

CONTRACT OF JANITORIAL SERVICES

KNOW ALL MEN BY THESE PRESENTS:

GRACE O. CULANAY
Acting Chief
General Services Division

LAND REGISTRATION AUTHORITY (LRA), represented by its Administrator, HON. GERARDO P. SIRIOS, a government agency duly organized and existing under the laws of Republic of the Philippines with postal address at LRA Building, East Avenue corner NIA Road, Diliman, Quezon City, hereinafter referred to as the "AUTHORITY";

And

ONE MERIT GLOBAL JANITORIAL SERVICES, INC., a single proprietorship and existing under the laws of Republic of the Philippines, with business address 12 Xavierville Avenue, Corner Pajo Street, Loyola Heights, Quezon City, represented by its Authorized Representative, CRISTINA L. LLARENAS, hereinafter referred to as the "AGENCY".

WITNESSETH:

WHEREAS, the AUTHORITY desires to engage the services of a competent, qualified and able Contractor who shall maintain the healthy and sanitary condition of the LRA Central Office and its Registries of Deeds nationwide;

WHEREAS, a public bidding was conducted by the AUTHORITY on 05 June 2025 at 10:00 A.M. in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations, as amended, and other existing pertinent laws, where the AGENCY participated, and after evaluation of the bids submitted, was determined to be the Lowest Calculated and Responsive Bid (LCRB).

WHEREAS, the AGENCY is the duly proclaimed winning bidder for janitorial services by the Bids and Awards Committee on Procurement of Goods, Supplies and Materials (BAC-PGSM) as contained in the Notice of Award dated 11 June 2025, subject to the requirement of posting of bonds;

WHEREAS, the AGENCY represents that it has the experience, organization, manpower complement, tools, and materials necessary to comply with the services needed by the AUTHORITY and it has the permit and/or license to operate and perform its undertaking:

WHEREAS, the AGENCY has offered to render the required and desired services on the basis of the foregoing representations and warranties and that the AUTHORITY has accepted the said offer of the AGENCY under the terms and conditions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereto agreed to be bound by the following terms and conditions, to wit:

I. RATIONALE

The Land Registration Authority desires to engage the janitorial services of a service provider in order to provide for the maintenance, sanitation, cleaning, and other janitorial works in its Central Office and Registries of Deeds nationwide.

GERARDO P. SIRIOS
Administrator

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II. CONTRACT DURATION

The Contract duration is for a period of **six (6) months**, from **01 July 2025 to 31 December 2025**, renewable for one year or until a new contract has been entered, subject to availability of funds.

III. DEPLOYMENT FOR JANITORIAL PERSONNEL

The Agency shall provide the LRA with **one hundred twenty-one (121)** janitors and skilled workers to be deployed at the LRA Central Office and its Registries of Deeds nationwide. The number of janitors contracted may be increased or decreased at any time with the consent of both parties, subject to the availability of funds. If there is an increase in the number of janitors during the duration of the contract, the same shall form part of this contract. They shall be subject to the same terms and conditions herein set forth as provided in Annex A.

IV. WORK SCHEDULE

For Central Office, the Janitors and Skilled Workers shall render eight (8) hours of duty per day, six (6) days a week from Monday to Saturday, excluding Sundays and legal holidays, on a two (2) shift basis from 7:00 AM to 4:00 PM and from 8:00 AM to 5:00 P.M.

For Registries of Deeds, the janitors shall render eight (8) hours of duty per day, five (5) days a week from Monday to Friday, excluding Saturdays, Sundays, and legal holidays, from 8:00 AM to 5:00 P.M.

V. GENERAL CONDITIONS

- a. The Agency shall keep the entire premises and immediate surroundings of the LRA Central Office and Registries of Deed nationwide in clean and sanitary conditions and maintain at all times a high standard of cleanliness;
- b. The Agency shall carry out all services contracted for and such other services that LRA may require without disturbance to the LRA's daily operations;
- c. The Agency shall provide Supervisor/s who shall act and make decisions on behalf and for the account of the Agency on matters arising from questions or complaints by this Authority or by the service personnel themselves, at no cost to LRA;
- d. The Agency shall have adequate sources of well-trained, disciplined, cooperative, trustworthy, and reliable janitorial personnel. A pool of regular reserves shall be maintained to provide for a ready replacement of regular janitors in cases of absence and emergencies;
- e. The LRA shall have exclusive jurisdiction over the implementation of the service contract with the Agency, and all assignments/deployments shall first be approved by the LRA or its authorized representative;
- f. All acts and behavior in the execution of the service contract by the Agency shall in no way contravene any existing government laws, rules, and regulations;
- g. No assignment whatsoever of the Janitorial Service Contract shall be made to any third party; and

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- h. The LRA assumes no obligation or responsibility whatsoever to compensate or indemnify any and all bidders for any expenses or loss which may be incurred in the preparation of their proposals.

