

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 20-07-163**

**RECOMMENDING EXTENSION OF CONTRACT WITH PHILCARE MANPOWER SERVICES  
AS JANITORIAL SERVICE PROVIDER OF DSWD CENTRAL OFFICE AND ITS SATELLITE  
OFFICES COVERING THE PERIOD OF AUGUST 1 TO 31, 2020**  
(PR No. 01-20001-PR-2020-07-00186)

**WHEREAS**, on April 21, 2020, the Bids and Awards Committee (BAC) issued BAC Resolution No. 20-04-083 recommending extension of contract for the Hiring of Janitorial Service Provider between DSWD and Philcare Manpower Services covering the period of 01 May to 31 July 2020. The contract amount is **Six Million Five Hundred Thirteen Thousand Nine Hundred Fifty-Three Pesos and Fifty-Eight Centavos (Php6,513,953.58)**, inclusive of all applicable taxes. Copy of Resolution No. 20-04-083 and the contract extension entered into by the DSWD and Philcare Manpower Services are hereto attached, marked as **Annexes "A"**, and **"B"**, respectively, and are made integral parts hereof;

**WHEREAS**, on July 30, 2020, the Procurement Management Service (PMS), through the Procurement Planning and Management Division (PPMD), forwarded to the Bids and Awards Committee the request for extension of contract for Janitorial Service Provider covering the period from August 1 to 31, 2020. The said procurement was requested through approved Purchase Request (PR) No. 01-20001-PR-2020-07-00186. The Approved Budget for the Contract (ABC) is **Two Million One Hundred Seventy-One Thousand Three Hundred Seventeen Pesos and 86/100 (PHP 2,171,317.86)**. Copies of the said Memorandum and approved PR are hereto attached and marked as **Annexes "C"** and **"D"**, respectively, and are made integral parts hereof;

**WHEREAS**, the Administrative Service (AS), through Atty. Karina Antonette A. Agudo (Officer-in-Charge), submitted a justification letter, justifying therein that the extension of contract is undertaken due to circumstances beyond its control during the procurement process and give time for the Procuring Entity in the preparation of all the documentations and/or contract of the new service provider. The extension is merely an emergency measure to maintain the status quo in the operations of the Procuring Entity and to avoid interruption of service. A copy of the justification is hereto attached and marked as **Annex "E"** and made an integral part hereof;

**WHEREAS**, the terms and conditions stipulated under the original contract shall remain the same and any changes or modifications that will be made will redound to the advantage of the DSWD at no additional cost;

**WHEREAS**, Government Procurement Policy Board (GPPB) issued Resolution No. 23-2007, dated 28 September 2007 entitled "Revised Guidelines on the Extension of Contracts for General Support Services" provided guidelines to identify the conditions for the allowance of contract extension and to prescribe the rules and procedure governing the same, for the purpose of averting hiatus in support services essential, indispensable, or necessary in the operations of a procuring entity. As a general condition of the contract extension, "the procuring entity concerned has substantially undertaken the procurement activities required prior to award of the new contract under R.A. 9184 and its IRR." A copy of GPPB Resolution No. 23-2007 is hereto attached and marked as **Annex "F"** and made an integral part hereof;

**WHEREAS**, in compliance with the above-mentioned GPPB Resolution No. 23-2007, the Invitation to Bid (ITB) for the Provision of Multi-Year Contract for the Hiring of Janitorial Services for Calendar Year 2020-2022 for the DSWD Central Office and its Satellite Offices for the FY 2020 was posted on May 21, 2020 at the PhilGEPS, DSWD websites and at conspicuous places within the DSWD premises. Copies of the Invitation to Bid (ITB) and proof of posting are hereto attached and marked as **Annexes "G"** and **"H"**, respectively, and are made integral parts hereof;



**NOW THEREFORE**, in view of the foregoing and on the basis of the documents presented and in the exigency of service, we, the Bids and Awards Committee, resolves as it is hereby resolved to recommend the **Extension of Contract with Philcare Manpower Services as Janitorial Service Provider for a period of One (1) Month from August 1 to 31, 2020 or until such time that the new contract is awarded and the Notice to Proceed (NTP) has been issued, whichever comes earlier.** Provided further, that there will be no additional cost to be charged against the DSWD and with the same level of service. The total contract amount is **Two Million One Hundred Seventy-One Thousand Three Hundred Seventeen Pesos and 86/100 (PHP 2,171,317.86)**, inclusive of all applicable taxes.

