



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Bids and Awards Committee

NOTICE TO PROCEED

**FRONT RUNNERS PROPERTY MAINTENANCE AND
GEN. SERVICES CORP.**
Paranaque City

Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given to **FRONT RUNNERS PROPERTY MAINTENANCE AND GEN. SERVICES CORP.** that the CONTRACT of the City Government of Muntinlupa for the **Outsourced Housekeeping Services, Ospital ng Muntinlupa (2023)**, shall commence effective FIVE (5) DAYS after acknowledging receipt hereof.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and Schedule of Delivery.

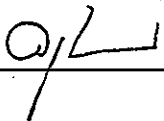
Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Kindly keep one (1) copy and return the other copy to the Bids and Awards Committee Secretariat.

Very truly yours,


Hon. ROZZANO RUFINO B. BIAZON
City Mayor

I acknowledge receipt of this Notice on Jan 20, 2023

Name of the Bidder or Representative DOLEEN M. FOLKLER UK

Authorized signature 

City Government of Muntinlupa, 2nd Floor, Main Building,
National Road, Barangay Putatan, Muntinlupa City

M N
Muntinlupa
Nakakaproud!

CONTRACT OF AGREEMENT

OUTSOURCED HOUSEKEEPING SERVICES, OSPITAL NG MUNTINLUPA (2023)

KNOW ALL MEN BY THESE PRESENTS:

This Contract for the Housekeeping Services is made and entered into by and between:

OSPITAL NG MUNTINLUPA (THROUGH THE CITY GOVERNMENT OF MUNTINLUPA), a government hospital duly-organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at Civic Drive Filinvest Corporate City, Alabang, Muntinlupa, represented in this act by the City Mayor, **Hon. ROZZANO RUFINO B. BIAZON**, herein referred to as the **"PRINCIPAL"**;

-and-

FRONT RUNNERS PROPERTY MAINTENANCE & GENERAL SERVICES CORPORATION, a duly registered corporation, organized and existing under and by virtue of the laws of the Republic of the Philippines, duly licensed to engage in the business of provision of housekeeping services, with principal office address at Bagong Lipunan, Crame, Cubao, Quezon City, represented in this Contract by its _____, hereinafter referred to as the **"CONTRACTOR"**.

WITNESSETH THAT:

WHEREAS, in order to attain this objective and in view of the expiration of the existing contract for the Housekeeping Services in Ospital ng Muntinlupa, the **PRINCIPAL** has caused the procurement of the said contract for the year 2023 through open and competitive bidding, in accordance with the provisions of Republic Act No. 9184, or the Government Procurement Reform Act;

WHEREAS, in the public bidding that was conducted by the Bids and Awards Committee (BAC), the bid proposal by the **CONTRACTOR** was found to be the Lowest Calculated and Responsive Bid (LCRB), for which a Notice of Award has been issued by the City Mayor;

NOW, THEREFORE, FOR, AND IN CONSIDERATION of the foregoing premises, and of the mutual terms and conditions hereinafter set forth, the parties hereto agree as follows:

A. DUTIES OF THE CONTRACTOR

- I. The **CONTRACTOR** warrants to exact conformity with the standard of sanitation and cleanliness of the **PRINCIPAL** and in accordance with the Terms of Reference attached hereto. It is understood that the **PRINCIPAL's** premises/area covered under this Agreement shall be maintained cleaned and sanitized at all times. Areas for cleaning will include ceiling to walls, toilet, porches, windows, polishing of lobbies, stairways, hallways, and disinfectant of restricted restrooms in the assigned areas;
- II. The **CONTRACTOR** also agrees to perform miscellaneous services to be rendered by housekeeping staff/janitors/janitresses that may be assigned

