054,841.00
Property and equipment, net	1,779,936	2,020,771.00
TOTAL ASSETS	6,997,103	7,131,690.00

LIABILITIES AND PARTNERS' EQUITY

Current Liabilities		
Accounts payable	294,670	238,448
VAT payable	35,878	-
Income tax payable	60,816	55,769
Total current liabilities	391,364	294,217
Loan payable	875,000	1,350,000
Total liabilities	1,266,364	1,644,217
Partners' Equity		
Balance, January 1	5,487,473	5,020,165
Additional capital	-	300,000
Net income for the year	243,266	167,308
Balance, December 31	5,730,739	5,487,473

TOTAL LIABILITIES AND PARTNERS' EQUITY



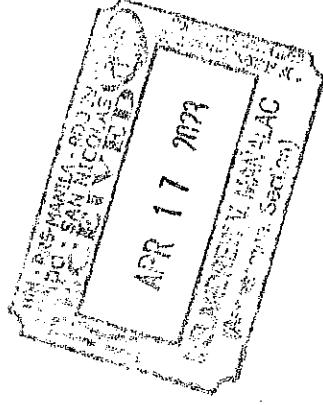
EURO JANITORIAL SERV. CO.

Certified True Copy

Mel Andrew V. Hanalan
NORTH CALIFORNIA

EURO JANITORIAL SERVICES CO.
INCOME STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
SERVICE INCOME	13,646,004.00	7,892,449.00
LESS: COST OF SERVICE		
Direct labor	9,811,571	2,078,400.00
Materials and supplies	2,461,328	4,582,233.00
Total	12,272,899	6,660,633.00
GROSS PROFIT	1,373,106	1,231,816
LESS; OPERATING EXPENSES		
Taxes and licenses	251,305	232,455.00
Office supplies	205,180	214,552.00
Communication, light and water	127,233	101,460.00
Gas and oil	151,800	131,712.00
Miscellaneous	92,670	87,724.00
Depreciation	240,835	240,835.00
Total	1,069,023	1,008,738.00
NET INCOME BEFORE TAX	304,082	223,078
LESS: INCOME TAX EXPENSE	(60,816)	(55,769)
NET INCOME (LOSS) FOR THE YEAR	243,266	167,309



EURO JANITORIAL SERVICES CO.
Continued This Company

North America

EURO JANITORIAL SERVICES CO.
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED DECEMBER 31, 2022

	John Dante		John Philip		Nenita G.		
	Arivan		Mariano		Arivan		Total
Balance, January 1, 2021	1,673,388	1,673,388	1,673,388	1,673,388	1,673,388	1,673,388	5,020,164
Additional capital	100,000	100,000	100,000	100,000	100,000	100,000	300,000
Distribution of net income	55,769	55,769	55,769	55,769	55,769	55,769	167,308
Balance, December 31, 2021	1,829,157	1,829,157	1,829,157	1,829,157	1,829,157	1,829,157	5,487,473
Balance, January 1, 2022	1,829,157	1,829,157	1,829,157	1,829,157	1,829,157	1,829,157	5,487,473
Distribution of net income	81,089	81,089	81,089	81,089	81,089	81,089	243,267
Balance, December 31, 2022	1,910,246	1,910,246	1,910,246	1,910,246	1,910,246	1,910,246	5,730,740

EURO JANITORIAL SERVICES CO.
Prepared This Copy


Nenita G. Arivan

EURO JANITORIAL SERVICES CO.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
CASH FLOW FROM OPERATING ACTIVITIES		
Profit after tax	243,266	167,308
Adjustment for :		
Depreciation	240,835	240,835
Operating Income Before Capital changes	484,101	408,143
(Increase) Decrease in Current Assets		
Accounts receivable	(492,598)	(446,357)
Deferred tax credit	(21,922)	(12,636)
Increase (Decrease) in Current Liabilities		
Trade and other payables	97,147	189,909
Net Cash Provided by (Used in) Operating Activities	66,728	139,059
CASH FLOW FROM INVESTING ACTIVITIES		
Acquisition of assets	-	(1,079,348)
CASH FLOW FROM FINANCING ACTIVITIES		
Loans		
Additional capital	(475,000)	1,350,000
300,000	-	300,000
NET INCREASE (DECREASE) IN CASH	(408,272)	709,711
CASH AT BEGINNING OF YEAR	4,266,429	3,556,718
CASH AT END OF YEAR	3,858,157	4,266,429

EURO JANITORIAL SERV. CO.

Certified True Copy


 Nisha G. Pillay

Euro Janitorial Services Co.
Notes to Financial Statements
December 31, 2022

Note 1 - Business information

Euro Janitorial Services Co. (the "Company") is a general partnership registered with the Securities and Exchange Commission. The principal activity of the Company is to engage in the business of providing janitorial services.

The Company's registered official address, which is also its principal place of business, is at 435 HS Del Rosario, Gagalangin, Tondo, Manila.

These financial statements have been approved and authorized for issue by the Partners on March 30, 2023.

Note 2 - Summary of significant accounting policies

The principal accounting policies applied in the preparation of these financial statements are set out below.

Basis of preparation

The financial statements of the Company have been prepared in accordance with Philippine Financial Reporting Standards (PFRS). These financial statements have been prepared under the historical cost convention.

Foreign currency transaction and translation

Functional and presentation currency

Items included in the financial statements are measured using the currency of the primary economic environment in which the entity operates ("the functional currency"). The financial statements are presented in Philippine Peso, which is the Company's functional and presentation currency.

Financial instruments

A financial instrument is any contract that gives rise to both a financial asset of one entity and a financial liability or equity instrument of another entity. A financial instrument is recognized when the entity becomes a party to its contractual provisions. The Company classifies its financial instruments into the following categories: (a) basic financial instruments; and (b) complex financial instruments. The Company has no complex financial instruments as at and for the year ended December 31, 2022 and 2021.

The Company's basic financial instruments include cash in bank, trade and other receivables and trade payables in the statement of financial position.

Basic financial instruments

Initial measurement

On initial recognition, a basic financial instrument is measured at transaction price (including transaction costs).

EURO JANITORIAL SERVICES CO.

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Subsequent measurement

Basic financial instruments are subsequently measured at amortized cost using the effective interest rate method.

Impairment of financial instruments measured at cost or amortized cost

At each reporting date, the Company assesses whether there is objective evidence of impairment on any financial assets that are measured at cost or amortized cost. Where there is any objective evidence of impairment, an impairment loss is recognized immediately in profit or loss.

For an instrument measured at amortized cost, the impairment loss is the difference between the asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. Where an asset is measured at cost less impairment, the impairment loss is the difference between the asset's carrying amount and the best estimate of the amount that the entity would receive for the asset in a sale at the reporting date.

Derecognition of financial assets

An entity only derecognizes a financial asset when:

- The contractual rights to the cash flows from the assets have expired or are settled;
- The entity has transferred to another party substantially all the risks and rewards of ownership relating to the financial asset; or
- It has retained some significant risks and rewards but has transferred control of the asset to another party and the other party has the practical ability to sell the asset in its entirety to an unrelated third party and is able to exercise that ability unilaterally and without needing to impose additional restrictions on the transfer. The asset is therefore derecognized, and any rights and obligation created or retained are recognized in profit or loss.

Derecognition of financial liabilities

Financial liabilities are derecognized only when these are extinguished – that is, when the obligation is discharged, cancelled or has expired.

Cash

Cash includes cash on hand and deposits held at call with banks. Cash in banks earn interest at the prevailing bank deposit rates.

Trade and other receivables

Trade receivables are recognized initially at the transaction price. These are subsequently measured at amortized cost using effective interest method, less allowance for impairment. An allowance for impairment of trade and other receivables is established when there is objective evidence that the Company will not be able to collect all amounts due according to the original terms of the receivables. The related impairment loss is recognized immediately to profit or loss.

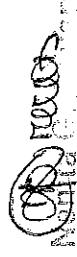
Other current assets

Other current assets are recognized in the event that payment has been in advance of obtaining right of access to goods or receipt of services. These are measured initially at fair value and subsequently measured at amortized cost. These are derecognized in the statement of assets, liabilities and head office account upon delivery of goods or the rendering of services.

Other current assets are included in current assets, except when the related goods or services are expected to be received and rendered more than 12 months after the end of the reporting period, in which case, these are classified as non-current assets.

GLOBAL VENTURAL SERV. CO.

INCORPORATED IN THE CAYMAN ISLANDS

 NATURE

Property and equipment

Property and equipment are recorded at cost less accumulated depreciation and any impairment provision. Cost includes expenditure that is directly attributable to the acquisition of the items.

Subsequent costs are included in the asset's carrying amount or recognized as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Company and the cost of the item can be measured reliably. All other repairs and maintenance are charged to operations during the financial year in which they are incurred.

Depreciation is calculated using the straight-line method to allocate their cost to their residual values over their estimated useful lives.

The asset's residual value and useful life are reviewed, and adjusted as appropriate, at each reporting date. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposals are determined by comparing proceeds with carrying amount of the asset and are included in profit or loss.

The Company derecognizes the carrying amount of property and equipment upon disposal and when no future economic benefits are expected from its use or disposal. In this case, the cost and related accumulated depreciation and amortization are removed from the accounts.

Impairment of non-financial assets

Assets that have definite useful life, such as property and equipment, are subject depreciation and are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognized for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash-generating units). Non-financial assets that suffered impairment are reviewed for possible reversal of the impairment at each reporting date.

Trade payables and other liabilities

Trade payables and other liabilities are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Trade payables and other liabilities are classified as current liabilities if payment is due within one year or less (or in the normal operating cycle of the business, if longer). If not, they are presented as non-current liabilities. Trade payables and other liabilities are recognized initially at the transaction price and subsequently measured at amortized cost using effective interest method. Trade payables and other liabilities are derecognized when paid and/or extinguished.

Current and deferred income tax

The current income tax charge is calculated on the basis of the tax laws enacted or substantively enacted at the financial reporting date. Management periodically evaluates positions taken in the tax returns with respect to situations in which applicable tax regulation is subject to interpretation and establishing provisions where appropriate on the basis of amounts to be paid to tax authorities.

Deferred income tax (DIT) is provided in full, using the liability method, on temporary differences arising between the tax bases of assets and liabilities and their carrying amounts in the financial statements. DIT is determined using tax rates (and laws) that have been enacted or substantively enacted at the reporting date and are expected to apply when the related DIT asset is realized or the DIT liability is settled.

ACCOUNTANT'S REPORT

Accountant's Report

[Signature]
N. S. S. S.

DIT assets are recognized for all deductible temporary differences to the extent that it is probable that future taxable profit will be available against which the temporary differences can be utilized. DIT liabilities are recognized in full for all taxable temporary differences.

DIT expense or credit is recognized for the changes during the year in the DIT assets and liabilities. Provision for income tax includes income tax as currently payable and those deferred because of temporary differences in the financial and tax reporting bases of assets and liabilities.

