



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2022-08-099  
**Date** 08/31/2022  
**Project** **PROCUREMENT OF JANITORIAL SERVICES FOR SMWD'S NEW BUILDING AND COMPOUND FOR THE MONTH OF SEPT. TO DEC. 2022**  
**BAC RESOLUTION RECOMMENDING AWARD OF CONTRACT FOR THE ABOVE STATED PROJECT**

WHEREAS, The Purchase/Work Request (PR/WR) was received by the procurement with the following details:

PR /WR Nos.	WR# GSPS-2022-07-011
Division/Section	GENERAL SERVICES DIVISION
Purpose	To provide janitorial services for the SMWD's new building and compound ✓
Total ABC	₱620,000.00 (₱851.65/Janitor/day) ✓

WHEREAS, the project was included in the Annual Procurement Plan for the fiscal year 2022. The total Approved Budget for the Contract (ABC) stated above to be procured pursuant to the 2016 Revised Implementing Rules and Regulations (IRR) of Republic ACT (RA) 9184

Mode Of Procurement	Small Value Procurement
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WHEREAS, The Purchase/Work Requests (PR/WR) was approved by the Head of the Procuring Entity (HOPE) and the procurement activity thereby started;

WHEREAS, the Request for Quotation (RFQ) was published in the Philgeps and in the website of the Procuring Entity as stated in RA 9184.

Ads/ Posting Date	08/18/2022
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WHEREAS, the suppliers of known qualifications have responded and submitted the quotations. All quotations were considered and verified if in compliance with specifications and have the submitted documentary requirements needed.

Abstract of Quotation No.	A2022-209
Date	08/25/2022

NOW, THEREFORE, with the foregoing findings, we the members of the BAC, hereby RESOLVED, as it is hereby RESOLVED, to recommend to the Head of Procuring Entity (HOPE) the award of the project with

the following details as the	Single Calculated and responsive quotation
Supplier	<b>RCL CLEANERS SERVICES CORP.</b> ✓
Contract Cost	<b>764.02/Janitor/day</b> ✓
Name of Project	<b>PROCUREMENT OF JANITORIAL SERVICES FOR SMWD'S NEW BUILDING AND COMPOUND FOR THE MONTH OF SEPT. TO DEC. 2022</b> ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 31st day of August Year 2022

Sgd.

\_\_\_\_\_  
**Maria Leonora S. Romarate**  
 BAC - Chairperson

Sgd.

\_\_\_\_\_  
**Mark Lackie D.J Porciuncula**  
 BAC Member - Financial

Sgd.

\_\_\_\_\_  
**Mary Diana S. Dela Cruz**  
 BAC Member - Legal

Sgd.

\_\_\_\_\_  
**Jovita I. Dalmacio**  
 BAC End-User

Sgd.

\_\_\_\_\_  
**Engr. Edgardo E. dela Torre, Jr.**  
 BAC Member - Technical

Approved by:

Sgd.

\_\_\_\_\_  
**Engr. Carlos N. Santos Jr.**  
 General Manager



# Santa Maria WATER DISTRICT

## NOTICE OF AWARD NOA-2022-09-0<sup>82</sup>

September 21, 2022

Mr. Raymond Randall C. Lapeña  
Authorized and Designated Representative  
RCL CLEANERS SERVICES CORPORATION  
No. 80 St. Francis, Gasak  
Meycauayan City

Re: **PROCUREMENT OF JANITORIAL SERVICES FOR NEW SMWD BUILDING FOR THE MONTH OF  
SEPTEMBER TO DECEMBER**

Reference No. WR# GS-2022-07-024

Dear Mr. Lapeña,

We are happy to inform you of the award in favor of **RCL CLEANERS SERVICES CORPORATION.**, for the project stated above per SMWD BOD Resolution No. \_\_\_\_, Series of 2022, dated September 21, 2022 in the amount of Pesos: **One Hundred Thirty Nine Thousand Fifty One Pesos and Sixty Four Centavos per month for seven (7) Janitorial Personnel (PhP139,051.64/mo).**

Accordingly, to guarantee your faithful performance under the contract, please submit to us within a maximum period of ten (10) calendar days from receipt of this Notice of Award (NOA), a performance security posted in favor of the Santa Maria Water District in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
Cash or Cashier's/Manager's Check	5%
Bank draft/guarantee or irrevocable letter of credit	5%
Surety Bond	30%

Within the same ten (10) calendar-day period from receipt of this NOA and upon submission of the performance security, you or your duly authorized representative (covered with such authority) is also to sign the Contract Agreement and return it to the Santa Maria Water District Office. The posting of the performance security shall in no case later than the signing of the contract.

Failure to comply with the above mentioned requirement shall constitute sufficient ground for the annulment of this award and forfeiture of your bid security.