**RESOLVED**, this 30<sup>th</sup> day of **July 2020** at Quezon City, Philippines.

ON OFFICIAL BUSINESS/TRAVEL

**EMMANUEL P. PRIVADO**

*Director, National Resource and Logistics  
Management Bureau  
Regular Member*

ON OFFICIAL BUSINESS/TRAVEL

**FELIX M. ARMEÑA**

*Division Chief, Information and  
Communication Technology Management  
Service  
Alternate Member*

ON OFFICIAL BUSINESS/TRAVEL

**ERNESTINA Z. SOLLOSO**

*Director, Pantawid Pamilyang Pilipino  
Program  
Regular Member*

ON OFFICIAL BUSINESS/TRAVEL

**IRENE B. DUMLAO**

*Officer-in-Charge, Social Marketing Service  
Alternate Member*

ON OFFICIAL BUSINESS/TRAVEL

**RENE GLEN O. PAJE\***

*Undersecretary for Inclusive and Sustainable  
Peace  
Regular Member*

**NOEL M. MACALALAD**

*Assistant Secretary for Standards and  
Capacity Building  
Alternate Member*

**FELICISIMO C. BUDIONGAN**

*Undersecretary for Disaster Response  
Management  
Chairperson*

**ATTY. KARINA ANTONETTE A. AGUDO**

*Officer-in-Charge, Administrative Service  
Provisional Member*

Approved

Disapproved

**JOSE ERNESTO B. GAVIOLA**

*Undersecretary for General Administration and Support Services Group  
(Per Special Order No. 3242, Series of 2019)  
(Head of the Procuring Entity/Authorized Representative)*

\*Designated as Vice-Chairperson in the absence of the Chairperson

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 20-04-083**

**RECOMMENDING EXTENSION OF CONTRACT WITH PHILCARE MANPOWER SERVICES FOR THE HIRING OF JANITORIAL SERVICE PROVIDER COVERING THE PERIOD OF 01 MAY TO 31 JULY 2020**  
(PR No. 01-2001-PR-2020-04-00026)

**WHEREAS**, on 23 January 2020, the Department of Social Welfare and Development (DSWD) Bids and Award Committee (BAC) issued Resolution No. 20-01-006 Recommending Extension of Contract for Hiring of Janitorial Service Provider for CY 2020 for DSWD Central Office and its Satellite Offices for the period February 1, 2020 to April 30, 2020 to Philcare Manpower Services. The contract was extended with a total contract price of **Six Million Five Hundred Thirteen Thousand Nine Hundred Fifty-Three Pesos and 58/100 (PhP6,513,953.58)**. Copies of Resolution No. 20-01-006 and the contract extension entered into by the DSWD and Philcare Manpower Services are hereto attached, marked as **Annexes "A"**, and **"B"**, respectively, and are made integral parts hereof;

**WHEREAS**, on 20 April 2020, the Procurement Management Service (PMS), through the Procurement Planning and Management Division (PPMD), forwarded to the BAC the request for extension of contract for Hiring of Janitorial Service Provider covering the period from 01 May to 31 July 2020. The said procurement was requested through approved Purchase Request (PR) No. 01-2001-PR-2020-04-00026. The Approved Budget for the Contract (ABC) is **Six Million Five Hundred Thirteen Thousand Nine Hundred Fifty-Three Pesos and 58/100 (PhP 6,513,953.58)**. Copies of the said Memorandum and approved PR are hereto attached, marked as **Annexes "C"**, and **"D"**, respectively, and are made integral parts hereof;

**WHEREAS**, the Administrative Service (AS) through the Officer-In-Charge (OIC) Atty. Karina Antonette A. Agudo submitted a justification for the contract extension of the existing janitorial service provider covering 01 May to 31 July 2020 due to the circumstances beyond its control during the procurement process and give time for the Procuring Entity in the preparation of all the documentations and/or contract of the new service provider. The contract extension *merely an emergency measure to maintain status quo in the operations of the Procuring Entity; and to avoid interruption of service*. Further, the current service provider has not violate any of the provisions of the original contract. A copy of the Justification is hereto attached, marked as **Annex "E"**, and made an integral part hereof;

**WHEREAS**, the terms and conditions stipulated under the original contract shall remain the same and any changes or modifications that will be made will redound to the advantage of the DSWD at no additional cost.