DIT assets and liabilities are offset when there is a legally enforceable right to offset DIT assets against DIT liabilities and when the DIT assets and liabilities relate to income taxes levied by the same taxation authority where there is an intention to settle the balances on a net basis.

Revenue recognition

Revenue, which excludes value added tax, comprises the fair value of the consideration received or receivable for the sale of services in the ordinary course of the Company's activities.

The Company recognizes revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow into the entity, the collection of related receivable is reasonably assured and specific criteria have been met for each of the Company's activities as described below. The amount of revenue is not considered to be reliably measured until all contingencies relating to the sale have been resolved.

Service income

Service fee is recognized upon collection from the service rendered in accordance with the terms of contracts.

Other income

Other income are recognized when earned.

Costs and expenses

Costs and expenses are recognized in profit or loss when a decrease in future economic benefit related to a decrease in an asset, or an increase in a liability has arisen, that can be measured reliably.

Costs and expenses are recognized:

- (i) on the basis of a direct association between the costs incurred and the earning of specific items of income;
- (ii) on the basis of systematic and rational allocation procedures (i.e. when economic benefits are expected to arise over several accounting years and the association with income can only be broadly or indirectly determined); or
- (iii) immediately (i.e. when an expenditure produces no future economic benefits or when, and to the extent that future economic benefits do not qualify, or cease to qualify, for recognition in the statement of financial position).

Costs and expenses are presented in statement of total comprehensive income according to their function.

Provisions

Provisions are recognized when the Company has a present legal or constructive obligation as a result of past events, it is more likely than not that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax rate that reflects current market assessments of the time value of money and

FINANCIAL STATEMENTS

Consolidated Financial Statements


Auditor

the risks specific to the obligation. The increase in the provision due to passage of time is recognized as interest expense in profit or loss.

Events after the reporting date

Post year-end events that provide additional information about the Company's position at the reporting date (adjusting events) are reflected in the financial statements. Post year-end events that are not adjusting events are disclosed in the notes to financial statements when material.

Note 3 - Critical accounting estimates, assumptions and judgments

Estimates, assumptions and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The Company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

3.1 Critical accounting estimates and assumptions

Useful lives of property and equipment

The Company reviews at each financial reporting date the estimated useful lives of property and equipment based on the year over which the assets are expected to be available for use and are updated if expectations differ from previous estimates due to physical wear and tear, technical or commercial obsolescence. It is possible that future results of operations could be materially affected by changes in these estimates brought about by changes in the factors mentioned. A reduction in the estimated useful lives of property and equipment would increase the recorded depreciation and amortization expenses and decrease noncurrent assets.

3.2 Critical judgment in applying the entity's accounting policies

Functional currency

The Company's Board of Directors (BOD) considers the Philippine Peso as the currency that most faithfully represents the economic effect of the underlying transactions, events and conditions. The Philippine Peso is the currency of the primary economic environment in which the Company operates. It is the currency in which the Company measures its performance and reports its results.

Note 4 - Taxation

On March 26, 2021, Republic Act No. 11534 (the "Act"), otherwise known as "Corporate Recovery and Tax Incentives for Enterprises Act" amending certain sections of the National Internal Revenue Code of 1997, was passed into law. The salient provisions of the new Act include the following:

1. Starting July 1, 2020 the corporate income tax rate for domestic corporations will be reduced to 20% with net taxable income not exceeding P5,000,000 and with total assets not exceeding P100,000,000.00 excluding land on which the business entity's office, plant and equipment are situated.
2. Reduced corporate income tax rate of 25% shall be applicable to all other domestic and foreign corporations.
3. Beginning July 1, 2020, minimum corporate income tax (MCIT) rate shall be 1% instead of 2%.
4. Improperly accumulated earnings tax is repealed.

SECURITIES AND EXCHANGE COMMISSION

SECURITIES AND EXCHANGE COMMISSION

NOTICE TO THE PUBLIC

5. Beginning July 1, 2020, non-profit proprietary educational institutions and hospitals shall be taxed at 1% instead of 10%.

Note 5 - Supplementary information required by the Bureau of Internal Revenue (BIR)

On December 28, 2011, Revenue Regulation (RR) No. 15-2010 became effective and amended certain provisions of RR No. 21-2002 prescribing the manner of compliance with any documentary and/or procedural requirements in connection with the preparation and submission of financial statements and income tax returns. Section 2 of RR No. 21-2002 was further amended to include in the Notes to Financial Statements information on taxes, duties and license fees paid or accrued during the year in addition to what is mandated by Philippine Financial Reporting Standards for Small and Medium-sized Entities.

Below is the additional information required by RR No. 15-2010. This information is presented for purposes of filing with the BIR and is not a required part of the basic financial statements.

(i.) Output and input VAT

Total collections for year ended December 31, 2022 amounted to P13,646,004 which is subject to 12% VAT of P1,637,520.

Movements in input VAT for the year ended December 31, 2022 are as follows:

Beginning balance	
Add: Current year's domestic payments	1,188,803
Less: Input VAT applied against Output VAT	(1,188,803)
Ending balance	

(ii.) Other taxes, local and national

The Company paid other taxes, local and national, during the year ended December 31, 2022 amounting to P251,305. This pertains to Business permits – P250,805; BIR annual registration – P500.



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

FINANCIAL SERVICES DIVISION

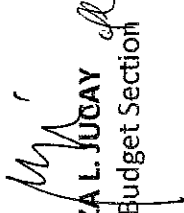
Cert. No. 2023-12- 171

18 December 2023

CERTIFICATION OF AVAILABILITY OF APPROPRIATIONS

This is to certify that the amount of **FORTY ONE MILLION SEVEN HUNDRED THIRTY SEVEN THOUSAND ONE HUNDRED FIVE PESOS AND 44/100 ONLY (PhP41,737,105.44)** to cover payment for the renewal of the Contract of Euro Janitorial Services & Co. as the **“Renewal of Janitorial Services for the National Museum of the Philippines Central Offices and the Regional Area, Site Museums, and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2024”** is available and chargeable against the General Fund of FY 2024 under Maintenance and Other Operating Expenses (MOOE)-General Services (Janitorial Services).

This certification is being issued upon the request of the General Administrative Services Division (GASD), as the implementing office/unit subject to usual budgeting, accounting and auditing rules and regulations.


CLARIZA L. JUOCAY
Head, Budget Section

End: as stated
CC: NONE
FSD/JUCAY/mcpr



**PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES**

GENERAL ADMINISTRATIVE SERVICES DIVISION

MEMORANDUM

FOR : **ALVIN CARL C. FORTES**
Chief Administrative Officer
Financial Services Division

THROUGH : **CLARIZA L. JUCAY**
Administrative Officer V
Budget Section, Financial Services Division

FROM : **LAURO B. INOVERO**
Chief Administrative Officer
General Administrative Services Division

DATE : 13 December 2023


SUBJECT : Request for Certificate of Availability of Funds for the Renewal of Janitorial Services for FY 2024

In relation to the approved justification of renewal of Janitorial Services for the National Museum of the Philippines Central Offices and the Regional Area, Site Museums, and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2024. The undersigned respectfully request for a Certificate of Availability of Funds (CAF) in the amount of **Forty-One Million Seven Hundred Thirty-Seven Thousand One Hundred Five Pesos and Forty-Four Centavos (₱ 41,737,105.44)**, with breakdown as follows:

No.	Office	No. of Janitors	Amount
1	Central Office	100	28,885,968.00
2	RASMSO	60	12,851,137.44
	Total	160	41,737,105.44

Abovementioned renewal of contract is in accordance with Government Procurement Policy Board (GPPB) Resolution No. 06-2022 approving the Guidelines on the Renewal of Regular and Recurring Services.

Thank you.


LAURO B. INOVERO
Chief Administrative Officer

Encl: 1. Approved Justification for the Renewal of 2023 Contracts for the Regular and Recurring Services;
2. 2024 Janitorial Computation;
3. GASD PPMP FY 2024 as per NEP

CC: NONE
GASD/INOVERO/leg



**PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES**

GENERAL ADMINISTRATIVE SERVICES DIVISION

MEMORANDUM

FOR : **ALVIN CARL C. FORTES**
Chief Administrative Officer
Financial Services Division

THROUGH : **CLARIZA L. JUCAY**
Administrative Officer V
Budget Section, Financial Services Division

FROM : **LAURO B. INOVERO**
Chief Administrative Officer
General Administrative Services Division

DATE : 13 December 2023

SUBJECT : Request for Certificate of Availability of Funds for the Renewal of Janitorial Services for FY 2024

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Thank you.


LAURO B. INOVERO
Chief Administrative Officer

Encl: 1. Approved Justification for the Renewal of 2023 Contracts for the Regular and Recurring Services;
2. 2024 Janitorial Computation;
3. GASD PPMP FY 2024 as per NEP

CC: NONE
GASD/INOVERO/jeg

PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

GENERAL ADMINISTRATIVE SERVICES DIVISION
and
SECURITY MANAGEMENT SECTION OF THE OFFICE OF THE DIRECTOR-GENERAL

MEMORANDUM

FOR : **JEREMY BARNES, CESO III**
Director-General

THRU : **ATTY. MA. ROSENNE M. FLORES-AVILA**
Deputy Director-General for Administration

FROM : **LAURO B. INOVERO**
Chief Administrative Officer, GASD

CHRISTOPHER G. BASILIO
Security Officer III, SMS - ODG

DATE : 17 November 2023

SUBJECT **JUSTIFICATION FOR THE RENEWAL OF 2023 CONTRACTS FOR THE REGULAR AND RECURRING SERVICES**

This is in reference to the 2023 Contracts for the Regular and Recurring Services between the National Museum of the Philippines and the following Service Providers for the Regular and Recurring Services to which the Regular and Recurring Services as defined under Department of Budget and Management National Budget Circular No. 570, s. 2017 as (i) janitorial services; (ii) security services; (iii) telecommunication requirements; (iv) supply of drinking water; and (v) rental of office space, venue, and equipment.

Regular and Recurring Services	Service Providers	Area of Assignments	Contract Period	End-User
Janitorial	EURO Janitorial Services Co.	NMP Complex and Regional Area Site Museums and Satellite Offices (RASMSOs)	1 April 2023 - 31 December 2023	General Administrative Services Division
Security	JSL Security Agency	NMP Complex and Regional Area Site Museums and Satellite Offices (RASMSOs) including the Kalinga Site Project	1 April 2023 - 31 December 2023	Security Management Section of the Office of the Director

These were procured and contracts were awarded thru Public/Competitive Bidding in accordance with Republic Act 9184 and its Implementing Rules and Regulations. Every year, the NMP thru its

Bids and Awards Committee (BAC) is conducting rigorous however, time-consuming procurement activities for the said Services. Fortunately, on 12 September 2022, the Government Procurement Policy Board (GPPB) issued Resolution No. 06-2022 approving the Guidelines on the Renewal of Regular and Recurring Services subject to the compliance of applicable conditions set forth under Section 3, Annex "A" of the above-mentioned Resolution. The renewal of the Contracts for Regular and Recurring Services, as listed above are by their nature deemed essential, indispensable or necessary to the day-to-day operations of the NMP. And these are procured repeatedly in the last three (3) years.