An official Notice to Proceed will be issued within seven (7) calendar days from signing of the Contract

Very truly yours,

Sgd.  
\_\_\_\_\_  
**ENGR. CARLOS N. SANTOS, JR.**  
General Manager

**Received By:**  
Printed Name: Mr. Raymond Randall C. Lapeña  
Signature: \_\_\_\_\_ Sgd.  
Date and Time: September 23, 2022



# Santa Maria

WATER DISTRICT

## NOTICE TO PROCEED

NTP-2022-10-086

October 1, 2022

Mr. Raymond Randall C. Lapeña  
Authorized and Designated Representative  
RCL CLEANERS SERVICES CORPORATION  
No. 80 St. Francis, Gasak  
Meycauayan City

Dear Mr. Lapeña,

The attached Contract Agreement having been approved, notice is hereby given to **RCL CLEANERS SERVICES CORPORATION.**, that the work may commence on the project, **"PROCUREMENT OF JANITORIAL SERVICES FOR NEW SMWD BUILDING FOR THE MONTH OF SEPTEMBER TO DECEMBER 2022"** effective upon the receipt of this notice.

Moreover, you shall be responsible for the execution and completion of the project under the terms and conditions of the Contract.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the SMWD BAC.

Very truly yours,

Sgd.

**ENGR. CARLOS N. SANTOS, JR.**  
*General Manager*

I acknowledge receipt of this Notice on: October 1, 2022  
Name of the Representative of the Bidder: Mr. Raymond Randall C. Lapeña  
Authorized Signature: Sgd.



# Santa Maria WATER DISTRICT

## CONTRACT AGREEMENT

CA2022-09-029

**Project: PROCUREMENT OF JANITORIAL SERVICES FOR NEW SMWD BUILDING FOR THE MONTH OF SEPTEMBER TO DECEMBER 2022**

Reference No. WR# GS-2022-07-024

THIS AGREEMENT, made this 3<sup>rd</sup> day of October     , 2022 between **SANTA MARIA WATER DISTRICT** and **RCL CLEANERS SERVICES CORPORATION**.

### KNOWN ALL MEN BY THESE PRESENTS:

**SANTA MARIA WATER DISTRICT**, a Government Owned and Controlled Corporation (GOCC) duly organized and existing under and by virtue of Presidential Decree No. 198, as amended, with principal office address at No. 3 M. de Leon St., Poblacion, Santa Maria, Bulacan, represented by its General Manager, **ENGR. CARLOS N. SANTOS, JR.**, duly authorized for this purpose, hereinafter called the **ENTITY**.

And-

**RCL CLEANERS SERVICES CORPORATION**, a duly organized and existing entity under and by virtue of the laws of the Republic of the Philippines, with principal office address at No. 80 St. Francis, Gasak, Meycauayan City, represented by its Authorized and Designated Representative, **RAYMOND RANDALL C. LAPEÑA** hereinafter called the **JANITORIAL AGENCY**.

### WITNESSETH:

WHEREAS, in response to the ENTITY's Request for Quotation, the **JANITORIAL AGENCY** submitted its quotation/proposal to the Procuring Entity for the project, **PROCUREMENT OF JANITORIAL SERVICES FOR THE NEW SMWD BUILDING FOR THE MONTH OF SEPTEMBER TO DECEMBER 2022**;

WHEREAS, the quote/offer of the **JANITORIAL AGENCY** was the **Single Calculated and Responsive QUOTATION**;

WHEREAS, the ENTITY has awarded the Contract to the **JANITORIAL AGENCY** at the price stipulated in its winning BID of **ONE HUNDRED THIRTY NINE THOUSAND FIFTY ONE PESOS AND SIXTY FOUR CENTAVOS (Php139,064.51)** per month for seven (7) Janitorial Personnel inclusive of all government taxes, to wit;

Rate per day.....	P764.02
Number of Janitors.....	7
Number of days per month.....	26 days
Monthly Wage.....	P19,864.52/Janitor
Total Monthly Wage of 7 Janitorial Personnel.....	P139,051.64

WHEREAS, the offer is inclusive of admin fee, cleaning chemicals and supplies and use of cleaning equipment. Other concerns for wage payment is stated in the Terms of Reference (TOR) which is deemed a part of this contract agreement;



# Santa Maria

WATER DISTRICT

WHEREAS, the Entity is desirous that the Contractor execute the project, **“PROCUREMENT OF JANITORIAL SERVICES FOR THE NEW SMWD BUILDING FOR THE MONTH OF SEPTEMBER TO DECEMBER 2022”** (hereinafter called “the Services”) and the Entity has accepted the Bid for **ONE HUNDRED THIRTY NINE THOUSAND FIFTY ONE PESOS AND SIXTY FOUR CENTAVOS (Php139,051.64)** by the JANITORIAL AGENCY for the supply of services in accordance with the Terms and Conditions of the Contract.