**WHEREAS**, the Government Procurement Policy Board (GPPB) issued Resolution No. 23-2007, dated 28 September 2007 entitled the "Revised Guidelines on the Extension of Contracts for General Support Services" provided guidelines to




identify the conditions for the allowance of the contract extension and to prescribed the rules and procedure governing the same, for the purpose of averting hiatus in support services essential, indispensable, or necessary for the operations of a procuring entity. As a general condition of the contract extension, "the procuring entity concerned has substantially undertaken the procurement activities required prior to the award of the new contract under R.A. 9184 and its IRR. A copy of GPPB Resolution No. 23-2007 is hereto attached and marked as Annex "F" and made an integral part hereof;

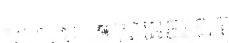
**WHEREAS**, in compliance with the above-mentioned GPPB Resolution No. 23-2007, the Invitation to Bid (ITB) for the Hiring of Janitorial Service Provider for CY 2020 for DSWD Central Office and its Satellite Offices was posted on 19 December 2019 at the PhilGEPS, DSWD website and at the conspicuous places within the DSWD premises. Copy of the ITB and proofs of posting are hereto attached and marked as Annexes "G" and "H", respectively, and are made integral parts hereof;

**NOW, THEREFORE**, in view of the foregoing and on the basis of the documents presented, we, the Bids and Awards Committee, resolves as it is hereby resolved to recommend the extension of contract for the Hiring of Janitorial Service Provider between DSWD and Philcare Manpower Services covering the period of 01 May to 31 July 2020. The contract amount is **Six Million Five Hundred Thirteen Thousand Nine Hundred Fifty-Three Pesos and Fifty-Eight Centavos (PhP6,513,953.58)**, inclusive of all applicable taxes.


**RESOLVED**, this 21<sup>st</sup> day of April 2020 at Quezon City, Philippines.


  
**EMMANUEL P. PRIVADO**  
*Director, National Resource and Logistics Management Bureau*  
Regular Member

OFFICIAL BUSINESS  
**FELIX M. ARMEÑA**  
*Division Chief, Information and Communication Technology Management Service*  
Alternate Member

  
**ERNESTINA Z. SOLLOSO**  
*Director, Pantawid Pamilyang Pilipino Program*  
Regular Member

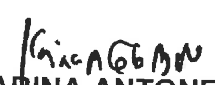
OFFICIAL BUSINESS  
**IRENE B. DURLAO**  
*Officer-in-Charge, Social Marketing Service*  
Alternate Member

  
**RENE GLEN O. PAJE\***  
*Undersecretary for Inclusive and Sustainable Peace*  
Regular Member

  
**NOEL M. MACALALAD**  
*Assistant Secretary for Standards and Capacity Building*  
Alternate Member




  
**FELICISIMO C. BUDIONGAN**  
*Undersecretary for Disaster Response  
Management  
Chairperson*

  
**ATTY. KARINA ANTONETTE A.  
AGUDO**  
*OIC, Administrative Service  
Provisional Member*

Approved

Disapproved

  
**JOSE ERNESTO B. GAVIOLA**  
*Undersecretary for General Administration and Support Services  
(Per Special Order No. 3242, Series of 2019)  
(Head of the Procuring Entity/Authorized Representative)*

*P 6, 513, 953.58*

*Extension of Contract w/ Philcare  
Manpower Services*

*\*Designated as Vice-Chairperson in the absence of the Chairperson  
01 May to 31 July 2020*

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 20-01-006****RECOMMENDING EXTENSION OF CONTRACT WITH PHILCARE MANPOWER SERVICES FOR THE HIRING OF JANITORIAL SERVICE PROVIDER OF DSWD CENTRAL OFFICE AND ITS SATELLITE OFFICES COVERING THE PERIOD OF FEBRUARY 1, 2020 TO APRIL 30, 2020**  
(PR No. 2020010030)

**WHEREAS**, on December 20, 2019, the Bids and Awards Committee (BAC) issued BAC Resolution No. 19-12-188 recommending Extension of Contract for the Hiring of Janitorial Service Provider for CY 2020 for DSWD Central Office and its Satellite Offices for the period January 1 to 31, 2020 to Philcare Manpower Services. The contract was extended with a total contract price of Two Million One Hundred Seventy-One Thousand Three Hundred Seventeen Pesos and 86/100 (PHP 2,171,317.86). Copy of the BAC Resolution No. 19-12-188 and Contract No. 20-01-0001 are hereto attached and marked as **Annexes "A"** and **"B"**, respectively, and are made integral parts hereof;