Relative to the proposed renewal of Regular and Recurring Services, it is determined that it is more advantageous, cost-effective, practical, and beneficial for the procuring entity compared to engaging in annual procurement. This is based on the assessment and evaluation carried out by the end-user unit representatives, which indicates that:

- a. Efficiency in procurement is attained as repetitive conduct of procurement or the occasions of failures of biddings are minimized;
- b. Securing of technical requirements (firearms licenses, ammunitions, service cars, motors etc.,) and the costs and risks accompanying it will be significantly reduced or avoided;
- c. Delivery of timely services would not be hampered. Incurrence of additional cost will be lessened as the possibility of delay in the acquisition of the services is minimized;
- d. The commitment by the service provider to immediately deliver at short notice will translate to a more efficient means of supplying goods and services;
- e. Procuring entity will benefit from the fixed or lower price for the duration of the renewal;
- f. Call-Offs at the time of actual need will result in the optimum usage of the ABC; or
- g. The benefits and advantages of lean and just-in-time procurements are achieved.
- h. The cost computation of costs/fees incurred for renewal of contract as against the conduct of procurement reflects relatively advantageous for the NMP as indicated in the table below:

Cost-Benefit Analysis - Comparative Report			
Regular and Recurring Services	Conduct of Procurement	Renewal of Contract	Remarks
Janitorial	5,970,000.00	5,059,204.32	910,795.68 - Estimated savings administrative costs / fees
Security	78,992,456.65	77,741,186.84	1,251,269.81 Estimated savings cost of plans and other administrative fees

Furthermore, performance monitoring and evaluation tools were established and strictly implemented that provide how well the above-mentioned outsourced Service Providers are


Furthermore, performance monitoring and evaluation tools were established and strictly implemented that provide how well the above-mentioned outsourced Service Providers are performing to fulfill their functions. As a result, all the Service Providers have maintained and consistently showed a SATISFACTORY performance rating up to the third (3rd) quarter of 2023, the recent performance evaluation period. Details are provided in the Performance Rating Evaluation table below:

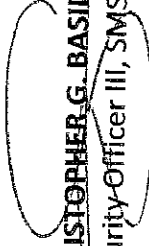
Performance Rating Evaluation			
Performance Criteria	General	Weight	
		Janitorial Service	Security Service
I. Conformity to the Technical Requirements	25	25	25
II. Timeliness in the Delivery of Services	25	25	25
III. Behavior of Personnel (Courteous, Professional and Knowledgeable)	20	18	18
IV. Response to Complaints	20	18	15
V. Compliance with Set Office Policies for Such Services	10	9	8
Performance Rating	100	95	91

In view therefore, respective end-users of the above listed Regular and Recurring Services recommend the renewal of their contracts for one (1) year from 1 January 2024 to 31 December 2024, subject to the preparation and issuance of Contract Renewal through a Resolution to be facilitated by the Bids and Awards Committee (BAC).

For the Director-General's kind consideration and approval.

Thank you.

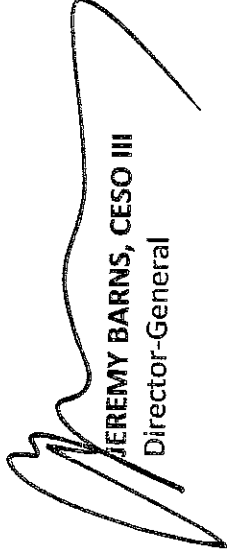

LAURO B. INOVERO
 Chief Administrative Officer, GASD


CHRISTOPHER G. BASILIO
 Security Officer III, SMS-ODG

Recommending Approval:


ATTY. MA. ROSEANNE M. FLORES-AVILA
Deputy Director-General for Administration

Approved by:


JEREMY BARNES, CESO III
Director-General

Encl: Annex A. -GPPB Resolution No. 06-2022
CC: NONE
GASD/ODG-SMS/INOVERO/BASILIO/jeg

GENERAL ADMINISTRATIVE SERVICES DIVISION

JANITORAL SERVICES

FY 2024

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NO.	REGION	NMP OFFICE / BRANCHES	NO. OF JANITORS	NO. OF MONTHS	DAILY RATE	A. AMOUNT TO BE PAID DIRECTLY TO JANITORS					B. AMOUNT TO BE PAID TO GOVERNMENT IN FAVOR OF JANITORS					C. TOTAL COST		D. ADMINISTRATIVE OVERHEAD (10% OF A+B)	VAT 12% OF C+D	TOTAL MONTHLY RATE PER JANITOR	TOTAL MONTHLY CONTRACT RATE	CONTRACT COST (12 Months)
						BASIC PAY (daily rate x313/12)	5 DAYS INCENTIVE LEAVE (daily rate*5/12)	13 MONTH PAY	COLA 3/12	TOTAL LABOR COST	EMPLOYEES COMPENSATION	SOCIAL SECURITY SYSTEM (SSS)	PHILHEALTH (6%)	PAG-IBIG	TOTAL MANDATORY COST	TOTAL LABOR AND MANDATORY COST	COST OF S&M AND EQUIPMENTS					
Luzon																						
1	NCR	National Museum Complex	100	12	610.00	15,910.83	254.17	1,325.90		17,490.90	30.00	1,520.00	397.77	100.00	2,047.77	19,538.67		1,958.87	2,879.10	24,071.64	2,407,164.00	28,885,968.00
2	CAR	Cordillera Regional Museum and Satellite Office, Kiangan, Ifugao	1	12	430.00	11,215.83	179.17	934.65		12,329.65	10.00	1,045.00	280.40	100.00	1,435.40	13,765.05	1,196.25	1,376.51	1,980.54	18,298.35	18,298.35	219,580.00
3	CAR	Kabayán Burial Cave Site Museum and Satellite Office-Kabayán, Benguet	2	12	430.00	11,215.83	179.17	934.65		12,329.65	10.00	1,045.00	280.40	100.00	1,435.40	13,765.05	1,170.00	1,376.51	1,957.39	18,268.95	36,537.90	438,454.00
4	CAR	Kalinga Province	2	12	430.00	11,215.83	179.17	934.65		12,329.65	10.00	1,045.00	280.40	100.00	1,435.40	13,765.05	1,200.00	1,376.51	1,960.99	18,302.55	36,605.10	439,261.00
5	I	Ilocos Regional Museum and Satellite Office, Vigan and Magsingal	5	12	435.00	11,346.25	181.25	945.52		12,473.02	10.00	1,092.50	283.66	100.00	1,486.16	13,959.18	1,197.92	1,395.92	1,986.36	18,539.38	92,699.90	1,112,362.00
6	II	Batanes Area Museum and Satellite Office, Balanes	3	12	435.00	11,346.25	181.25	945.52		12,473.02	10.00	1,092.50	283.66	100.00	1,486.16	13,959.18	1,199.58	1,395.92	1,986.56	18,541.24	55,623.72	667,464.00
7	II	Cagayan Valley Regional Museum and Satellite Office, Penablanca, Cagayan	1	12	435.00	11,346.25	181.25	945.52		12,473.02	10.00	1,092.50	283.66	100.00	1,486.16	13,959.18	1,200.00	1,395.92	1,986.61	18,541.71	18,541.71	222,500.00
8	IV-A	Angono-Binangonan Petroglyphs Site Museum and Satellite Office-Angono, Rizal	2	12	479.00	12,493.82	109.58	1,041.16		13,734.66	10.00	1,187.50	312.35	100.00	1,609.85	15,344.51	1,200.00	1,534.45	2,169.48	20,246.44	40,496.88	485,952.00
9	IV-B	Tabon Cave Area Museum and Satellite Office, Quezon, Palawan	10	12	395.00	10,302.92	164.58	858.58		11,326.08	10.00	997.50	257.57	100.00	1,365.07	12,691.15	1,183.75	1,269.12	1,818.48	16,972.50	169,725.00	2,036,700.00
10	IV-B	Marinduque-Romblon Area Museum and Satellite Office, Marinduque	1	12	395.00	10,302.92	164.58	858.58		11,326.08	10.00	997.50	257.57	100.00	1,365.07	12,691.15	1,189.17	1,269.12	1,817.93	16,967.37	16,967.37	203,608.00
11	IV-B	NM Banton, Romblon	1	12	395.00	10,302.92	164.58	858.58		11,326.08	10.00	997.50	257.57	100.00	1,365.07	12,691.15	1,050.00	1,269.12	1,801.23	16,811.50	16,811.50	201,738.00
12	V	Bicol Regional Museum and Satellite Office-Albay, Bicol	3	12	405.00	10,563.75	168.75	880.31		11,612.81	10.00	997.50	264.09	100.00	1,371.59	12,984.40	1,198.96	1,298.44	1,857.82	17,339.62	52,018.86	624,226.00
Visayas																						
13	VI	Western Visayas Regional Museum and Satellite Office-Ilo-Ilo	5	12	480.00	12,520.00	200.00	1,043.33		13,763.33	10.00	1,187.50	313.00	100.00	1,610.50	15,373.83	1,196.88	1,537.38	2,172.97	20,281.06	101,405.30	1,216,863.00
14	VII	Bohol Area Museum and Satellite Office-Tagbilaran, Bohol and Casa Rocha House	3	12	430.00	11,215.83	179.17	934.65		12,329.65	10.00	1,045.00	280.40	100.00	1,435.40	13,765.05	1,196.67	1,376.51	1,960.59	18,298.82	54,896.46	658,757.00
15	VII	Central Visayas Regional Museum and Satellite Office, Cebu	5	12	468.00	12,207.00	195.00	1,017.25		13,419.25	10.00	1,140.00	305.18	100.00	1,555.18	14,974.43	1,200.00	1,497.44	2,120.62	19,792.49	98,962.46	1,187,549.00
16	VII	NMP Dumaguete	2	12	430.00	11,215.83	179.17	934.65		12,329.65	10.00	1,045.00	280.40	100.00	1,435.40	13,765.05	1,198.33	1,376.51	1,960.79	18,300.68	36,601.36	439,216.00
Mindanao																						
17	IX	Western-Southern Mindanao Regional Museum and Satellite Office-Zamboanga	5	12	381.00	9,937.75	158.75	828.15		10,924.65	10.00	950.00	250.00	100.00	1,310.00	12,234.65	1,195.83	1,223.47	1,758.47	16,412.42	82,082.10	984,745.00
18	XI	NMP Davao	2	12	443.00	11,554.92	184.58	962.91		12,702.41	10.00	1,092.50	288.87	100.00	1,491.37	14,193.78	1,200.00	1,419.38	2,017.58	18,830.74	37,661.48	451,937.00
19	XII	Eastern-Northern Mindanao Regional Museum & Satellite Office, Butuan City	6	12	350.00	9,129.17	145.83	760.76		10,035.76	10.00	855.00	250.00	100.00	1,215.00	11,250.76	1,191.87	1,125.08	1,628.10	15,195.61	91,173.65	1,094,083.00
20	BARMM	Sulu Archipelago Area Museum and Satellite Office-Jolo, Sulu	1	12	316.00	8,242.33	131.67	696.86		9,060.86	10.00	760.00	250.00	100.00	1,120.00	10,180.86	1,160.00	1,018.09	1,483.07	13,842.02	13,842.02	166,104.00
		Central Office	100																			
		Regional Office	60																		2,407,164.00	28,885,968.00
		GRAND TOTAL:	160																		1,070,928.12	12,851,137.40
																					3,478,092.12	41,737,105.40