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 hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, viz:
  - (a) the Quotation Form and the Cost Distribution Wage of the Janitorial Personnel;
  - (b) the Terms of Reference (TOR);
  - (c) the Abstract of Quotation (AOQ No. A2022-209)
  - (d) the Eligibility, Technical and Financial Documents
  - (e) the Entity’s Notification of Award and the bidder’s conforme thereto;
  - (f) the Performance Security; and
  - (g) Other contract documents that maybe 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 Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration of the payments to be made by the Entity to the Janitorial Agency as hereinafter mentioned, the Janitorial Agency hereby covenants with the Entity to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Entity hereby covenants to pay the Contractor in consideration of the provision of the services and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. The duration of services is for THREE (3) years, from \_\_\_\_\_ 2022 to \_\_\_\_\_ 2025 and the SMWD shall allocate budget for the particular succeeding Fiscal Years (FY). The contract may likewise be extended by the SMWD for a maximum of six (6) months, subject to the result of the performance evaluation of the Contractor, exigency of service, availability of funds and upon mutual agreement of the parties.
6. This contract maybe amended or terminated prior to contract expiration with justifiable reasons. A written notification shall be done thirty (30) days prior to termination of contract.
7. For other stipulations and conditions, the parties concerned may refer to the Terms of Reference (TOR).

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



# Santa Maria WATER DISTRICT

PROCURING ENTITY

CONTRACTOR

**SANTA MARIA WATER DISTRICT**

**RCL CLEANERS SERVICES CORPORATION**

By:

By:

Sgd.

**ENGR. CARLOS N. SANTOS, JR.**  
General Manager

Sgd.

**MR. RAYMOND RANDALL C. LAPEÑA**  
Authorized Representative

SIGNED IN THE PRESENCE OF:

Sgd.

**Ms. TEODORA J. CATIIS**  
Chairperson, SMWD Board of Directors

Sgd.

**Ms. MARIA LEONORA S. ROMARATE**  
Chairperson, SMWD Bids and Awards Committee

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF BULACAN ) S.S.  
MUNICIPALITY OF STA. MARIA)

BEFORE ME, this 3<sup>rd</sup> day of October, 2022 personally appeared:

Name	ID
MR. RAYMOND RANDALL C. LAPEÑA	TIN NO. 118-072-875-000
ENGR. CARLOS N. SANTOS JR.	TIN NO. 163-672-791-000

Who made known to me that they are the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free and voluntary act and deed as well as that of the entities they respectively represent.

This instrument refers to a CONTRACT AGREEMENT, consisting of three (3) pages including this page, each of which is duly signed by the parties to the instrument and those of the witnesses and sealed with the notarial seal.

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

Doc. No. 54  
Page No. 13  
Book No. 13  
Series of 2022

**ATTY. REYNALDO G. TANTE**

NOTARY PUBLIC  
UNTIL DECEMBER 31, 2023  
3RD UNIT 2ND FLOOR, MAXFEL BLDG.,  
J.C DE JESUS STREET, POBLACION  
SANTA MARIA, BULACAN  
PTR NO. 1000871 01-03-22  
IBP NO. 155640 01-29-21  
ROLL NO. 43600  
MOBILE COMPLIANCE VII NO. 0002614-02-29-21  
PNC 64-MB-2021

YOUR WATER. OUR OBLIGATION.  
YOUR CONVENIENCE. OUR SERVICE.





**PROCUREMENT  
PRIORITY**

**WORK ORDER**

WR No.: GS-2022-07-024      Date: 07/12/2022      WO No.: 2022-09-0054  
 AOQ No.: A2022-209      Date: 08/25/2022      Philgeps Refence No. 8938477      Date: 09/07/2022

The Work Order is hereby awarded to RCL CLEANERS SERVICES CORP. with business address at 80 St. Francis Gasak Meycauayan, Bulacan for work items as described below:

TIN: 008-006-547-000       VAT     NON-VAT    Mode of Procurement Negotiated Procurement - Small Value Procurement      Payment Term: 15 working days upon receipt of SOA

No.	Work Items	Quantity	Unit	Amount	Condition
1	Janitorial services for SMWD new building and SMWD Compound for the month of September to December 2022 Seven (7) Personnel with Uniform and ID/ Area of Responsibility: SMWD New Building and Compound-6 days a week; 8 hours a day. (P764.02 x 7pax=P5,348.14 / 26days a month=P139,051.64 / 4 months=P556,206.56) / Inclusive: Cleaning chemicals, supplies and use of equipment.	1	LOT	556,206.56	Payment shall be based on the actual quantity completed and accepted. The SMWD reserves the right to change portion or part of this Work Order. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on undelivered services

Total Agreed Price:      ₱ 556,206.56

Prepared by: Sgd. Marichu Y. Ferrer <i>Procurement Assistant</i>	Checked and Verified by: Sgd. Maria Leonora S. Romarate <i>End-User/Implementing Unit</i>	Certified Funds Available: Sgd. Jovita I. Dalmacio <i>Department Manager B - AFGS</i>	Approved for Implementation: Sgd. Engr. Carlos N. Santos Jr. <i>General Manager</i>	Conforms: Sgd. Raymond Randall C. Lapeña <i>Supplier/Contractor</i>
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Fund Cluster: MCEE      BUR No. 22 09-553      Date: 9/13/22  
 Funds Available: P 556,206.56      Amount: P 556,206.56