



DOST-PCAARRD

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT**

1/30-20

1011701-037

OFFICE OF THE EXECUTIVE DIRECTOR

NOTICE TO PROCEED

January 25, 2017

MS. IMELDA M. EBORA

President

Anchor Human Resources Dev't. Corp.

No. 2 Mapagmahal St.

Brgy. Pinyahan, Quezon City

Dear Ms. Ebora:

The attached Contract Agreement having been approved, notice is hereby given to you that work may commence on the Janitorial Services in accordance with the implementation schedule, i.e. February 1 - December 31, 2017.

Thus, you shall be responsible for performing the services under the terms and conditions of this agreement.

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 PCAARRD.

Very truly yours,

REYNALDO V. EBORA

Acting Executive Director

I acknowledge receipt of this notice on Jan 27, 2017

Name of Bidder: Anchor Human Resources Development Corp.

Authorized Signature: IMELDA M. EBORA



CONTRACT AGREEMENT

1011701--037

THIS AGREEMENT, made this _____ day of May, 2017 between The **Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)**, a government agency with principal office at Los Baños, Laguna (hereinafter called the "Entity") and **Anchor Human Resources Development Corp.**, an agency with office address at 02 Malakas St., Pinyahan, Quezon City (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute the "CY 2017 Janitorial Services" (hereinafter called the "Works") and the Entity has accepted the Bid for **Three Million Four Hundred Fifty One Thousand Two Hundred Sixty Nine and 25/100 Pesos (P3,451,269.25)** by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

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, to wit:
 - a) Contract Agreement;
 - b) Bidding Documents;
 - c) Winning bidders bid, eligibility requirements, technical and financial proposals and all other documents/statements submitted;
 - d) Performance Security;
 - e) Notice of Award;
 - f) Additional responsibilities of Contractor to PCAARRD
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.
4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works 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 times and in the manner prescribed by this Contract.

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

Signed, sealed, delivered by **DR. REYNALDO V. EBORA**, Acting Executive Director (for the Entity)

Signed, sealed, delivered by **MS. IMELDA M. EBORA**, President (for the Contractor).

Binding Signature of Procuring Entity 

Binding Signature of Contractor 

Certified Funds Available: 
CAROLINA T. BOSQUE
Chief Accountant, PCAARRD

ADDITIONAL RESPONSIBILITIES

1011701--037

**ANCHOR HUMAN RESOURCES DEVT. CORP.
UNDER CY 2017 CONTRACT**

1. Deliver the correct number of janitors as deemed necessary as PCAARRD reserve the right to reduce or increase the number of janitors or replace all, some or any particular janitor as the exigencies of its operation may require.
2. Have full control and provision of the personnel to be assigned under this contract as well as to the manner of performance of their duties. However, PCAARRD may issue direct order for compliance by its personnel.
3. Submit its men to be thoroughly searched when they report for duty and when they check out by the PCAARRD security guards.
4. Assume all obligations and liabilities that may arise due to acts or omissions committed by the janitors in the performance of their duties.
5. Undertake to indemnify and save PCAARRD from and against any and all losses, damages and claims, demands payments, suits, recoveries and judgement of whatever nature and description brought or recovered against PCAARRD by reasons of any act or omission on the part of Anchor HRDC, his agents, representative or employees, or as a consequence of their fault or carelessness.
6. Binds itself to protect and immune PCAARRD from any suit or liability resulting from claims of any nature, whether death, injuries and damages that may be suffered by the janitors/gardeners during their line of duty. Anchor HRDC shall at all times stand solely liable and/or responsible and hold PCAARRD free from any and all liabilities in respect thereto or arising therefrom.
7. In case of increase of wages due to enactment of new laws, the agency may seek adjustment in writing, subject to the approval of the authorities concerned.

JK

Republic of the Philippines)
Province of
Municipality of QUEZON CITY S. S.

ACKNOWLEDGEMENT

BEFORE ME, this _____ day of FEB 07 2017, 2017 appeared:

DR. REYNALDO V. EBORA with Identification Type/No Passport No. OE0024199
issued in Manila, Philippines on March 2, 2015

and,

MS. IMELDA M. EBORA with Identification Type/No. Passport No. EC7m011
issued at DFA NCR Norkast on March no. 2016

known to me to be the same persons who executed the foregoing instrument and who acknowledged the same to be their free and voluntary act and deed of the entities which they represent.

I further certify that the foregoing Owner-Contractor Agreement consists of two (2) pages including the page on which this Acknowledgement is written, and the parties hereto and their witnesses have affixed their signature on the space provided for on this page and on the margin of each and every page.

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

ATTY. REDENTOR O. ACAYLAR
NOTARY PUBLIC - QUEZON CITY
(Notary Public)
ADM. NO. 3312016-2017
ROLL NO. 29553
PTR NO. 7199
MY COMMISSION EXPIRES ON DECEMBER 31, 2017

Until _____
PTR No. _____
Issued on: _____
Issued at: _____

Doc. No. 209
Page No. 6
Book No. 311
Series of 2017



**Detailed Financial Proposal
Janitorial Services**

**Janitorial Services for 2017
New Wage Order IVA-17 Effective November 1, 2016**

Cost distribution for Janitorial and allied services personnel	
No. Of working days/week	6 days (Mon-Sat)
No. Of Calendar days CY 2015 (Except Sunday)	312 days
Daily Wage Regular Janitor and 3 landscapers	Php356.50
Daily Wage for one Janitor/plumber	Php441.50

Monthly budgetary Estimate

		Regular	Plumber
A. Monthly wage w/out gov't. Dues (P356.50 x 312days/12)	Php	9,269.00	11,479.00
B. Due to Gov't.			
SSS		699.80	847.20
Philhealth		112.50	137.50
ECC		10.00	10.00
Pagibig		100.00	100.00
		922.30	1,094.70
C. Tax 12% of A		1,112.28	1,377.48
D. Monthly Salaries of each Janitor	Php	11,303.58	13,951.18
E. Adm. Fee for benefits		92.10	114.05
F. Total benefits for the year		11,051.50	13,686.50
13th month Pay		9,269.00	11,479.00
5 days incentive		1,782.50	2,207.50
		526.59	526.59
G. Janitorial supplies (detailed financial proposal which should not be more than PCAARRD's cost estimate)			
H. Admin. Fee (10% of A+B+G)+E (rate should be the same with that of E)		1,163.88	1,424.08
I. Taxes (12% of G+H)		202.86	234.08
J. Total Monthly budgetary requirement (D+G+H+I)		13,196.91	16,135.93
Add: monthly benefits (f/12)		920.96	1,140.54
Total per month per janitor	Php	14,117.87	17,276.48
(multiplied by No. Of Janitors)		21	1
Contract for 22 janitors for 12 months	Php	3,557,703.28	207,317.71
TOTAL	Php	3,765,020.98	

Submitted by:

IMELDA M. EBORA

President

Anchor Human Resources Dev't. Corp.

December 8, 2016

For 22 janitors for 12 mos.

3,261,227.97 190,041.28

3,451,269.25