VI. DUTIES AND RESPONSIBILITIES OF THE AGENCY

1. It is also agreed that the personnel of the Agency shall be subjected to a spot search by the LRA's duly authorized guards or security men on duty, every time service personnel enter and leave the premises.

2. All personnel of the Agency assigned to the Central Office and Registries of Deeds shall be bonded personnel covered by the SSS Insurance, including all standard workmen's benefits. The Agency shall be responsible for any liability that may arise due to its personnel not being so bonded or covered.

The Agency shall remit the monthly employer's share and employee's contributions directly to the Social Security System (SSS), the Employees' Compensation Commission (ECC), the Philippine Health Insurance Corporation (PhilHealth), and the Pag-IBIG Fund. Failure to comply with this duty shall be grounds for the cancellation/termination of this contract.

3. The Agency shall provide on its own account, uniforms and identification cards (IDs) of its personnel, which shall be worn at all times while inside the LRA premises. Proper uniform shall include the wearing of appropriate closed shoes. Janitorial personnel not in proper uniform and/or without an ID shall be subject to disciplinary action by the Chief of the LRA General Services Division.

4. Timely Submission of Weekly, Monthly, and Quarterly Reports

- a. Weekly reports should be submitted every Monday of the following week.
- b. Monthly reports should be submitted on the 5th day of every ensuing month.
- c. Quarterly report submission is due 5 days after the end of every quarter.

5. The Agency shall maintain a very satisfactory level of performance throughout the term of the contract. A report of its performance shall be submitted to LRA every quarter, based on the following criteria:

- a. Quality of service;
- b. Time management;
- c. Management and sustainability of personnel;
- d. Contract administration and management; and
- e. Provision of a regular progress report.

6. The Agency shall compensate the injured service personnel or the legal heirs/beneficiaries of the deceased service personnel when injury or death occurs while in the performance of their assigned duties and responsibilities.

7. The Agency shall perform such other duties as required of the janitorial service provider under government rules and regulations and those which may, from time to time, or on special occasions, be requested by LRA to be performed.

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VII. SCOPE OF WORKS

A. DAILY SERVICES

1. Sweeping, mopping, spot scrubbing and polishing of floors, lobbies, elevators, stairs, railings and corridors;
2. Cleaning, sanitizing of restrooms with the use of effective disinfecting agents to be used on washbasins, urinals, and toilet bowls;
3. Cleaning and dusting of surfaces;
4. Cleaning and dusting of all glass tops, windows, walls, doors, air vents, and partitions;
5. Cleaning of furnitures and fixtures, panels, and window sills;
6. Disposal of trash bins from confines of the building to the receptacle provided for this purpose;
7. Sweeping of sidewalks, driveways, and lawns around the building;
8. Cleaning and maintenance of grounds, parking area, garage, security guardhouse, and other premises of buildings;
9. Watering, trimming and cultivating of all ornamental plants inside and outside of the building;
10. Dusting of all paintings, bulletin boards, and other wall hangings; and
11. Help the LRA Maintenance Unit in the upkeep/repair of telephone, electrical, plumbing, and air conditioning systems, including carpentry works and repair of office furnitures and fixtures and equipment.

B. WEEKLY SERVICES

1. Thorough washing of floors and staircases with soap and water, waxing, and polishing;
2. Washing and scrubbing of corridors, stairways, and wall columns;
3. Thorough cleaning and disinfecting of all comfort rooms;
4. Thorough cleaning of electric fans and venetian blinds;
5. Polishing of all railings, counters and door knobs, metal signs, reception tables and stair nosing;
6. Sweeping, cleaning, and removing dirt/debris at canopies and rooftops;
7. Exposure of indoor plants to outdoor air but not to direct sunlight;
8. Cleaning and vacuuming of all carpets, chairs, and draperies;
9. General cleaning of rooms, storages, roof deck; and
10. Cultivating plants and applying fertilizer to plants and cutting grass or lawns at tolerable heights.

C. MONTHLY SERVICES

1. General cleaning and sanitation of all vertical and horizontal and over-hanging areas;
2. Pest control and fogging of flying insects inside the building;
3. Deodorizing of all offices of Officials and conference rooms;
4. General cleaning and inspection of manhole and oil traps;
5. General cleaning of all exterior glasses and ledges; and
6. Assist the LRA Maintenance Unit in the general maintenance work on the generator set.

D. QUARTERLY

Assist the LRA Maintenance Unit in the general maintenance work and repair of air conditioning system, plumbing system, and necessary works on roof repairs and waterproofing system.

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E. SEMI-ANNUAL

Assist the LRA Maintenance Unit in the general maintenance work and repair of the fire protection system.