Prepared by:

Verified by:

John Earnest B. Garcia
 JOHN EARNEST B. GARCIA
 Administrative Officer IV
 General Administrative Services Division

Lauro S. Invero
 LAURO S. INVERO
 Chief Administrative Officer
 General Administrative Services Division

**JANITORIAL SUPPLIES, MATERIALS AND EQUIPMENT
NATIONAL MUSEUM OF THE PHILIPPINES (NMP) COMPLEX
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	70% Isopropyl alcohol	40	gallon
2	Round rags	30	bundle
3	Garbage bag xl black	300	pack
4	Furniture polish	10	gallon
5	Hand soap liquid	40	gallon
6	Metal polish	2	piece
7	Broom (walis tingting)	50	piece
8	Detergent powder	70	kilo
9	Cleanser (powder)	10	kilo
10	Disinfectant bleach	10	gallon
11	Chlorine	10	kilo
12	Scrub sponge heavy duty	100	piece
13	Steel wool	10	pack
14	Gasoline for grass cutter	50	liter
15	2t oil for grass cutter	4	liter
16	Complete fertilizer (abono)	20	kilo
17	Insecticide	2	bottle
18	Rubber gloves	20	piece/pair
19	Plastic scrubs	10	pack
20	Glass cleaner	2	bottle
21	Microfiber rags for glass	50	piece
22	Emulsion wax	5	gallon
23	Red wax(non slippery)	7	gallon
24	White wax (non -slippery)	3	gallon
25	Deodorant cake	100	piece
26	Doormat	30	piece
27	hand towel cotton	100	piece
28	All purpose cleaner	5	gallon
29	Toilet bowl cleaner	15	gallon
30	Disinfectant spray	20	gallon
31	muratic acid	5	gallon
32	Air freshner	20	gallon
33	Hand sanitizer	10	gallon
34	High quality tissue paper (2ply)	4,000	roll
35	Air freshner	5	can
QUARTERLY			
1	Scrubbing pad	10	piece
2	Soft broom (walis tambo)	70	piece
3	Mop head	100	piece
4	Polishing pad	10	piece
5	Nylon (fansi) for grass cutter	3	kilo
6	Toilet bowl brush	40	piece
7	Spray gun for air freshner	50	piece
8	Cotton doormat for toilet entrance	50	piece
9	Footbath	20	piece
10	Ceiling broom	30	piece
SEMI-ANNUAL			
1	Push brush (plastic)	10	piece
2	Dust pan (metal)	50	piece
3	dust pan (plastic)	70	piece
4	Dipper (tabo)	70	piece
5	Rubber matt	8	meter

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No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
6	Plastic pail (timba)	70	piece
7	Ceiling broom	100	piece
8	Toilet pump	30	piece
9	Mop handle (durable plastic)	70	piece
10	Spatula	30	piece
ANNUAL			
1	Heavy duty dust mop (1 meter w/handle)	15	piece
2	Squeegee (glass)	10	piece
3	Paper towel dispenser(water proof)	100	piece
4	Tissue roll dispenser (Water proof)	188	piece
5	Liquid soap dispenser (non contact or foot pedal)	100	piece
6	Automatic and heavy duty hand dryer	80	piece
EQUIPMENT			
1	Heavy duty floor ppolisher-including accessories	6	unit
2	Non -contact alcohol dispenser (w/ stainless stand)	30	unit
3	Water hose (4pcs.)	500	meter
4	Vacuum cleaner wet and dry	1	unit
5	Grass cutter-including acc.	2	unit
6	Warning sign	20	piece
7	Sprinkler (for glasses)	20	piece
8	Bolo	5	piece
9	Grass scissor	10	piece
10	Mop squizzer	10	unit
11	Plant scissor	10	piece
12	Pressure washer	1	unit
13	Utility ladder (5feet)	3	unit
14	Electrical cord (extension)	100	meter
15	Chainsaw (w/permit)	1	unit
16	Garbage cart hauler (w/wheels)	6	unit
17	Push carts (trash bins)	8	unit
18	Heavy duty lawn mower	1	unit

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**RASMSO JANITORIAL SUPPLIES AND MATERIALS
CORDILLERA REGIONAL MUSEUM AND SATELLITE OFFICE KIANGAN (CRMSO)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Air freshener, albatross	12	piece
2	Cleanser, scouring powder (350g per can)	2	can
3	Detergent powder, all purpose (1kilo per pack)	5	pack
4	Floor wax , red paste (300ml per can)	3	gallon
5	Disinfectant spray	12	liter
6	Trash bag, plastic (10pcs per roll)	12	piece
7	Alcohol 70 %	12	100ml
QUARTERLY			
1	Brush (ordinary)	4	piece
2	Scouring pad (5pcs per pack)	12	pack
3	CR pump	2	piece
4	Dust pan, non rigid plastic	2	piece
5	Long handle broom, for cobwebs	2	piece
6	Short handle brush, for CR bowl	4	piece
7	Muriatic acid	2	piece
SEMI-ANNUAL			
1	Cleaner, toilet bowl and urinal (900-1000ml cap)	6	piece
2	Door mat (cloth)	4	piece
3	Door mat (heavy duty for main door)	4	piece
4	Floor mop with bucket	2	piece
5	Glass cleaner, liquid	1	gallon
6	Glass wiper, chamois	24	piece
7	Long handle brush	2	piece
8	Peroxide	2	liter
9	Soft broom, tambo	3	piece
10	Steel brush	16	piece
11	Stick broom, ting-ting	3	piece
12	Working hand gloves	1	pair
ANNUAL			
1	Plastic rakes	8	piece
2	Pruning scissor (big & small)	2	piece
3	Watering can	1	piece

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**RASMSO JANITORIAL SUPPLIES AND MATERIALS
KABAYAN BURIAL CAVES SITE MUSEUM AND SATELLITE OFFICE
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
1	Toilet/Bathroom disinfectant	4	piece
2	Toilet brush	3	piece
3	Deodorant Cake	12	dozen
4	Liquid Hand Soap	6	gallon
5	Powder detergent	3	kilo
6	Soft broom	3	piece
7	Stick broom	3	piece
8	Dust Pan	3	piece
9	Garbage bin	4	piece
10	Garbage Bag (black)	4	pack
11	Coconut Husk	5	piece
12	Floor wax	7	gallon
13	Toilet Paper	10	pack
14	Hand towels	4	piece
15	Alcohol	4	gallon
16	Insect killer	4	
17	Laundry brush	3	piece
18	weed killers	10	
19	Flexi hose	1	roll
20	Floor mop (foam)	2	piece
21	Glass wiper	2	piece
22	Glass cleaner	2	gallon
23	Pick mattock	3	piece
24	carbon steel rake	3	piece
25	extendable plastic broom	2	piece
26	Floor Mops	2	piece
27	Sickle	3	piece
28	Shovel	3	piece
29	Grab hoe # 3	1	piece
30	Water drum (blue , sturdy)	1	piece

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**RASMSO JANITORIAL SUPPLIES AND MATERIALS
ILOCOS REGIONAL MUSEUM AND SATELLITE OFFICE (IRMSO)**

FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Tissue (20 roll/pack)	2	pack
2	Trash bag (xxl)	5	pack
3	Liquid hand wash	11	bottle
4	Floor wax , natural	45	piece
5	Floor wax , red	45	piece
6	Muriatic acid (1liter)	10	piece
7	Isopropyl alcohol 70 %	4	gallon
8	Powder soap (2kg)	3	pack
SEMI-ANNUAL			
1	Mop	6	piece
2	Dust pan	4	piece
3	Soft broom	4	piece
4	Broom stick	4	piece

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**RASMSO JANITORIAL SUPPLIES AND MATERIALS
BATANES AREA MUSEUM AND SATELLITE OFFICE (BAMSO)**

FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Toilet paper	30	rolls
2	Liquid disinfectant	4	gallon
3	Powder soap	10	kilo
4	Muriatic acid	2	gallon
5	Trash bag (large)	10	pack
6	Trash bag (medium)	10	pack
7	Scrubbing pad	5	pad
QUARTERLY			
1	Cotton rags	5	bundle
2	Soft brooms	3	piece
3	Hard brooms	3	piece
4	Push brush	3	piece
5	Liquid hand soap	2	gallon
SEMI-ANNUAL			
1	Floor mop	6	piece
2	Dust pan	3	piece
3	Nitrile hand gloves	2	box
4	Doormat(Indoor)	6	piece
5	Doormat (Outdoor)	6	piece
ANNUAL			
1	Toilet brush	3	piece
2	Toilet pump	3	piece
3	Hand brush	3	piece

mp

**RASMSO JANITORIAL SUPPLIES AND MATERIALS
CAGAYAN VALLEY REGIONAL MUSEUM AND SATELLITE OFFICE (CVRMSO)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Multi-purpose / toilet cleaner	4	gallon
2	Muriatic acid	2	gallon
3	Deodorant cake	5	piece
4	Walis ting-ting	10	piece
5	Powder detergent	1	pack

mp

**RASMO JANITORIAL SUPPLIES AND MATERIALS
NM-ANGONO -BINANGONAN PETROGLYPHS SITE MUSEUM
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Rags	10	bundle
2	Detergent powder	4	kilo
3	Handsoap antibacterial	4	gallon
4	Disinfectant bleach (liquid)	2	gallon
5	Muriatic acid	1	gallon
6	Liquid floorwax , clear	1	gallon
7	Mop	2	piece
8	Scotch brite for cleaning	4	piece
9	Doormat	6	piece
10	Toilet cleanser	1	piece
11	Trash bag (large)	10	pack
12	Trash bag (medium)	10	pack
13	Bathroom tissue	4	pack
14	Broom soft (tamboo)	2	piece
15	Broom hard (buri)	2	piece
16	Broom hard (tingting)	4	piece
17	Alcohol 70% Isoprophyl	2	piece
SEMI-ANNUAL			
17	Dash pan	2	piece
18	Trash bin (big)	2	piece
19	Bolo	2	piece
20	Garden rake	2	piece
21	Manual cutter	2	piece