- II. The **CONTRACTOR** also agrees to perform miscellaneous services to be rendered by housekeeping staff/janitors/janitresses that may be assigned by the **CONTRACTOR** in so far as relevant to the Terms of Reference (Annex A);
- III. The **CONTRACTOR** shall furnish the **PRINCIPAL** with a complete list of its personnel assigned to work in the Hospital premises, including their respective bio-data, updated NBI and/or Police Clearance, and Health Certificate of the personnel who will be assigned at the **PRINCIPAL**. The **CONTRACTOR** shall provide the list of its employees who are found incompetent, dishonest, and prejudicial to the interest of the hospital;
- IV. The **CONTRACTOR** shall increase or decrease the number of personnel deployed upon a valid request by the **PRINCIPAL** for justifiable reason, and based on availability of funds;
- V. The **CONTRACTOR** shall provide relievers to fill in any housekeeping personnel/janitor/janitress who are absent or those who are in their rest day;
- VI. The **CONTRACTOR**, together with its employees and supervisor, agrees to abide with the performance and security requirements of the **PRINCIPAL** at all times;
- VII. The **CONTRACTOR** shall be responsible for the proper disposal of solid and liquid waste produced by the **PRINCIPAL** and shall strictly comply with the Hospital Waste Management and Disposal System at the designated disposal areas;
- VIII. The **CONTRACTOR** is absolutely prohibited to offer, promise, or give money or presents of any value to any official or employee of the **PRINCIPAL** for the purpose of securing this contract;
- IX. In addition, the **CONTRACTOR** shall comply with the following Terms of Reference:
 - a. Services shall operate twenty-four (24 hours) for seven (7) days in a week.
 - b. There should be adequate number of housekeeping staff to cover all areas of the **PRINCIPAL** both clinical areas and offices. Clinical areas include General Nursing Units (Station 1-8), Pediatric ward, Surgical ward and Special areas (i.e., Operating Room, Delivery Room, Intensive Care Unit, Neonatal Intensive Care Unit OR, PICU, Chemotherapy Unit, Hemodialysis, Emergency Room, Out-Patient Services, COVID facilities, Ancillary Services).
 - c. Shift and staffing should at least be as followed:

Shifting Period	Number of Staff
6:00 AM - 2:00 PM	15 Staff
2:00 PM - 10:00 PM	11 Staff
10:00 PM - 6:00 AM	8 Staff
Annex Building	6 Staff
	Total of 40 Staff

- d. The **CONTRACTOR** shall provide adequate cleaning supplies, equipment, and tools based on the housekeeping needs of the **PRINCIPAL (see Annex)**. Strict segregation and collection of waste and garbage should follow guidelines in waste segregation and disposal.
- e. The **CONTRACTOR** shall submit a monthly inventory subject to the inspection of the in-house supervisor.
- f. Cleaning materials to be used shall have the Material Safety Data Sheet (MSDS).
- g. Outsourced services shall provide relievers in case of absences to ensure adequate coverage of areas.
- h. All staff deployed must have the basic training in housekeeping and orientation on infection control practices and 5S (a workplace organization method which means "sort," "set in order," "shine," "standardize," and "sustain") in the hospital setting.
- i. The following shall be assigned: (i.) a supervisor who will coordinate with the in-house supervisor and (ii.) team leaders on each shift period to ensure effective and efficient services at all times
- j. All staff deployed shall be provided with uniforms and shall be worn at all times during the tour of duty at the cost of the **CONTRACTOR**.
- k. The **CONTRACTOR** must be compliant with the existing laws and regulations of the Department of Labor and Employment (DOLE) such as Social Security System (SSS) and Philippine Health Insurance (PhilHealth) Laws.
- l. All staff to be deployed must have pre-employment medical check-up including required vaccinations relevant to their job (Covid 19 and hepatitis).
- m. The **CONTRACTOR** must have a Quality Assurance Program aligned with the Quality Management Program of the hospital including 5S.
- n. The **CONTRACTOR** must submit a Monthly Accomplishment Report for review of the in-house supervisor and deputy director.
- o. Eighty percent (80%) of the total manpower to be deployed shall be residents of Muntinlupa City as provided in the existing City Ordinance.

B. LIABILITIES OF THE PARTIES

- I. The **CONTRACTOR** shall hold the **PRINCIPAL** free and harmless from any and all claims, demands, and/or liabilities, whether directly or indirectly, and any demand or loss caused by its personnel in the performance of their duties and functions;
- II. The **CONTRACTOR** shall be responsible for any damage, loss, or injuries caused by their deployed personnel in the **PRINCIPAL**. The

CONTRACTOR shall cause the repair, replacement, or payment for such damage without need for a written demand from the **PRINCIPAL**.