**WHEREAS**, on January 22, 2020, the Procurement Management Service (PMS), through the Procurement Planning and Management Division (PPMD), forwarded to the Bids and Awards Committee the request for extension of contract for Hiring of Janitorial Service Provider covering the period from February 1, 2020 to April 30, 2020. The said procurement was requested through approved Purchase Request (PR) No. 2020010030. The Approved Budget for the Contract (ABC) is **Six Million Five Hundred Thirteen Thousand Nine Hundred Fifty-Three Pesos and 58/100 (PHP 6,513,953.58)**. Copies of the said Memorandum and approved PR are hereto attached and marked as **Annexes "C"** and **"D"**, respectively, and are made integral parts hereof;

**WHEREAS**, the Administrative Service (AS), through Atty. Karina Antonette A. Agudo, submitted a justification letter, justifying therein that the extension of contract is necessary to ensure tidiness of DSWD Central Office and its Satellite Offices. The extension is merely an emergency measure to maintain the status quo in the operations of the Procuring Entity and to avoid interruption of service. Copy of the justification is hereto attached and marked as **Annex "E"** and made an integral part hereof;

**WHEREAS**, the terms and conditions stipulated under the original contract shall remain the same and any changes or modifications that will be made will redound to the advantage of the DSWD at no additional cost;

**WHEREAS**, Government Procurement Policy Board (GPPB) issued Resolution No. 23-2007, dated 28 September 2007 entitled "Revised Guidelines on the Extension of Contracts for General Support Services" provided guidelines to identify the conditions for the allowance of contract extension and to prescribe the rules and procedure governing the same, for the purpose of averting hiatus in support services essential, indispensable, or necessary in the operations of a procuring entity. As a general condition of the contract extension, "the procuring entity concerned has substantially undertaken the procurement activities required prior to award of the new contract under R.A. 9184 and its IRR." A copy of GPPB Resolution No. 23-2007 is hereto attached and marked as **Annex "F"** and made an integral part hereof;

**WHEREAS**, in compliance with the above-mentioned GPPB Resolution No. 23-2007, the Invitation to Bid (ITB) for the Hiring of Janitorial Service Provider for DSWD Central Office and its Satellite Offices for the FY 2020 was posted on November 19, 2019 at the



PhilGEPS, DSWD websites and at conspicuous places within the DSWD premises. Copy of the ITB and Proof of Posting are hereto attached and marked as Annexes "G" and "H", respectively, and are made integral parts hereof;

**NOW THEREFORE**, in view of the foregoing and on the basis of the documents presented and in the exigency of service, we, the Bids and Awards Committee, resolves as it is hereby resolved to recommend the **Extension of Contract with Philcare Manpower Services for the Hiring of Janitorial Service Provider for a period of 3 Months or from February 1, 2020 to April 30, 2020 or until such time that the new contract is awarded and the Notice to Proceed (NTP) has been issued, whichever comes earlier.** Provided further, that there will be no additional cost to be charged against the DSWD and with the same level of service. The total contract amount is **Six Million Five Hundred Thirteen Thousand Nine Hundred Fifty-Three Pesos and 58/100 (PHP 6,513,953.58)**, inclusive of all applicable taxes.

**RESOLVED**, this 23<sup>rd</sup> day of **January 2020** at Quezon City, Philippines.

~~OFFICIAL BUSINESS/TRAVEL~~

**EMMANUEL P. PRIVADO**

Director, National Resource and Logistics Management Bureau  
Regular Member

**ERNESTINA Z. SOLLOSO**

Director, Pantawid Pamilyang Pilipino Program  
Regular Member

~~OFFICIAL BUSINESS/TRAVEL~~

**RENE GLEN O. PAJE**

Undersecretary for Inclusive and Sustainable Peace  
Regular Member

**FELICISIMO C. BUDIONGAN**

Undersecretary for Disaster Response Management  
Chairperson

**FELIX M. ARMEÑA**

Division Chief, Information and Communication Technology Management Service  
Alternate Member