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**RASMSO JANITORIAL SUPPLIES AND MATERIALS
PALAWAN (TCAMSO)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
QUARTERLY			
1	Soft broom, tambo	3	piece
2	Stick broom, ting-ting	3	piece
3	Cleaner, toilet bowl and urine (900-1000ml)	2	gallon
4	Cleanser, scouring powder (350g per can)	3	pack
5	Detergent powder, all purpose (1kilo per pack)	6	pack
6	Disinfectant spray (400-550g)	2	can
7	Floor wax, paste, red and natural	2	gallon
8	Furniture cleaner, aerosol (300ml per can)	2	gallon
9	Mop bucket	3	piece
10	Mop handle, screw type, aluminum handle	3	piece
11	Rags, all cotton (32pcs. Per kilo/bdle)	2	bundle
12	Scouring pad (5pcs per pack)	6	pack
13	Trash bag, plastic transparent (10pcs per roll)	6	pack

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**RASMSO JANITORIAL SUPPLIES AND MATERIALS
MARINDUQUE-ROMBLON AREA MUSEUM AND SATELLITE OFFICE (BOAG)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Cleaner, toilet bowl and urinal	2	gallon
2	Floor wax, paste, red (900g per can)	1	gallon
3	Disinfectant, bleaching solution (1liter)	3	gallon
4	Tissue paper (12rolls per pack)	3	pack
5	Detergent powder, all purpose (57g)	5	pack
6	Deodorant cake	3	piece
7	Trash bag, plastic (10pcs. Per roll)	3	pack
QUARTERLY			
1	Scouring pad	1	pack
2	Glass cleaner	2	gallon
3	Furniture polish/cleaner (330ml per can)	1	can
4	Rags, all cotton	10	bundle
SEMI-ANNUAL			
1	Broom, soft (tambo)	2	piece
2	Broom stick (ting-ting)	2	piece
3	Door mat, cloth	3	pack
ANNUAL			
1	Dust pan	2	piece
2	Mop with handle	2	piece
3	Mop head	2	piece
4	Pail, big	2	piece
5	Water dipper	2	piece
6	Push brush	2	piece
7	Toilet bowl brush	3	piece
8	Feather duster	2	piece
9	Trash bin	3	piece

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Annex B

**RASMSO JANITORIAL SUPPLIES AND MATERIALS
MARINDUQUE-ROMBLON (BANTON-ROMBLON)**

FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
ANNUAL			
1	Rake	1	piece
2	Bolo	1	piece
3	Stick broom , ting-ting	12	piece
4	Broom soft (tambo)	2	piece
5	Pail , big	2	piece
6	Water dipper	2	piece
7	Push brush	2	piece
8	Dust pan	2	piece
9	Detergent powder (1kg)	2	pack
10	Mop with handle	1	piece

mp

**RASMSO JANITORIAL SUPPLIES AND MATERIALS
BICOL REGIONAL MUSEUM AND SATELLITE OFFICE (BRMSO)**

FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Alcohol , ethyl 68%-72% scented (3.785 liters)	5	gallon
2	Detergent Bar (140g as packed)	12	piece
3	Detergent powder all purpose (1kg)	12	kilo
4	Bathroom deodorizer (100g)	50	dozen
5	Liquid hand soap (500ml)	3	gallon
6	Hand sanitizer (500ml)	15	bottle
7	Cleaner , toilet bowl and urinal (900ml-1000mlcap)	4	gallon
8	Muriatic acid (3.785liters per gallon)	4	gallon
9	Metal polish (150ml)	3	can
QUARTERLY			
1	Cleaning cloth (6pcs per pack)	12	bundle
2	Furniture cleaner, aerosol type (300ml min per can)	2	gallon
3	Glass cleaner (500ml)	1	piece
4	Trash bag, GPP specs black 240 l (10pcs per pack)	48	pack
5	Trash bag, GPP specs black 120 l (10pcs per pack)	48	pack
6	Floor wax, liquid, natural (4liters per gallon)	4	gallon
SEMI-ANNUAL			
1	Rubber gloves, flock lined late gloves	3	pair
2	Work gloves, knitted with rubberpalm	3	pair
3	Broom soft (tambo)	5	piece
4	Broom stick (tingting, useble length: 760mm)	5	piece
5	Toilet bowl brush, standard size (7 CRs)	5	piece
ANNUAL			
1	Mop handle, heavy duty, aluminum screw type	1	piece
2	Tomado mop	1	piece
3	Wheeled trash bin , 120L	3	piece
4	Dust pan , non rigid plastic w/ detachable handle	5	piece
5	Spray bottles	5	piece
6	Pail	3	piece
7	Water dipper	6	piece
8	Glass squeegee	1	piece
9	Cob webber	3	piece
10	Grass shear	3	piece

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RASMSO JANITORIAL SUPPLIES AND MATERIALS

WESTERN VISAYAS REGIONAL MUSEUM AND SATELLITE OFFICE (WVRMSO)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	All purpose cleaner	4	gallon
2	Detergent soap	3	kilo
3	Bleaching/disinfectant	3	gallon
4	Toilet bowl cleaning agent	6	bottle
5	Deodorant cake	10	piece
6	Glass cleaner	2	gallon
7	Disinfectant	2	gallon
8	Garbage bag (small)	200	piece
9	Garbage bag (large)	50	piece
10	Round cloth rags	20	piece
11	Sponge	5	piece
12	Flannel rags	7	piece
13	Push Brush	2	piece
QUARTERLY			
1	Floor wax	2	can
2	Floor wax (white)	2	can
3	Soft broom	6	piece
4	Stick broom	6	piece
5	Toilet bowl pump	3	piece
6	Toilet bowl brush	3	piece
SEMI-ANNUAL			
1	Hand gloves	8	pair
2	Polishing pad	1	piece
3	Polishing pad (granite floor)	2	piece
4	Glass squeegee	5	pcs.
ANNUAL			
1	Doormat	8	piece
2	feather duster	5	piece
3	Pail	5	piece
4	Dustpan	3	piece
5	Wash basin	2	piece
6	Grass trimmer	4	piece
7	Trash bin	1	piece
8	Wheel barrow	1	piece
9	Ceiling broom	2	piece

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**RASMSO JANITORIAL SUPPLIES AND MATERIALS
BOHOL AREA MUSEUM SATELLITE OFFICE (BOAMSO)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Toilet bowl cleaner	3	liters
2	Detergent powder	2	pack
3	Fabric conditioner	20	piece
4	Deodorant cake	10	piece
5	Liquid disinfectant	2	gallon
6	Hand soap	2	gallon
7	Trashbag small	2	roll
8	Trashbag medium	2	roll
9	Trashbag large	3	roll
10	Insect killer	5	can
11	Hand gloves	6	pack
12	Hand gloves	1	pack
13	Floor wax	1	can
14	Broom (ting-ting)	2	piece
15	Broom (tambo)	4	piece
16	Push brush	2	piece
17	Toilet paper	6	roll
18	Hand tissue	10	roll
19	Alcohol 70% isopropyl	2	gallon
20	Liquid hand sanitizer 70%ethyl alcohol hand moisturizing gel	2	gallon
21	Disinfectant spray	5	can
22	Mop head	2	piece
23	Rugs/doormat	4	piece
24	Foot bath	2	piece
25	Chlorine	1	kilo

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Annex B

RASMSO JANITORIAL SUPPLIES AND MATERIALS

CENTRAL VISAYAS REGIONAL MUSEUM AND SATELLITE OFFICE (CEBU)

FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	All purpose cleaner	4	gallon
2	Detergent soap	3	kilo
3	Bleaching/disinfectant	3	gallon
4	Toilet bowl cleaning agent	6	bottle
5	Deodorant cake	10	piece
6	Glass cleaner	2	gallon
7	Disinfectant	2	gallon
8	Garbage bag (small)	200	piece
9	Garbage bag (large)	50	piece
10	Round cloth rags	20	piece
11	Sponge	5	piece
12	Flannel rags	7	piece
13	Push Brush	2	piece
QUARTERLY			
1	Floor wax	2	can
2	Floor wax (white)	2	can
3	Soft broom	6	piece
4	Stick broom	6	piece
5	Toilet bowl pump	3	piece
6	Toilet bowl brush	3	piece
SEMI-ANNUAL			
1	Hand gloves	8	pair
2	Polishing pad	1	piece
3	Polishing pad (granite floor)	2	piece
4	Glass squeegee	5	pcs.
ANNUAL			
1	Doormat	8	piece
2	feather duster	5	piece
3	Pail	5	piece
4	Dustpan	3	piece
5	Wash basin	2	piece
6	Grass trimmer	4	piece
7	Trash bin	1	piece
8	Wheel barrow	1	piece
9	Ceiling broom	2	piece

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Annex B

**RASMSO JANITORIAL SUPPLIES AND MATERIALS
DUMAGUETE
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Cleaner , toilet bowl and urinal	2	gallon
2	Floor wax, paste, red (900g per can)	1	gallon
3	Disinfectant, bleaching solution (1liter)	3	bottle
4	Tissue paper (12 roll per pack)	3	pack
5	Detergent powder, all purpose (57g)	10	pack
6	Deodorant cake	3	piece
7	Trash bag , plastic (10pcs per roll)	3	pack
QUARTERLY			
1	Scouring pad	1	pack
2	Glass cleaner	2	bottle
3	Furniture polish/cleaner (330ml per can)	1	can
4	Rag, all cotton	10	bundle
SEMI-ANNUAL			
1	Broom , soft (tambo)	2	piece
2	Broom , stick (ting-ting)	2	piece
3	Doormat, cloth	6	piece
ANNUAL			
1	Dust pan	2	piece
2	Mop with handle	2	piece
3	Mop head	2	piece
4	Pail , big	2	piece
5	Water dipper	2	piece
6	Push brush	2	piece
7	Toilet bowl brush	3	piece
8	Feather duster	2	piece
9	Trash bin	3	piece

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**RASMSO JANITORIAL SUPPLIES AND MATERIALS
WESTERN SOUTHERN MINDANAO REGIONAL MUSEUM AND SATELLITE
OFFICE (WSMRMSO)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Disinfectant/bleach	4	gallon
2	Dye wax w/floor wax 375g	52	box
3	Liquid hand soap 750ml	2	gallon
4	Muriatic acid	2	gallon
5	Trash bag xl	2	pack
6	Rug, round cotton white	2	bundle
7	Toilet tissue paper	8	pack
8	Toilet deodorizer	12	piece
9	Disinfectant spray	2	can
QUARTERLY			
1	Powder detergent	36	pack
2	Broom stick	6	piece
3	Glass cleaner	6	gallon
4	Mop head	6	piece
5	Rug, round cotton white	6	pack
6	Scouring pads/sponges	6	piece
7	Work gloves, rubberized	6	pair
8	Floor scrub pad	4	piece
SEMI-ANNUAL			
1	Soft broom	6	piece
2	Doormat, cotton	12	piece
3	Toilet pump	2	piece
4	Toilet brush	4	piece
ANNUAL			
1	Pail	8	piece
2	Dipper	8	piece
3	Mop head	6	piece
4	Doormat, anti-slip/rubber	4	piece
5	Dust pan	6	piece
6	Window squeegee	6	piece

