



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1**  
**Regional Office I**  
Aguila Rd., Sevilla, San Fernando City, La Union  
[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

## NOTICE TO PROCEED

January 6, 2025

**HENIE A. SANDAGA**

General Manager  
Clean and Clear Manpower Services  
Rm. 8-C 2F Prime Place Estate, Div. Rd., Panicsican  
San Juan, La Union

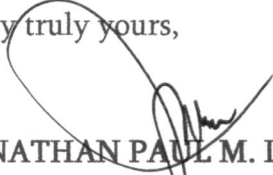
**Dear Manager Sandaga :**

With the attached **APPROVED CONTRACT** having been approved, you are hereby notified to provide **JANITORIAL SERVICES FOR THE PERIOD JANUARY 1, 2025 TO DECEMBER 31, 2025** to DILG Regional Office 1, Sevilla, City of San Fernando, La Union.

Likewise, you are responsible for performing the required services under the terms and conditions of the Purchase Order, and your submitted quotation/proposal.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other copy to the DILG Regional Office 1, c/o BAC Secretariat, City of San Fernando, La Union.

Very truly yours,

  
**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director, DILG R1 and  
Head of Procuring Entity

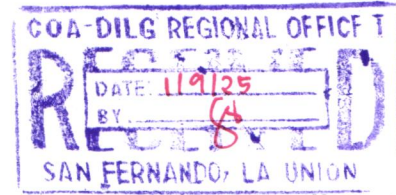
*RECEIVED BY:*

  
\_\_\_\_\_  
**HENIE A. SANDAGA**

General Manager  
Clean and Clear Manpower Services

**JANITORIAL/SANITATION MAINTENANCE AND GENERAL UTILITY SERVICE CONTRACT****KNOW ALL MEN BY THESE PRESENTS:**

This contract made and entered into by and between:



**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT, ROI**, with office at Aguilla Road, Sevilla, San Fernando City, La Union, represented in these presents by **DIR. JONATHAN PAUL M. LEUSEN, JR., CESO III** Regional Director, hereinafter referred to as "**CLIENT**";

-and-

**CLEAN AND CLEAR MANDPOWER SERVICES**, a company duly organized and existing under the law with office at Room 8 C-2<sup>nd</sup> Floor Prime Place Estate, Barangay Panicsican, San Juan, La Union, represented in these presents by **MS. HENIE A. SANDAGA**, General Manager, herein after referred to as the "**CONTRACTOR**".

**WITNESSETH:**

**WHEREAS**, the **CONTRACTOR** is an independent company engaged in the business of furnishing sanitary, cleaning, janitorial and general utility services;

**WHEREAS**, the **CLIENT** has accepted the offer of the **CONTRACTOR** to provide the janitorial/sanitation maintenance and general utility services contract at **DILG Regional Office I, San Fernando City, La Union**;

**NOW THEREFORE**, for and in consideration of the foregoing premises and mutual covenants hereunder stipulated, the parties have agreed, as they do hereby agree as follows:

- I. **QUALIFICATIONS:** The **CONTRACTOR** shall provide the **CLIENT** with one (3) males and one (1) female janitors who possesses the following qualifications:
  - a. Physically and mentally fit to work;
  - b. Possesses good moral character;
  - c. With clearance from (Barangay/Police/NBI) in support to and attestation that he has no administrative and pending case or record; and
  - d. Passed neuro-psychiatric and drug test.

- II. **That the CONTRACTOR agrees to provide the following:**

**2.1. DAILY JANITORIAL/SANITATION MAINTENANCE AND GENERAL UTILITY SERVICES;**

- a. Sweeping, spot-scrubbing, mopping, buffing and polishing of floors and hallways, offices and lobbies of the areas;
- b. Cleaning of trash receptacles;
- c. Cleaning, deodorizing and sanitizing of toilets and restrooms using special disinfecting agents on the wash basins, urinals, lavatories and toilet bowls;
- d. Dusting horizontal and vertical surfaces, glass tops, furniture, cabinets, inside window edges, and partition that requires daily attention;
- e. Garbage collection/disposal such as waste papers and other garbage materials;

- f. Sweeping and polishing of the front and back entrance hallways and surroundings;
- g. Sweeping and cleaning the driveways and parking areas; and
- h. Performs such other general utility and janitorial/sanitation maintenance services assigned by the **CLIENT** represented by the **DILG RO1** head or authorized personnel in the **Finance and Administrative Division** in the Regional Office.

## 2.2. WEEKLY JANITORIAL AND SANITATION MAINTENANCE SERVICES (GENERAL CLEANING);

- a. Cleaning, washing and polishing of glass walls and glass windows (inside and outside) frame and screen;
- b. Washing, scrubbing, polishing and stripping, waxing and polishing of floors according to schedule;
- c. Cleaning and polishing of furniture, fixtures, counters, including items or equivalent that needs special attention;
- d. Gardening, trimming/cutting tall grasses watering of plants and bringing out indoor planted plants;
- e. Thorough general cleaning, sanitizing and disinfecting of wash rooms and toilets together with the walls, floors, partitions and ceilings.