- III. It is expressly understood that the personnel deployed by the **CONTRACTOR** to the **PRINCIPAL** are NOT employees of the **PRINCIPAL**. Hence, the **PRINCIPAL** shall not be liable or responsible for any injuries or damages sustained or caused by the deployed personnel to the **PRINCIPAL** and its patients during lawful performance of their duties.
- IV. The **CONTRACTOR** shall all times stand solely liable and/or responsible for the enforcement and compliance with the Labor Code and its Implementing Rules and Regulations particularly the compliance with labor standards, required working conditions for laborers, and all other labor related issuances such as Workers Compensation Act, Social Security Law, Philippine Health Insurance (PhilHealth) Law.
- V. The **CONTRACTOR** warrants to comply with wage orders of Department of Labor and Employment and all other relevant issuances.
- VI. The **CONTRACTOR** shall issue the monthly certification stating that the housekeeping staff/janitors/janitresses who have rendered services to the **PRINCIPAL** were duly-paid in accordance with the Minimum Wage Law, the Labor Code, and other pertinent laws, decrees, rules, and regulations. The actual signature of each housekeeping staff/janitor/janitress shall be obtained as proof of the said certification. Failure to comply hereof may be a ground for termination of this Agreement by the **PRINCIPAL**.
- VII. **CONTRACTOR** warrants that it has work experience in the hospital setting for at least 5-10 years and must provide **PRINCIPAL** with a list of hospital clients for the past 5 years.
- VIII. **CONTRACTOR** agrees to conduct a monthly meeting with the **PRINCIPAL**, PCS, Housekeeping Supervisor and Quality Management Unit to review compliance with the contract.

C. CONSIDERATION

The **PRINCIPAL** shall pay the **CONTRACTOR** the amount of **FIFTEEN MILLION TWO HUNDRED FIVE THOUSAND ONE HUNDRED FIFTY-FOUR Pesos and 40/100 Pesos (Php15,205,154.40)** in installment basis. The monthly installment amounts to **One Million Two Hundred Sixty-Seven Thousand Ninety-Six Pesos & 20/100 (Php1,267,096.20)** inclusive of salaries, wages, and other compensation due to the **CONTRACTOR's** staff and personnel, as well as cost of materials/ supplies to be used and other overhead expenses. Further, payment shall be in accordance with the Government Accounting Rules and Regulations per month payable in two (2) equal payments on the fifteenth (15th) and end of each calendar month. Provided, however, in the event of increase in minimum wage through an issued wage order, request for adjustment must be made in writing by the **CONTRACTOR**.

All budgetary requirements shall be based on the available funds and existing laws, rules, regulations, and other related issuances.

D. VENUE OF ACTIONS

The parties agree to amicably settle any disputes arising from the contract, however, in the event of court action arising from this agreement the venue of the action shall only be in the Courts of Muntinlupa.

E. CONFIDENTIALITY CLAUSE

Both parties agree to protect and maintain the confidentiality of all patients and other data subjects in accordance with the existing governing laws. Further, parties agree that the activities covered by this agreement are confidential in nature, such that employees, personnel, agents, and representatives shall not, during this agreement, and in its termination, disclose to or furnish any person or entity or use for its own benefit or cause the publication or disclosure of any confidential information, which has come or may come to its knowledge in the course of the implementation of this agreement, or in the course of their stay within their places of assignment, and as an incident to this agreement.

F. MODIFICATION

All the stipulations of the parties are contained in this agreement. No amendment, revision, or modification shall be effective unless made in writing and mutually agreed by the parties.

G. CONTRACT VALIDITY

- I. Unless terminated for causes brought by the **CONTRACTOR** or by the **PRINCIPAL**, this Contract shall be valid and binding for a period of Twelve months, starting January until 31 December 2023.
- II. The **PRINCIPAL** reserves the right to terminate this Contract of Agreement on the following grounds caused by the **CONTRACTOR**:
 - a. Unsatisfactory services;
 - b. Failure to comply with the provisions of this Contract of Agreement;
or
 - c. Failure to comply with the legal requirements provided under existing laws, rules, regulations, and other relevant issuances.

Prior to termination, the **PRINCIPAL** shall submit a written notice to the **CONTRACTOR** within thirty (30) days from knowledge of the above-enumerated grounds.

H. SEPARABILITY CLAUSE

If a provision of this contract is ruled by the proper court as invalid and therefore, of no legal force and effect, such invalidity shall not affect the enforceability of its other valid provisions.

CITY GOVERNMENT OF MUNTINLUPA
(OSPITAL NG MUNTINLUPA)

FRONT RUNNERS PROPERTY
MAINTENANCE AND GEN. SERVICES INC.