Army \$

RASMSO JANITORIAL SUPPLIES AND MATERIALS

NMP DAVAO

FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	All purpose cleaner	4	gallon
2	Detergent soap	3	kilo
3	Bleaching/disinfectant	3	gallon
4	Toilet bowl cleaning agent	6	bottle
5	Deodorant cake	10	piece
6	Glass cleaner	2	gallon
7	Disinfectant	2	gallon
8	Garbage bag (small)	200	piece
9	Garbage bag (large)	50	piece
10	Round cloth rags	20	piece
11	Sponge	5	piece
12	Flannel rags	7	piece
13	Push Brush	2	piece
QUARTERLY			
1	Floor wax	2	can
2	Floor wax (white)	2	can
3	Soft broom	6	piece
4	Stick broom	6	piece
5	Toilet bowl pump	3	piece
6	Toilet bowl brush	3	piece
SEMI-ANNUAL			
1	Hand gloves	8	pair
2	Polishing pad	1	piece
3	Polishing pad (granite floor)	2	piece
4	Glass squeegee	5	pcs.
ANNUAL			
1	Doormat	8	piece
2	feather duster	5	piece
3	Pail	5	piece
4	Dustpan	3	piece
5	Wash basin	2	piece
6	Grass trimmer	4	piece
7	Trash bin	1	piece
8	Wheel barrow	1	piece
9	Ceiling broom	2	piece

2

**RASMSO JANITORIAL SUPPLIES AND MATERIALS REQUIREMENTS
EASTERN NORTHERN MINDANAO REGIONAL MUSEUM AND SATELLITE OFFICE
(BUTUAN)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Broom, soft (tambo)	7	piece
2	Broom stick (tingting)	7	piece
3	Cleaner, toilet bowl and urinal	4	gallon
4	Cleanser, scouring powder	4	pack
5	Detergent powder	4	pack
6	Floor wax paste red big	5	pack
7	Glass wiper/cleaner w/handle	3	piece
8	Detergent bar	2	piece
9	Garbage bag jumbo	4	pack
10	Trash bag plastic	4	pack
11	Disinfectant, bleaching	3	gallon
12	Liquid hand soap	4	gallon
13	Scouring pad	4	pack
14	Rag all cotton	1	pack
15	Tissue paper	350	roll
16	Glass cleaner liquid spray	5	bottle
17	Bathroom deodorizer w/ holder	24	piece
QUARTERLY			
1	Dust pan non rigid plastic	8	piece
2	Mop bucket	4	piece
3	Mop handle	4	piece
4	Furniture cleaner	3	can
5	Cleaning gloves	4	box
6	Rubber gloves	8	pair
7	Big basket (bukag)	4	piece
8	Feather duster	4	piece
9	Toilet cleaner pump	3	piece
10	Cloth hand gloves	8	pair
SEMI-ANNUAL			
1	Grasscutting scissor	2	piece
2	Bolo	4	piece
3	Trash bin/can	6	piece
4	Mop head	6	piece
ANNUAL			
1	Rugs, rubberized big	12	piece
2	Jungle bolo	3	piece

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Annex B

SULU ARCHIPELAGO AREA MUSEUM AND SATELLITE OFFICE
JOLO-SULU (SAAMSO)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
ANNUAL			
1	Toilet freshener	20	piece
2	Toilet brush	20	piece
3	Bleach	2	gallon
4	Powder soap	6	kilo
5	Mop head	2	piece
6	Mop handle	2	piece
7	Tissue paper	30	piece
8	Broom stick	2	piece
9	Soft broom	2	piece
10	Doormat	4	piece
11	Glass cleaner	1	gallon
12	Floor wax	1	gallon
13	Water dipper	4	piece
14	Dust pan	4	piece
15	Rubber gloves	4	pair
16	Brush	2	piece

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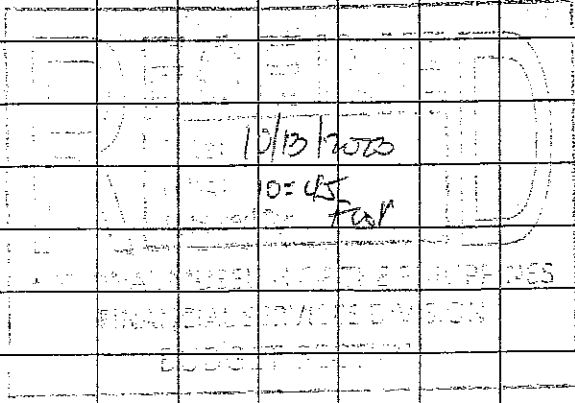
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
FY 2024 (as per NEP)

Per M. ap:
J. C. Lari P. 1/12/23

End User : GENERAL ADMINISTRATIVE SERVICES DIVISION
PPA : 100010000

NEP PPMP 2024-018

JEG10092023

UACS CODE	PARTICULARS	QUANTITY/ SIZE	UNIT	ESTIMATED BUDGET		MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES																
				UNIT COST	TOTAL COST		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC					
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)																							
SUPPLIES AND MATERIALS					795,313.62																		
5020301002	Office Supplies				159,836.20	Direct Contracting (P5-DBM) / Shopping/ Small Value																	
50309000	Fuel, Oil and Lubricants				600,000.00																		
5020399000	Other Supplies and Materials				35,477.42																		
UTILITIES EXPENSES					92,143,000.00																		
5020401000	Water	12	Months		8,843,000.00																		
5020402000	Electricity	12	Months		83,300,000.00																		
COMMUNICATION EXPENSES					2,707,000.00																		
5020501000	Postage and Courier Services				30,000.00																		
5020502001	Telephone - Mobile	12	Months		747,000.00																		
5020502002	Telephone - Landline	12	Months		878,000.00																		
5020503000	Internet Subscription Expense	12	Months		1,052,000.00																		
GENERSERVICES					41,744,000.00																		
5021202000	Janitorial Services	12	Months		41,744,000.00	Public Bidding																	
REPAIR AND MAINTENANCE					450,000.00																		
5021305002	Office equipment				50,000.00																		
5021306001	Motor Vehicle				400,000.00																		

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
FY 2024 (as per NEP)

End User : GENERAL ADMINISTRATIVE SERVICES DIVISION
PPA : 100010000

2024-018

JEG10092023

UACS CODE	PARTICULARS	QUANTITY/ SIZE	UNIT	ESTIMATED BUDGET		MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES													
				UNIT COST	TOTAL COST		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		
TAXES & INSURANCE PREMIUMS AND OTHER FEES					22,039,700.00															
5021501001	Taxes, Duties and Licenses				42,700.00															
5021503000	Insurance Expense				21,997,000.00															
GRAND TOTAL :					159,879,013.62															

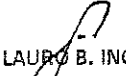
NOTE: Technical Specifications for each Item / Project being proposed shall be submitted as part of the PPMP

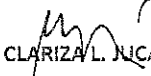
Submitted by:


Evaluated by:


Recommending Approval:

Approved:


LAURIO B. INOVERO
Chief Administrative Officer, GASD


CLARIZA L. JUCAY
Administrative Officer V, FSD
Budget Officer III


ATTY. MA. ROSENNE M. FLORES-AVILA
Deputy Director-General for Administration


JEREMY R. BARNES, CESO III
Director-General

PURCHASE REQUEST

Entity Name: NATIONAL MUSEUM OF THE PHILIPPINES Fund Cluster: 01

Office/Section : GENERAL ADMINISTRATIVE SERVICES DIVISION		PR No.: 2023-12-0944	Date:		
		Responsibility Center Code : 100010000			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		RENEWAL OF CONTRACT of Janitorial Services for the NMP Central Offices and the Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2024			
	Lot	Central Office	1		28,885,968.00
	Lot	RASMSO	1		12,851,137.44
<i>Nothing Follows</i>					
			TOTAL		41,737,105.44

Purpose: Renewal of Contract of Janitorial Services for FY 2024

Requested by: _____

Approved by: _____

Signature : _____

Printed Name : **LAURO B. INOVERO**

Designation : Chief Administrative Officer, GASD

Signature : _____

Printed Name : **ATTY. MA. ROSENNE M FLORES-AVILA**

Designation : DDG for Administration

Reviewed *2-09-2024* P *41,737,105.44*

by *De Guzman* *15 DEC 2023*

2024

Current Year Cont. Appro.

Other

PURCHASE REQUEST

Entity Name: NATIONAL MUSEUM OF THE PHILIPPINES Fund Cluster: 01

Office/Section :	PR No.: 1023-12-0946		Date:		
GENERAL ADMINISTRATIVE SERVICES DIVISION	Responsibility Center Code : 100010000				
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	RENEWAL OF CONTRACT of Janitorial Services for the NMP Central Offices and the Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2024	1		28,885,968.00
	Lot	Central Office	1		12,851,137.44
		RASMSO			

