

NOTICE OF AWARD

Date : 13 SEP 2023


MA. CRISTINA TADOY
Authorized Representative
TRIPLE 7 MANPOWER SERVICES INC.,
GF Cavite Coliseum, Aguinaldo Highway,
Bacoor, Cavite

Dear Ms. Tadoy:

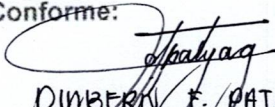
We are pleased to inform you that the Request for Quotation No. 2023-08-1107 for "Service Provider for the Additional Utility Personnel for 45 Calendar Days" is hereby awarded to you as the Single Calculated and Responsive Bidder amounting to One Hundred Seven Thousand Eight Hundred Eighty One Pesos and 35/100 Only (Php 107,881.35) inclusive of all applicable taxes.

Please sign your conformity below and transmit a signed copy to us.

Very truly yours,


LEONARDO C. REYNOSO, CESO III
Regional Director
Head of the Procuring Entity

Conforme:


DIMBERN F. PATYAG
(Signature over Printed Name of Bidder's Authorized Representative)

TRIPLE 7 MANPOWER SERVICES INC.,

Date : October 12, 2023

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PURCHASE ORDER
DSWD FO MIMAROPA
Entity Name

Supplier : TRIPLE 7 MANPOWER SERVICES INC.,		P.O. No. : 2023-09-0815			
Address : G/F Cavite Coliseum Aguinaldo Highway , Cavite City		Date : September 14, 2023			
TIN: 005-645-019-000		Mode of Procurement : NP-SVP			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : DSWD Regional Office , Malate , Manila		Delivery Term : FOB Destination			
Date of Delivery : 7 Calendar Days (CD) upon receipt of approved PO (On Call Basis)		Payment Term : Government Procedure			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	personnel	SERVICE PROVIDER FOR ADDITIONAL THREE (3) UTILITY PERSONNEL FOR 45 DAYS Contract Duration : 45 Days (On Call Basis as Necessary) Terms and Conditions: 1. The SERVICE PROVIDER shall provide qualified manpower and labor, which shall perform their duties under SERVICE PROVIDER's control and supervision, in accordance with the standard and requirements of the DSWD. 2. The janitorial personnel must be physically and mentally fit, at least 18 years old but not more than 65 years old, of good moral character and without criminal or police records, preferably male. 3. The SERVICE PROVIDER shall regularly supervise/monitor its personnel especially their performance thru their designated Supervisor per area of jurisdiction. 4. In the performance of the work of services herein provided, SERVICE PROVIDER shall supply three (3) janitors to report from 8.00 – 5.00 PM and (Mondays to Saturdays). No overtime payment. 5. Scope of Work/Building / Office to be Covered 4.2 DSWD MIMAROPA Malate, Manila 4.3 DSWD MIMAROPA – Warehouse Quezon City and Silang , Cavite 6. The SERVICE PROVIDER shall protect DSWD properties from damage or destruction in connection with the janitorial activities rendered, preserve confidentiality of DSWD records and perform other services whenever required (i.e. logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment and other errand works within DSWD premises). 7. DSWD FO MIMAROPA reserves the right to screen and accept or deny the deployment of any personnel recommended by the SERVICE PROVIDER. 8. The deployed personnel shall work 8 hours a day, 8 days a week from Monday to Saturday. However, DSWD may request to SERVICE PROVIDER personnel to work outside the regular working hours, or during weekends or holidays whenever necessary upon the written approval of the Head of the Agency which will entail additional payment to the SERVICE PROVIDER. 9. The SERVICE PROVIDER shall make available relievers and/or replacement at all times to ensure continuous and uninterrupted services. In the event that the Service Provider failed to provide relievers and replacement, the SERVICE PROVIDER shall be charged with penalty for the disruption it caused to DSWD FO MIMAROPA. 10. The SERVICE PROVIDER shall pay its personnel not less than the minimum wage and other benefits mandated by the law. The SERVICE PROVIDER shall provide the janitorial personnel their monthly pay slip containing the necessary information on it. The SERVICE PROVIDER shall comply with the laws governing labor standards and employee's compensation. 11. The SERVICE PROVIDER shall submit to the DSWD, together with its monthly invoice, a sworn certification duly executed by its General Manager/President stating that all the workers and/or personnel assigned to the DSWD pursuant to this Agreement have been paid, on the date thereof, all wages, salaries and remunerations they are entitled to under the law. The DSWD shall not process any billings that are not accompanied by the aforementioned certificate. All billings must be supported by corresponding time sheet which shall be approved by the DSWD's Supervisor/Manager prior to such billings. If the billings are in order, the DSWD agrees to pay SERVICE PROVIDER as soon as possible from receipt of such bills and shall pay within a period approved by the DSWD Supervisor. Payment of salaries shall be made every 15th and 30th of the month. Delay shall be basis for evaluation and grounds for early termination of contract. 12. The SERVICE PROVIDER shall submit to the DSWD, together with its monthly invoices, proof of remittances to the Social Security System, BIR and Phil-Health of both employer's insurance premiums. Failure of SERVICE PROVIDER to submit such proof remittance shall be enough basis for DSWD not to process SERVICE PROVIDER billings. 13. The SERVICE PROVIDER in the performance of its services shall secure, maintain at its own expense all registration, licenses, or permits required by the law, and shall comply with all pertinent rules and regulations. The SERVICE PROVIDER's personnel shall take all necessary precautions for the safety of all persons and properties within their area of work and shall comply with all the standards and established safety regulations, rules and practices. 14. The SERVICE PROVIDER shall provide the personnel with appropriate uniforms, protective gear if necessary and ensure that they shall observe proper personal hygiene and appear neat and clean at all times. 15. The SERVICE PROVIDER shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed. PR: 2023-08-1107 Prepared by: <i>Harvy B. Calabio</i>	3	35,960.45	107,881.35
					107,881.35
(Total Amount in Words) One Hundred Seven Thousand Eight Hundred Eighty One Pesos and 35/100 only					
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 the undelivered item/s. Conforms:					
		 DIMBERLY F. PATLAG Signature over Printed Name of Supplier 10-12-2023 Date	Very truly yours, LEONARDO C. REYNOSO, CESOS III Signature over Printed Name of Authorized Official Regional Director Designation		
Fund Cluster : <u>101</u>		ORS/BURS No. : <u>02-101101-2023</u> <i>09-0812/6813</i>			
Funds Available : <u>107,881.35</u>		Date of the ORS/BURS: <u>SEP 29, 2023</u>			
		 DANILYN T. SALAN Accountant III- Head Accounting Section	Amount : <u>107,881.35</u>		