F. MISCELLANEOUS SERVICES

1. Hauling of office furniture and equipment within the premises;
2. Report to the General Services Division (GSD) the repairs needed, such as but not limited to, leaking faucets, busted lights, clogged drainage, chipped walls, and
3. Performing miscellaneous errands that may be required within the office and extra hour services during special occasions.

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VIII. GENERAL CLEANING REQUIREMENTS

1. Identify what materials to use for a given surface;
2. Identify how to handle equipment:
 - a. lifting of furniture and fixtures and various equipment;
 - b. opening and closing of venetian blinds; and
 - c. cleaning tools must be clean before and after use.
2. Do not loiter;
3. Clean garbage bins, water drains, trench or canals, oil traps, and manholes;
4. Complete of work as tasked; and
5. Monitor the standard of cleanliness all the time:
 - a. Shiny;
 - b. No odor;
 - c. No debris;
 - d. No stain;
 - e. No dirty corners;
 - f. Hidden surfaces must be cleaned from time to time; and
 - g. No cobwebs.

IX. SUPPLY AND EQUIPMENT

Supplies and equipment shall be provided by the Agency in accordance with the schedule of supply and equipment requirements, which is listed in Annex B of this contract. It shall be subject to inspection by the GSD prior to the commencement of this contract.

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Administrator

X. STANDARD QUALIFICATIONS FOR JANITORIAL PERSONNEL:

A. Supervisor

- a. At least Second Year Level in College with 72 units or a graduate of K to 12 Program;
- b. With at least two (2) years of experience in janitorial operations;
- c. Not less than thirty (30) years old nor more than fifty (50) years of age;
- d. Physically and mentally fit (medical certificate and drug test result attached); and
- e. With good moral character and must have no derogatory or criminal records.

B. Janitor

- a. With at least six (6) months experience in janitorial operations.
- b. Not less than twenty-one (21) years old nor more than fifty (50) years of age;
- c. Physically and mentally fit (medical certificate attached); and
- d. With good moral character and must have no derogatory or criminal records.

C. Skilled Worker

- a. 1-Skilled Electrician with experience in building maintenance;
- b. 1-Skilled Plumber with experience in water line and sprinkler system operation; and
- c. 1-Skilled Carpenter with finishing work experience.

NOTE:

The above skilled workers shall be identified and certified by the Agency as to its qualifications. They shall be deployed in the LRA Central Office Building and nearby Registry offices as may be deemed necessary by the LRA. All materials needed for the repair of the building shall be the responsibility of LRA, however equipment and tools necessary to undertake the works may be provided by the Agency.

XI. DISCIPLINARY MEASURES

Upon recommendation of the General Services Division (GSD), the following violations shall be a ground for disciplinary action by the Agency against its janitors; to wit:

1. Any act of disrespect to superior officers, to clients, officers and employees;
2. Absent without notifying the office and superior officers;
3. Offensive, immoral, or vulgar languages;
4. Lousy uniform or not wearing of proper uniform while on duty;
5. Late for duty;
6. Unshaved mustache and beard (male);
7. Long hair (male);
8. Use of company or client property without the latter's consent;
9. Not keeping janitorial equipment in proper place;
10. Drawing of salary during tour of duty;
11. Not following special instructions of client or superiors;
12. Sleeping while on duty;
13. Gambling while on duty;
14. Bringing of individual of ill-repute to the premises;
15. The assigned area for cleaning is untidy;
16. Drinking any alcoholic beverages while on duty or inside the premises after duty;
17. Use or possession of illegal drugs;
18. Carrying or possessing firearms and other deadly weapons;
19. Quarreling; fighting;
20. Dishonesty;
21. Abandoning of post;
22. Bringing home or taking out of janitorial supplies outside the LRA premises;
23. Entertaining personal guests while on duty;
24. Vandalism; and
25. Playing mobile games or gadgets while on duty.

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XII. TERMS OF PAYMENT AND REPORTORIAL REQUIREMENTS AS SUPPORTING DOCUMENTS FOR PAYMENT OF JANITORIAL SERVICES

The Agency may bill LRA on a bi-monthly basis. Billings or requests for payment shall be supported by the following documents:

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1. Bi-Monthly Billing for rendered janitorial services;
2. Bi-Monthly Service Invoice, indicating the breakdown and the total amount being collected;
3. Daily Time Records of the Supervisor, Janitors and Skilled Workers for the billing period;
4. Bi-Monthly Summary Payroll of the deployed personnel and their rendered hours of service/duty;
5. Certified True Copy of the Janitorial Service Contract;
6. Bi-Monthly Accomplishment Report;
7. Request for payment;
8. Certificate of Acceptance of supplies delivered to Central Office and Registries of Deeds should be submitted at the end of each month;
9. Monthly Performance Appraisal Report according to COA Circular No. 2023-004; and
10. Proof of remittances to concerned government agencies and/or GOCC (BIR/SSS /Pag-IBIG/PhilHealth).