Nothing Follows

TOTAL					41,737,105.44

Purpose: Renewal of Contract of Janitorial Services for FY 2024

Requested by: _____ Approved by: _____

Signature : *[Signature]* ATTY. MA. ROSEANNE M FLORES-AVILA

Printed Name : LAURO B. INOVERO DDG for Administration

Designation : Chief Administrative Officer, GASD


Submitted / 1023 P 41737 / 05.44

Ok GASD 15 DEC 2023

Uniform

2024

Current Year Cont. Appro.
 Other Funds


PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

Annual Procurement Plan for FY 2024

Project No.	Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? Yes/No	Mode of Procurement	Schedule for Each Procurement				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
						Ads/Pos t of IB/REI	Sub/Ope n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
		MAINTENANCE AND OTHER OPERATING EXPENSES												
1	All PAPs	Procurement of Security Services for Central and Regional Museums	ODG- Security Section	Yes	RENEWAL	4th quarter 2023		1st quarter 2024	GoP	72,000,000.00	72,000,000.00			
2	All PAPs	Procurement of Janitorial Services for Central Office and Regional Offices	GASD	Yes	RENEWAL	4th quarter 2023		1st quarter 2024	GoP	41,744,000.00	41,744,000.00			
3	100010000	Repairs and Maintenance of ICT Equipment	ODG - ICT Section	No	SVP	January 2024 - December 2024			GoP	60,000.00	60,000.00		as the need arises	
4	301010000	Repairs and Maintenance of Semi-expendable Other Machinery and Equipment	FMD	No	SVP	January 2024 - December 2024			GoP	200,000.00	200,000.00		as the need arises	
5	100010000	Repair and Maintenance of Motor Vehicles	GASD	No	SVP	January 2024 - December 2024			GoP	450,000.00	450,000.00		Includes repairs of Motor Vehicles in the Regional Offices	
6	100010000/302010000	Other General Services	FMD	Yes	SVP	4th quarter 2023	1st quarter 2024		GoP	3,400,000.00	3,400,000.00		Preventive Maintenance and General Pest Control	
7	100010000/302010000	Various Other Supplies and Materials	FMD	No	SVP	January 2024 - December 2024			GoP	3,400,000.00	3,400,000.00		Preventive Maintenance and General Pest Control	
8	All PAPs	Repainting of Exterior Walls of NMA Building	FMD	Yes	PB	January 2024 - December 2024			GoP	5,600,000.00	5,600,000.00		This project will prevent and protect the National Museum collections and its showcases or panels against further deterioration.	
9	302010000	Procurement of Various Lighting Fixtures	FMD	No	PB	4th quarter 2023	1st quarter 2024		GoP	2,400,000.00	2,400,000.00		To maintain all central buildings of National Museum in good condition.	
10	302010000	Procurement of Various Maintenance Materials	FMD	No	SVP	4th quarter 2023	1st quarter 2024		GoP	1,500,000.00	1,500,000.00			
11	301010000	Maintenance of Galleries	EEMPSD	No	PB	January 2024 - December 2024			GoP	3,910,000.00	3,910,000.00			
12	302010000	Repainting of Roofing of NMFA Building	FMD	No	PB	January 2024 - December 2024			GoP	2,500,000.00	2,500,000.00			
13	301010000	Repairs and Maintenance at Regional NMP Buildings	REGIONAL OFFICES	No	SVP	January 2024 - December 2024			GoP	2,300,000.00	2,300,000.00		The projects will prevent and protect the National Museum Regional buildings from further deterioration. (minor repairs)	
14	302010000	Replacement of Defective Parts of Air-conditioning System at Central NMP	FMD	No	SVP	January 2024 - December 2024			GoP	900,000.00	900,000.00			
15	302010000	Repairs and Maintenance of Air Conditioning system of 2-Units Scenic Passenger Elevators at NMFA	FMD	No	SVP	January 2024 - December 2024			GoP	500,000.00	500,000.00			
16	302010000	Replacement of Defective Parts of Elevators at Central NMP	FMD	No	SVP	January 2024 - December 2024			GoP	900,000.00	900,000.00		The projects will prevent and protect the National Museum Regional buildings from further deterioration.	
17	302010000	Upgrading of Fire Detection and Alarm System (FDAS) AT NM Iloilo (Jaro) and NM Butuan	FMD	No	SVP	January 2024 - December 2024			GoP	1,600,000.00	1,600,000.00			

Project No.	Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? Yes/No	Mode of Procurement	Schedule for Each Procurement				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
						Ads/Pos t of IB/REI	Sub/Opn n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
18	302010000	Procurement of Defective Parts of Elevators	FMD	No	SVP	January 2024 - December 2024				GoP	1,500,000.00	1,500,000.00		
19	302010000	Interior Improvement of Elevators at NMFA Building	FMD	no	PB	January 2024 - December 2024				GoP	8,000,000.00	8,000,000.00		
20	302010000	Refill of Argonite Cylinders of Fire Suppression System at NMFA Building	FMD	No	PB	January 2024 - December 2024				GoP	1,600,000.00	1,600,000.00		
21	302010000	Modernization of One (1) Unit "Fujitec" Passenger Elevator (VIP Elevator) at NMFA Building	FMD	Yes	PB	January 2024 - December 2024				GoP	1,100,000.00	1,100,000.00		
22	301010000	Repairs and Maintenance of Technical and Scientific Equipment	RCCMD	No	SVP	January 2024 - December 2024				GoP	3,254,000.00	3,254,000.00		
23	All PAPs	Utility Expense - Water Expenses	GASD	No	Direct Contracting	January 2024 - December 2024				GoP	8,843,000.00	8,843,000.00		Thru MWSI for Central Office and Local Water Companies for Regional Offices
24	All PAPs	Utility Expense - Electricity Expenses	GASD	No	Direct Contracting	January 2024 - December 2024				GoP	83,300,000.00	83,300,000.00		Thru MERALCO for Central Office and Local Electricity Companies for Regional Offices
25	All PAPs	Postage and Courier Services	SELECTED DIVISIONS	No	Direct Contracting	January 2024 - December 2024				GoP	110,000.00	110,000.00		Thru Philpost and other courier providers
26	All PAPs	Traveling Expenses - Local	SELECTED DIVISIONS	No	Shopping	January 2024 - December 2024				GoP	18,639,000.00	18,639,000.00		
27	All PAPs	Traveling Expenses - Foreign	SELECTED DIVISIONS	No	Shopping	January 2024 - December 2024				GoP	1,000,000.00	1,000,000.00		
28	All PAPs	Training Expenses	HRMD/MSD	No	Shopping	January 2024 - December 2024				GoP	1,594,000.00	1,594,000.00		for all divisions/offices (Public Programs and Capability Trainings)
29	All PAPs	Training Expenses - ICT Training	ODG - ICT Section	No	Shopping	January 2024 - December 2024				GoP	690,000.00	690,000.00		for ICT related trainings
30	All PAPs	Office Supplies Expenses	ALL DIVISIONS/OFFICES	No	NP - Agency to Agency / Shopping	January 2024 - December 2024				GoP	1,050,000.00	1,050,000.00		including procurement thru shopping for regional offices and not available in DBM-PS
31	100010000	Accountable Forms Expenses	FSD	No	NP -Agency to Agency	January 2024 - December 2024				GoP	7,000.00	7,000.00		LBP for MDS checks and NPO for official receipts
32	100010000/301010000	Drugs and Medicines Expenses	HRMD/ Selected Regional Offices	No	Shopping	January 2024 - December 2024				GoP	87,000.00	87,000.00		for internal and external clients
33	301010000/302010000	Medical, Dental and Laboratory Supplies Expenses	SELECTED DIVISIONS	No	Shopping	January 2024 - December 2024				GoP	100,000.00	100,000.00		for the maintenance of specimens
34	All PAPs	Fuel, Oil and Lubricants Expenses	GASD/ Selected Regional Offices/FMD	No	SVP	January 2024 - December 2024				GoP	1,050,000.00	1,050,000.00		for motor vehicles, generator sets, brush cutter
35	All PAPs	Chemical and Filtering Supplies	RCCMD	No	SVP	January 2024 - December 2024				GoP	700,000.00	700,000.00		for maintenance of specimens and collections
36	All PAPs	Other Supplies and Materials Expenses	ALL DIVISIONS/OFFICES	No	SVP	January 2024 - December 2024				GoP	4,610,000.00	4,610,000.00		Not available in PS-DBM and maintenance of galleries
37	All PAPs	Telephone Expenses - Mobile	GASD	No	SVP	January 2024 - December 2024				GoP	747,000.00	747,000.00		Includes subscription packages to SMART Telecommunications

Project No.	Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? Yes/No	Mode of Procurement	Schedule for Each Procurement				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
						Ads/Pos t of IB/REI	Sub/Ope n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
38	All PAPs	Telephone Expenses - Landline	GASD	No	Direct Contracting	January 2024 - December 2024				GoP	878,000.00	878,000.00		includes PABX thru PLDT and regional offices
39	All PAPs	Internet Subscription Expenses	GASD	No	Direct Contracting	January 2024 - December 2024				GoP	1,665,000.00	1,665,000.00		includes ICT
40	100010000	Extraordinary and Miscellaneous Expenses	ODG	No	N/A	January 2024 - December 2024				GoP	498,000.00	498,000.00		Annual Entitlement of DG - 198,000.00; DDGs - 150,000 each
41	100010000	Taxes, Duties and Licenses	GASD	No	NP -Agency to Agency	January 2024 - December 2024				GoP	58,000.00	58,000.00		includes LTO Registration of vehicles assigned to regional offices
42	All PAPs	Fidelity Bond Premiums	FSD	No	NP -Agency to Agency	January 2024 - December 2024				GoP	84,000.00	84,000.00		thru Bureau of Treasury
43	All PAPs	Insurance Premiums	GASD	No	NP -Agency to Agency	January 2024 - December 2024				GoP	21,997,000.00	21,997,000.00		thru GSIS; for buildings, equipment and collections
44	All PAPs	Printing and Publication Expenses	SELECTED DIVISIONS	No	SVP	January 2024 - December 2024				GoP	9,478,000.00	9,478,000.00		printing of annual report and publications
45	100010000	Representation Expenses	ODG	No	Shopping	January 2024 - December 2024				GoP	500,000.00	500,000.00		
46	10001000	Other MOOE	FSD/ODG	No	SVP	January 2024 - December 2024				GoP	700,000.00	700,000.00		for health & wellness; cultural activities; ODG filing fees
47	10001000	Honorarium of Board of Trustees	ODG-BOT	No	SVP	January 2024 - December 2024				GoP	480,000.00	480,000.00		attendance to BOT meetings
48	100010000	Upgrade, Supply, delivery, Installation and commissioning of Closed-Circuit Television (CCTV) Surveillance Systems and Visitors Wifi-Access for NMP Complex	ODG - ICT	No	PB	4th quarter 2023	1st quarter 2024			GoP	99,065,000.00		99,065,000.00	
49	100010000	Supply, delivery, installation and commissioning of Closed-Circuit Television (CCTV) Surveillance Systems	ODG - ICT	No	NP - Agency to Agency / SVP	1st quarter 2024				GoP	6,600,000.00		6,600,000.00	
50	100010000	Procurement of ICT Supplies and Equipment	ODG - ICT	No	NP - Agency to Agency / SVP	1st quarter 2024				GoP	3,195,000.00	1,095,000.00	2,100,000.00	Office Productivity; thru DBM-PS; SVP for items not available in DBM-PS
51	100010000	Subscription of secondary/backup internet service provider	ODG - ICT	No	SVP	January 2024 - December 2024				GoP	600,000.00	600,000.00		
52	100010000	Development of Information Management System	ODG - ICT	No	SVP	January 2024 - December 2024				GoP	6,488,000.00	6,488,000.00		
53	100010000	Digitization and Digitalization of National Museum of the Philippines' Collections	ODG - ICT	No	PB	4th quarter 2023	1st quarter 2024			GoP	36,262,000.00		36,262,000.00	
54	100010000	National Museum Mobile Application	ODG - ICT	No	PB	January 2024 - December 2024				GoP	1,887,000.00	1,342,000.00	545,000.00	
55	100010000	Supply, delivery, and Installation of Kiosk with Uninterruptible Power Supply (UPS) for NMP Complex and Selected Regional Museum	ODG - ICT	No	SVP	January 2024 - December 2024				GoP	7,400,000.00		7,400,000.00	
56	100010000	Procurement of Various ICT Equipment (Upgrade and Replacement)	ODG - ICT	No	PB	January 2024 - December 2024				GoP	29,090,000.00	3,411,000.00	25,679,000.00	
57	100010000	ICT Preventive Maintenance Management (IP Telephony)	ODG - ICT	No	PB	2nd quarter 2024				GoP	3,000,000.00	3,000,000.00		This aims to manage the performance and availability of the existing network infrastructure of the NM.