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**IRENE B. Dumlao**

Officer-in-Charge, Social Marketing Service  
Alternate Member

~~OFFICIAL BUSINESS/TRAVEL~~

**NOEL M. MACALALAD**

Assistant Secretary for Standards and Capacity Building  
Alternate Member

**ATTY. KARINA ANTONETTE A. AGUDO**

Officer-in-Charge, Administrative Service  
Provisional Member

Approved

Disapproved

**JOSE ERNESTO B. GAVIOLA**

Undersecretary for General Administration and Support Services Group  
(Per Special Order No. 3242, Series of 2019)  
(Head of the Procuring Entity/Authorized Representative)

\*Designated as Vice-Chairperson in the absence of the Chairperson

**MEMORANDUM**

**FOR/TO** : ATTY. KARINA ANTONETTE A. AGUDO, CESE  
OIC, Administrative Service

**ATTN** : EMYLOU MIRAVALLES  
OIC, General Services Division

**FROM** : THE CHIEF  
Contract Monitoring Division  
Procurement Management Service

**SUBJECT** : Funded Contract Extension with Philcare Manpower (February 1 to April 30, 2020)

**DATE** : 17 February 2020

FEB 18 '20 AS at 10:33 BY [Signature]

We are forwarding herewith the original copy of funded Contract Extension with Philcare Manpower as "Janitorial Services Provider of the Department of Social Welfare of Development (DSWD)" in the amount of Six Million Five Hundred Thirteen Thousand Nine Hundred Fifty Three Pesos and Fifty Eight Centavos (Php6,513,953.58) together with a complete set of supporting documents, to wit:

1. Checklist for Technical Review of Contracts (original copy);
2. Obligation Request and Status No. 01-20001-OBL-2020-01-00639 (original copy);
3. Contract Extension No. 2020-01-0004 (original copy);
4. BAC Resolution No. 20-01-006 with Annexes A to H; (certified true copy);
5. PR No. 2020010030 (original copy).

The above-cited documents shall be the supporting documents to the Disbursement Voucher in the processing of payment.

Thank you.

**ATTY. GERMAINE TRITTLE P. LEONIN, CESE**

By:

  
**BERNARD M. MARQUEZ**  
OIC, Contract Monitoring Division  
Procurement Management Service

Certified True Copy  
  
**GLORIA G. DOMINGUEZ**  
AO IV, General Services Division



PMS # 20-01-143057 -S

COPY FOR  
PMS-OMD (1)  
(ORIGINAL COPY)

16 FEB 2020

Control No.	<b>Contract No. 2020-01-0004</b>
Contract Title	<b>Contract Extension with PHILCARE MANPOWER SERVICES as Janitorial Service Provider of DSWD covering the period of February 1, 2020 to April 30, 2020</b>
Supplier	<b>PHILCARE MANPOWER SERVICES</b>
Contract Cost	<b>Six Million Five Hundred Thirteen Thousand Nine Hundred Fifty-Three Pesos and Fifty-Eight Centavos (PhP6,513,953.58)</b>
Remarks	<b>Contract Extension pursuant to the GPPB Resolution No. 023-2007 dated 28 September 2007: "Revised Guidelines on the Extension of Contracts for General Support Services" [Appendix 24 of Republic Act 9184 and its 2016 Revised Implementing Rules and Regulations (IRR)]</b>

MA  
3/4

**CHECKLIST FOR TECHNICAL REVIEW OF CONTRACTS**  
(Pursuant to COA Circular No. 2012-001)

Within **five (5) working days** from the execution of a contract the following documents are to be submitted to the Auditor's Officer:

	DOCUMENTARY REQUIREMENTS	DOCUMENT ORIGIN	REMARKS
1	Authenticated photocopy of the approved APP and any amendment thereto	PPMD/BAC Secretariat	N/A
2	Approved contract supported by the following documents:	PPMD	✓ <b>Contract Extension</b>
2.1	Invitation to Apply for Eligibility to Bid	BAC Secretariat	N/A
2.2	Letter of Intent	BAC Secretariat	N/A in case of competitive bidding of goods and services and infrastructure projects
2.3	Results of Eligibility Check/Screening	BAC Secretariat	N/A in case of competitive bidding of goods and services and infrastructure projects
2.4	Bidding Documents enumerated under Section 17.1 of the 2016 Revised IRR of RA No. 9184 which includes a complete set of:	BAC Secretariat	N/A
	a. Approved plans/drawings and technical specifications for <b>infrastructure projects</b>	BAC Secretariat	N/A
	b. Complete technical description of equipment, aircraft and accessories, scope of work (if applicable) for <b>goods and rental and repair contracts</b>	BAC Secretariat	N/A
	c. Terms of Reference for <b>consultancy services</b>	BAC Secretariat	N/A
2.5	Minutes of Pre-Bid Conference (ABC of 1M and above)	BAC Secretariat	N/A
2.6	Agenda and/or Supplemental Bulletins, if any	BAC Secretariat	N/A
2.7	Bidders Technical and Financial Proposals	BAC Secretariat	N/A
2.8	Minutes of Bid Opening	BAC Secretariat	N/A
2.9	Abstract of Bids	BAC Secretariat	N/A
2.10	Post-Qualification Report of the Technical Working Group	BAC Secretariat	N/A