XIII. BUDGETARY REQUIREMENTS

The Approved Budget for the Contract (ABC) in the amount of **TWO MILLION FIVE HUNDRED SIX THOUSAND FIFTY-THREE PESOS and NINETEEN CENTAVOS (Php 2,506,053.19) per month or FIFTEEN MILLION THIRTY-SIX THOUSAND THREE HUNDRED NINETEEN PESOS and FOURTEEN CENTAVOS (15,036,319.14), VAT inclusive.**

For and in consideration of the AGENCY's services during the effectivity of this contract, the AUTHORITY shall pay the AGENCY the amount of **PESOS: TWO MILLION FOUR HUNDRED EIGHTY-TWO THOUSAND FOUR HUNDRED FORTY-EIGHT PESOS (Php 2,482,448.00) per month or FOURTEEN MILLION EIGHT HUNDRED NINETY-FOUR THOUSAND SIX HUNDRED EIGHTY-EIGHT PESOS (Php 14,894,688.00) for six (6) months from 01 July 2025 to 31 December 2025, VAT inclusive.**

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XIV. PRE-DEPLOYMENT REQUIREMENTS

Prior to the deployment of the supervisor, janitorial personnel, and skilled workers in the LRA Central Office and/or Registries of Deeds, the list of their names shall be submitted by the awarded agency to the General Services Division (GSD). The list shall attach the required documents as follows: bio-data sheet for each personnel, along with the certified true copy of the following:

1. NBI clearance,
2. Police clearance,
3. Barangay clearance,
4. Medical certificate,
5. Drug test result (issued by a DOH-accredited drug testing facility).

XV. TERMINATION OF CONTRACT

The Land Registration Authority may terminate this contract if the Agency receives (3) unsatisfactory performance ratings within a six (6) month period, following written warnings for the first two (2) occurrences. Performance appraisals will be conducted monthly, or more frequently if deemed necessary by the Land Registration Authority. The results of these appraisals will be documented and shared with the Agency.

Without need of judicial intervention, the Land Registration Authority or the Agency may terminate the Janitorial Service Contract thirty (30) days upon notice, particularly for a breach of contract.

XVI. MISCELLANEOUS PROVISIONS

The Janitorial Service Agency may request for an adjustment of the stipulated price in the event that there is an increase in the number of days per year or the minimum wage is increased or fringe benefits are granted in favor of the janitors as promulgated by law, executive order, and wage order. Said adjustment shall be equivalent only to the amount of the increase in the number of days per year or minimum wage or fringe benefits as promulgated by law, decree, order, as the case may be. Said adjustment is subject to availability of funds and shall be awarded upon/after evaluation and approval by the **LRA**.

Any provision in the bid documents shall form part of this contract.

In WITNESS WHEREOF, the parties hereunto set their hands this **JUN 27 2025**, in Quezon City, Philippines.

LAND REGISTRATION AUTHORITY ONE MERIT GLOBAL JANITORIAL SERVICES, INC.

By:

By:

GERARDO PANGA SIRIOS

Administrator

CRISTINA L. LLARENAS

Authorized Representative

SIGNED IN THE PRESENCE OF:

GRACE O. CULANNAY

Acting Chief, General Services Division

MELISSA M. MANALILI

Assistant General Manager

FUNDS AVAILABLE


JADRUS C. CABUSI
Chief, Accounting Division
AS PER CAF NO. 2025-051

ACKNOWLEDGMENT

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

GRACE O. CULANAY
Acting Chief
General Services Division

BEFORE ME, a Notary Public for and in the above jurisdiction, this JUN 27 2025 day of _____, 2025 personally appeared the following, presenting credible proofs of identity, to wit:

GERARDO PANGA SIRIOS - Driver's License: N02-88-094706

CRISTINA L. LLARENAS - Driver's License: D19-21-201422

Known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act and deed that of the corporations herein represented for the above purpose.

This instrument refers to a Contract of Janitorial Services consisting of nine (9) pages including this page wherein the Acknowledgement is written, signed by the parties and their instrumental witnesses on the left margin of each and every page hereof.

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

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Book No. I
Series of 2025


ATTY. ANDRES E. PALAGHICON, JR.
NOTARY PUBLIC IN QUEZON CITY
Commission No. Adm. Matter No.. NP-320 (2024-2025)
IBP O.R. No. 501274 - 1/7/2025/ Roll No. 71530
PTR O.R. No. 7076533 - 1/7/2025/Quezon City
MCLE Compliance No. VIII-0014685

GERARDO P. SIRIOS
Administrator