Represented by:

Hon. ROZZANO RUFINO B. BIAZON
City Mayor

DELFIN FERREK JR.
Authorized Representative

Signed in the presence of the following witnesses of legal age and discretion:

IRENE MAGONDA
(Name and Designation)

GIWA NATENZA
(Name and Designation)

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in the City of QUEZON CITY this
_____ day of JAN 30 2023, personally appeared before me the following:

Name of the Party	Valid Government ID	Expiration Date of the ID
Hon. ROZZANO RUFINO B. BIAZON/City Mayor	Driver's License NO3-86-030998	
<u>DELFIN FERREK JR.</u> /Authorized Representative	Natl. Id. 5307-4065-0862-0583	

This document of _____ () pages including this page upon which this Acknowledgement is written and signed by the parties and their instrumental witness/es in the space provided for their signature on the left hand margin on every page whereof.


IN WITNESS WHEREOF, I have hereunto set my hand and seal at the City of QUEZON CITY, Philippines on this JAN 30 2023 day of 2023.

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Page No. 58
Book No. 741
Series of 2023

ATTY VICENTE C. CRUZ
ADM. MATTER NO. NP-031
NOTARY PUBLIC FOR QUEZON CITY
UNTIL DECEMBER 31, 2023
RM. 204 ACRE BLDG., 137 MALAKAS ST.
CENTRAL, DILIMAN, QUEZON CITY 1100
TEL. NO. 8942-7434
PTR NO. 9716375 / 01-03-23 / Q.C.
ROLL NO. 33952 / 05-30-88
ISPL/NOTARY MATTER NO. 02322 / 04-19-01 / Q.C.
MULE NO. VII-0073576 until Apr. 14, 2025.

REPUBLICA NG PILIPINAS
Republic of the Philippines
PAMBANSANG PAGKAKALIANAN
Philippine Identification System

5307-065-0862-0583



PHI

Apelyido/Last Name
FERRER
Mga Pangalan/Given Names
DELFIN JR

Gitnang Apelyido/Middle Name
MIRAVALLIES

Bayang ng Kapanganakan/Date of Birth
FEBRUARY 11, 1951

Tirahan/Address
**6372 CANMA ST., GUADALUPE VIEW, CITY OF MAKATI, NCR
FOURTH DISTRICT**

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF TRANSPORTATION
 LAND TRANSPORTATION OFFICE
 NON-PROFESSIONAL DRIVER'S LICENSE



Last Name, First Name, Middle Name
DIAZ; ROZZANO RUFINO BUNOAN

Nationality Sex Date of Birth Height Weight
 PHIL M 1984/03/28 103 177

Address
**419 TAAL ST AYALA ALABANG VILLAGE,
 MUNTINLUPA CITY**

License No. Expiration Date Agency Code
1403-06-030998 2020/05/20 1140

Model Year Eyes Color
8 BROWN

Sex Height Weight
M 177 103

Signature of Licensee
Maryel Binzon
MARYEL BINZON
 Secretary

Signature of Director
[Signature]
[Name]
 Director

23

IN OTHER CIRCUMSTANCES:
 I WILL NOT RECEIVE ANY CASH
 OR IN CASE OF EMERGENCY MONIES:
 NAME: MARYEL BINZON
 ADDRESS: AYALA ALABANG VILLAGE
 TEL. NO.: 02-77031119

- 1. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.
- 2. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.
- 3. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.
- 4. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.
- 5. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.
- 6. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.
- 7. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.
- 8. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.
- 9. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.
- 10. THIS LICENSE IS VALID FOR THE PERIOD OF 12 MONTHS FROM THE DATE OF ISSUANCE.



Secretary
057201296


Maryel Binzon

Maryel Binzon

Maryel Binzon

REPUBLICA NG PILIPINAS
Republic of the Philippines
PAMBANSANG PAGKAKATIPULAN
Philippine Identification Card

5307-4065-0862-0583



Aglyido/Last Name
FERRER
Mga Pangalan/Given Names
DELFIN JR.
Ginang Apelyido/Middle Name
MIRAVALLIES
Petsa ng Kawangalan/Date of Birth
FEBRUARY 11, 1951

Tirahan/Address
6372 CAMIA ST., GLADALUPE VIEW, CITY OF MAKATI, NCR
FOURTH DISTRICT

PPHL