Certified True Copy

*Gloria G. Dominguez*  
Page 1 of 3

GLORIA G. DOMINGUEZ

2.11	BAC Resolution declaring the winning bidder, recommending approval and approval by the HOPE of the BAC's recommending award of contract	BAC Secretariat	✓ BAC Resolution No. 20-01-006
2.12	Notice of Post-Qualification	BAC Secretariat	N/A
2.13	Notice of Award	BAC Secretariat	N/A
2.14	Performance Security	BAC Secretariat	N/A
2.15	Program of Works and Detailed Estimates	PPMD	N/A
2.16	Notice to Proceed, indicating the date of receipt by the contractor	CMD	N/A
2.17	Detailed Breakdown of the ABC	PPMD/End-user	N/A
2.18	Copy of Approved PERT/CPM Network Diagram and detailed computations of contract time	PPMD	N/A in case of competitive bidding of goods and services
2.19	Detailed Breakdown of Contract Cost	BAC Secretariat	N/A
2.20	Copy of Advertisement of Invitation to Bid/ Request for Expression of Interest	BAC Secretariat	N/A
	a. Newspaper Clippings, if applicable (depending on the ABC)	BAC Secretariat	N/A
	b. Printout copy of advertisement posted in PhilGEPS	BAC Secretariat	N/A
	c. Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	BAC Secretariat	N/A
	d. Printout copies of advertisement posted in agency website, if any.	BAC Secretariat	N/A
2.21	Documentary Requirements under 2016 Revised IRR of RA No. 9184	BAC Secretariat	
	a. Infrastructure (Sections 23.1 and 25.2b)	BAC Secretariat	N/A
	b. Goods (Sections 23.1 and 25.2a)	BAC Secretariat	✓ Justification by the Administrative Service OIC-Director on the contract extension; marked as Annex E of BAC Resolution No. 20-01-006
	c. Consulting Services (Sections 24.1 and 25.2c)	BAC Secretariat	N/A
2.22	Minutes of Pre-Procurement Conference, if applicable (depending on the ABC)	BAC Secretariat	N/A
2.23	Bid Evaluation Report	BAC Secretariat	N/A
2.24	Ranking of Shortlisted Bidders for Consulting Services	BAC Secretariat	N/A in case of competitive bidding of goods and services and infrastructure projects
2.25	Post-Qualification Evaluation Report	BAC Secretariat	N/A
2.26	Print-out copy of posting of Notice of Award, Notice to Proceed and Contract Award in the PhilGEPS	BAC Secretariat	N/A
2.27	Evidence of invitation of three (3) observers in all stages of the procurement	BAC Secretariat	N/A
2.28	Performance/Quality Tests Result, if applicable	BAC Secretariat	N/A
3	Purchase Request	PPMD	✓ PR No. 2020010030; marked as Annex D of BAC Resolution No. 20-01-006
4	Obligation Request and Status	End-user/	✓

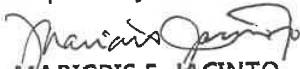
Certified True Copy

GLORIA G. DOMINGUEZ  
AO IV, General Services Division

Page 2 of 3

		Budget Division	ORS No.
5	Copy of Sales Invoice and Delivery Receipt, if already delivered	CMD/ End-user	
6	Inspection Report, if already delivered	CMD/ End-user	
7	Certificate of Acceptance, if already delivered	CMD/ End-user	
8	Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and technical evaluation thereof. <ul style="list-style-type: none"> <li>▪ Copy of BAC Resolution No. 19-12-188, marked as Annex A of BAC Resolution No. 20-01-006</li> <li>▪ Legal Service review of draft contract</li> </ul>	BAC Secretariat  Legal Service	✓  ✓ Legal Service memo dated 27 January 2020

Prepared by:



**MARICRIS E. JACINTO**  
Procurement Officer  
Procurement Planning and Management Division  
Procurement Management Service (PMS-PPMD)  
Date: **January 29, 2020**

**Certified True Copy**

**GLORIA G. DOMINGUEZ**  
AO IV, General Services Division



Republic of the Philippines  
 Department of Social Welfare and Development  
 (DSWD)  
 Office of the Secretary, Central Office  
**OBLIGATION REQUEST**

11094-J

ORS No.: 01-20001-OBL-2020-01-00639

ORS Date: January 31, 2020

Month: January

PO No.:

#101-008

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

Payee: PHILCARE MANPOWER SERVICES  
 Office: 6111 Albert Street, Barangay Poblacion,  
 Address:  
 Particulars: Payment for Contract Extension of Janitorial Services covering the period February 01, 2020 to April 30, 2020

Responsibility Center		UACS	PAP	UACS	Amount
Code	Description	Description		Object Code	
611	DSWD - Administrative Service	Janitorial Services	100000100001000	5021202000	6,513,953.58

Total P 6,513,953.58

Amount in Words: \*\*SIX MILLION FIVE HUNDRED THIRTEEN THOUSAND NINE HUNDRED FIFTY THREE PESOS AND 58/100\*\*

<b>A. Certified :</b> Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal Signature : <u>Karina A. Agudo</u> Printed Name : <u>ATTY. KARINA ANTONETTE A. AGUDO</u> Position : <u>OIC, ADMINISTRATIVE SERVICE</u> Date : <u>01/31/2020</u> Head, Requesting Office/Authorized Representative		<b>B. Certified :</b> Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature : <u>[Signature]</u> Printed Name : <u>MERIEL P. CASTILLO</u> Position : <u>[Signature]</u> Date : <u>02-03-2020</u> Head, Budget Division/Unit/Authorized Representative	
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Supporting Documents

No.	Document Date	Document No.	Title	Description

01-00007  
 Certified True Copy FEB 03 2020  
 GLORIA G. DOMINGUEZ  
 AOIM

**Contract Extension with Philcare Manpower Services  
as Janitorial Service Provider of DSWD**

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**KNOW ALL MEN BY THESE PRESENTS:**

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**, a national government agency with principal office address at IBP Road, Constitution Hills, Quezon City, Metro Manila, represented by **Undersecretary JOSE ERNESTO B. GAVIOLA**, Office of the Undersecretary for General Administration and Support Services Group (hereinafter called the "PROCURING ENTITY");

-and-

**PHILCARE MANPOWER SERVICES**, a single/sole proprietorship duly organized and existing under Philippine law, with principal business address at No. 6111 Albert Street, Makati City, represented herein by its Authorized Representative, **Mr. EDMUNDO C. MONTAÑES** (hereinafter called the "SERVICE PROVIDER");

**WITNESSETH THAT:**

**WHEREAS**, the parties entered into a Contract for the "Hiring of Janitorial Service Provider for CY 2019" under Contract No. 19-01-0002 with a total contract price of Twenty-Six Million Fifty-Five Thousand Eight Hundred Fourteen Pesos and Thirty-Two Centavos (PhP26,055,814.32);

**WHEREAS**, the parties agreed to a Contract Extension covering the period of 1 to 31 January 2020 (Contract No. 2020-01-0001) which is duly supported by the approved Bids and Awards Committee (BAC) Resolution No. 19-12-188 dated 20 December 2019;

**WHEREAS**, pursuant to the Government Procurement Policy Board (GPPB) Resolution No. 23-2007 entitled "Revised Guidelines on the Extension of Contracts for General Support Services", Appendix 24 under Item No. 4.5 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act (GPRA), provides that, "The contemplated extension is merely an emergency measure to maintain status quo in the operations of the Procuring Entity and to avoid interruption of service";

**WHEREAS**, the Service Provider agrees that there will be **no additional cost** to be charged against the Department and the same amounts, terms and conditions stipulated under the original contract shall remain the same. Any changes or modifications that will be made in the Contract Extension shall redound to the advantage of the Procuring Entity;

**WHEREAS**, this Contract Extension covering the period **from February 1, 2020 to April 30, 2020** is duly supported by the approved Bids and Awards Committee (BAC) Resolution No. 20-01-006 dated 23 January 2020.

Certified True Copy

GLORIA G. DOMINGUEZ  
AQ IV, General Services Division