Project No.	Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? Yes/No	Mode of Procurement	Schedule for Each Procurement				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
						Ads/Post of IB/REI	Sub/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
LOCALLY-FUNDED PROJECTS														
58	200030000	Development of National Museum Complex, Manila, Phase IV	FMD	Yes	Adjacent/Contiguous	4th quarter 2023	1st quarter 2024	GoP		50,000,000.00		50,000,000.00		
59	200027000	Exhibitions and Fit-Out of Various National Museum of the Philippines - Central and Regional Sites	EEMPSD	No	PB	January 2024 - December 2024		GoP		74,143,000.00		74,143,000.00		
60	200038000	Repair and Preventive Conservation Maintenance of Casa Rocha (Important Cultural Property) in Tagbilaran, Bohol	AABHD	No	PB	January 2024 - December 2024		GoP		6,000,000.00		6,000,000.00		
61	200036000	Continued Restoration and Site Development of Our Lady of Caysasay Church and Associated Structures in Taal, Batangas, Phase IV	FMD	No	PB	4th quarter 2023	1st quarter 2024	GoP		18,000,000.00		18,000,000.00		
62	200034000	Construction of National Museum of the Philippines-Baler in Baler, Aurora (Phase II)	FMD	No	PB	4th quarter 2023	1st quarter 2024	GoP		150,000,000.00		150,000,000.00		
										809,413,000.00	333,619,000.00	475,794,000.00		

Prepared by:



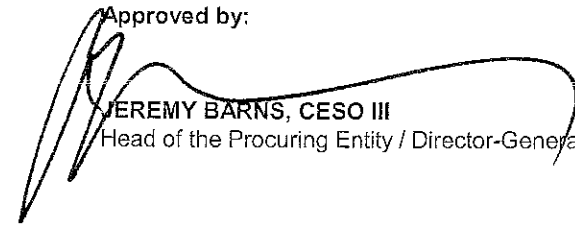
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Head of the Procuring Entity / Director-General



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

PROJECT PROFILE

NMP-BAC-F-020



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

PROJECT PROFILE

Document Reference No.	NMP-BAC-F-020
Effectivity Date:	30 June 2023
Version no.:	2023-000

TITLE: RENEWAL OF JANITORIAL SERVICES FOR FY 2024

LOCATION: NATIONAL MUSEUM OF THE PHILIPPINES (NMP) COMPLEX, NMP REGIONAL AREA, SITE MUSEUMS AND SATELLITE OFFICES (RASMSO) AND THE KALINGA SITE PROJECT

IMPLEMENTING UNIT: GENERAL ADMINISTRATIVE SERVICES DIVISION (GASD)

DESCRIPTION: The National Museum of the Philippines (NMP) intends to acquire/outsorce the service of a qualified service agency with high standards, excellence, and professionalism in providing janitorial, maintenance, sanitation, cleaning and other works for its Museum premises.

OBJECTIVE: To acquire/outsorce janitorial service personnel and various janitorial supplies, materials and equipment to cover janitorial, maintenance, sanitation, cleaning and other related works in the Museum premises. Annual performance evaluation shall be considered to ensure the highest quality of service from the Janitorial Service Provider.

- SCOPE OF WORK** (*for Infrastructure Projects*)
- TECHNICAL SPECIFICATIONS** (*for Goods/Services Projects*)
- TERMS OF REFERENCE** (*for Consulting Services Projects*)

SCOPE OF WORK:

A. DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR

To ensure that the janitorial services are effectively and efficiently provided for the Museum benefit, the following duties and responsibilities of the Janitorial Service Provider Supervisor shall be observed:

Must submit to the Head of the General Administrative Services Division (GASD) or its authorized personnel the Monthly Manpower Deployment Schedule every first Monday of the month

Must ensure compliance with the Manpower Deployment Schedule. Reshuffling of Agency janitorial personnel; Museum reserves the right to conduct reshuffling of personnel-- whenever needed

Must submit to the General Administrative Services Division (GASD) or its authorized personnel a projected monthly and semi-annual schedule of general cleaning within fifteen (15) days from assumption of duties

Must schedule work assignments, set priorities and direct the work of janitorial staff in coordination with the Chief of the General Administrative Services Division (GASD) or its authorized personnel

Must evaluate and verify employee performance through the review of completed work assignments and work techniques in coordination with the Head of NMP Office where the janitorial personnel are assigned

Must submit to the Chief of the General Administrative Services Division (GASD) or its authorized personnel the performance evaluation of its janitorial staff every first Monday of the month



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Must ensure implementation, enforcement and compliance with the NMP rules and regulations relative to the maintenance of cleanliness and sanitation of NMP premises
Must maintain records, prepares reports and composes correspondence relative to the prescribed scope of work
Must make the rounds to check janitorial staff coverage in designated work areas
Must conduct a daily inspection of the premises to ensure cleanliness and safe conditions
Must ensure complete delivery of the supplies as scheduled which are needed by the deployed janitorial staff and submit therewith a list / inventory thereof to the Chief of the General Administrative Services Division (GASD) or its authorized personnel every first Monday of the month
Must determine the janitorial supplies, materials and equipment needed on a monthly basis, in coordination with the Chief of the General Administrative Services Division (GASD) or its authorized personnel
Must submit to the Chief of the General Administrative Services Division (GASD) or its authorized personnel a report of the janitorial supplies consumed in the previous month and an inventory of the remaining supplies to be consumed for the year
Must perform other services necessary or desirable for the maintenance and upkeep of the NMP premises and minister to the personnel comfort, convenience or safety of NMP officials, employees, visitors and its stakeholders
In case the first Monday of the month falls on a holiday or there is suspension of work in the Agency, the required submission of documents under this section must be on the next working day

B. HOUSEKEEPING

The **Janitorial Service Provider** shall provide janitorial, sanitation and other related services within the premises of the **NMP Complex**. The premises shall include the common areas of the buildings such as but not limited to conference rooms, galleries, offices, comfort rooms, hallways, common areas, corridors, lighting fixtures as well as the premises outside the building such as pavements and landscaping.

Janitorial, sanitation and other related services shall consist of the following schedules:

1. DAILY JANITORIAL ACTIVITIES

Sweeping, mopping, spot-scrubbing, polishing and spray buffing of all floors—including elevators, stairs, areas with heavy foot-traffic such as the main lobby entrance and waiting areas, shall be serviced continuously
Cleaning of interior glass panels and their appurtenant steel or aluminium frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime.
Cleaning, dusting and damp wiping of office furniture, fixtures and equipment and application of appropriate furniture polish to maintain luster and shine at all times
Keeping stairways, fire exits, and entrances clean and free of obstruction at all times.
Cleaning, sanitizing and disinfecting of comfort room urinals, lavatories, toilet bowls and washroom basins, which shall include usage of special and environment-friendly disinfecting agents



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Checking and reloading of toilet paper, liquid hand soap and other toilet supplies, if required.
Dusting and cleaning of toilets and hallways with deodorants
Dusting and cleaning of glass tops, inside and outside windows, window ledges, air vents and partitions, furniture and fixtures
Cleaning and polishing of hand rails, brass signs and trims
Cleaning of waste bins and vertical and horizontal blinds
Sweeping, vacuum cleaning, and stain spotting of carpeted rooms
Cleaning of kitchen, pantry and cabinets
Washing of table cloth, seat cover and other office fabric related materials
Sweeping of driveways, parking areas, walkways, dumpsite and surroundings
Watering of plants, cleaning and sweeping of all leaves along the roads and sidewalks
Trimming of plants and spraying of insecticides/pesticides
Maintenance of grounds and all areas within NMP premises
Disposal of trash, rubbish and garbage from the building to receptacles provided for the purpose

2. WEEKLY JANITORIAL ACTIVITIES

General cleaning, washing, scrubbing and polishing of floors, hallways, comfort rooms and washrooms, interior glass panels and common areas
General cleaning of wall partitions and other vertical surfaces
General cleaning of offices including dusting, spot scrubbing, waxing and damp wiping of office furniture, fixtures and equipment and application of furniture polish
Dusting of light fixtures suspended from ceiling
Washing of inside and outside glass windows and doors, except of areas requiring professional glass cleaners
Sweeping and washing of driveways, parking areas, walkways, dumpsite and surroundings
Moving/cutting of lawns/grass and disposal of leaves
Cultivation, replanting and application of fertilizers, when necessary

3. MONTHLY JANITORIAL ACTIVITIES

General cleaning of NMP premises
Cleaning and application of polishing solution to the vertical/horizontal walls, dividers, and ledges of the premises.
General cleaning of wall partitions and other vertical surfaces.
General cleaning of offices including dusting and damp wiping of office furniture, fixtures and equipment and application of furniture polish
General cleaning of surfaces, receptacles, corners, air conditioning vents, and areas that are not ordinarily cleaned during the daily and weekly services
Cleaning and de-clogging of decks, gutters, downspouts, storm drains
High-pressure washing of the outside portion of the building
Inspection and cleaning of gutters including reporting of any damage thereto



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General cleaning of ceiling including light diffusers, lamps, air-conditioning outlets, venetian blinds, screen and other receptacles
Waxing and polishing wood furniture, rails, trim, walls, etc

4. SPECIAL SERVICES

Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents. The same should be immediately reported to the Head of GASD, Security personnel and/or to the NMP Building Administrator

Report to the Head of GASD or to NMP Building Administrator the repairs or maintenance requirements pertaining to civil, mechanical, electrical and plumbing facilities of the building for proper disposition as well as requirement for pest control

Assists in the undertaking of hauling, repairs, transporting, loading, unloading, movement or transfer of furniture, equipment, supplies, and materials as may be necessary, and only upon the instruction of the Head of NMP Office with prior coordination and approval from to the Head of GASD or its authorized personnel

Perform such services usually necessary or desirable for the maintenance and upkeep of the office premises and minister to the personal comfort, convenience, or safety of NMP officials, employees, visitors and its stakeholders

PROVISION FOR SUPPLIES, MATERIALS AND EQUIPMENT:

Provisions for supplies, materials and equipment, including schedule of delivery of the same necessary to undertake janitorial, sanitation and related services are specified marked as **Annex B**.

The **Janitorial Service Provider** shall present all the janitorial equipment listed during the post qualification.

The **Janitorial Service Provider** shall ensure that the required equipment is all in good operating condition, subject to periodic inspection by the Museum.

Apart from the janitorial supplies, materials and/or required equipment to be provided, the Agency shall facilitate the Museum's current waste recycling program that requires to separate recyclable from non-recyclable waste. The Agency shall empty recyclable and non-recyclable waste into designated containers. The designated temporary storage area for trash shall be maintained and kept clean and sanitary by the Agency's personnel.

Museum may require the **Janitorial Service Provider** to amend the requirements to such janitorial supplies, materials and/or equipment germane to or necessary for the effective performance of its obligations.

WORKING HOURS:

The **Janitorial Service Provider** shall render services for eight (8) hours a day, six (6) days a week including regular and special non-working holidays. The **Museum** shall however, prescribe the time or schedule of