## 2.3 SEMI-MONTHLY JANITORIAL SANITATION MAINTENANCE SERVICES INSPECTION/EVALUATION;

- a. General cleaning of window panes and blinds by the janitor;
- b. Polishing of floors that include stripping, waxing as scheduled;
- c. Inspection, evaluation of the desired actions of general service, maintenance and sanitation services including materials/products, equipments concern both by the **CONTRACTOR** and **DILG RO1 Finance and Administrative Division**.

### III. TERMS AND CONDITIONS

3.1. That the janitors shall render daily cleaning services on weekdays (Monday-Friday) for not more than eight (8) hours per day;

3.2. In addition to the daily cleaning, the general cleaning shall be done twice a month, at eight hour period on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday every month and that the personnel to be assigned shall under the direct supervision and responsibility of the **CONTRACTOR**, who shall assign its own supervisor to oversee its personnel;

3.3. That all cleaning equipment, tools, and materials and supplies necessary for the performance of the services under this agreement shall be provided by and be charged in the account of the **CLIENT** and the **CONTRACTOR** hereby guarantees the good quality of all the equipment, tools and materials it shall use;

3.4. That the **CONTRACTOR**, hereby further warrants to hold the **CLIENT** free and harmless from any liability arising out of any accidents that may befall **CONTRACTOR'S** employees while performing their duties at the **CLIENT'S** premises and other places for any labor claims which the **CONTRACTOR'S** employees may file against the **CLIENT**;

3.5. That for and in consideration of the services to be performed by the **CONTRACTOR** under this Contract, the **CLIENT** shall pay unto the **CONTRACTOR** the amount of **SEVEN HUNDRED TWENTY THOUSAND FOUR PESOS AND SIXTEEN CENTAVOS (PHP 724,004.16)**; equally divided in twelve monthly payments in the amount of **SIXTY THOUSAND THREE HUNDRED THIRTY THREE PESOS AND SIXTY EIGHT CENTAVOS (PHP 60,333.68)** made on every 15<sup>th</sup> and 30<sup>th</sup> days of the month to cover the payment of labor;

3.6. That the daily rate shall be subjected to adjustment in accordance to any **Wage Order of the Regional Tripartite Wages and Productivity Board (RTWPB)** may promulgate during the lifetime of the contract, which is from the effectivity to its expiration.


3.7. That overtime may be rendered and shall be upon request and approval of the **CLIENT** which payment shall be made separately at the rate be computed and approved by the **CLIENT**;

3.8. That it is understood and agreed that there is no absolute employer-employee relationship between the **CLIENT** and the janitor assigned to **DILG RO1** building by virtue of this Contract;

3.9. That the **CONTRACTOR** as an employer shall retain and exercise the sole, exclusive and absolute right to reassign, suspend, terminate or impose disciplinary action over the janitor. Discipline and administration of the janitor shall be therefore conform with the rules of the **CONTRACTOR**;

4.0. This Contract shall be valid for one (1) year and shall start on **January 1, 2025 to December 31, 2025**, renewable upon agreement of the parties at least one (1) month before the contract expires. However, any of the parties have the right to remain, rescind and/or terminate the Contract at anytime within its duration in case the other party fails to fulfill its obligation herein, upon written notice to the other party.

**IN WITNESS WHEREOF**, the parties have hereunto signed this Contract at San Fernando City, La Union, Philippines.

  
**JONATHAN PAUL M. LEUSEN JR., CESO III**  
Regional Director  
DILG Regional Office 1

  
**HENIE A. SANDAGA**  
General Manager  
Clean and Clear Manpower Services

**WITNESS:**

  
**ENGR. SHARWYN M. SANGEL, EnP.**  
Chief, Administrative Officer

  
**LIEZL R. MAGALLANES**  
Billing Staff

**CERTIFIED FUNDS AVAILABLE:**

  
**CHRISTINE JOY F. CASUGA**  
Acct. III/Regional Accountant

REPUBLIC OF THE PHILIPPINES)  
BACNOTAN LA UNION) S.C.

X-----X

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public for and in Bacnotan, La Union, personally appeared the above-named parties whom I have identified through competent evidence of identity and who represented to me that the signatures on the foregoing instrument on each page were voluntarily affixed by them for the purposes stated in the instrument and who declared that they have executed the foregoing instrument as their free and voluntary act and deed. This instrument consist of \_\_\_ page/s including where this Acknowledgment is written.

**WITNESS MY HAND AND SEAL** this \_\_\_\_\_ at Bacnotan, La Union, Philippines.

Doc. No. 361 ;



Page No. 74 ;


Book No. 176 ;

Series of 7025.

  
**PAOLO GONZALEZ TUAZON GARCINEZ**  
ANC No. 174-2024  
Until December 31, 2026  
Bacnotan, La Union  
Roll 62213, 04-26-2013  
PTR for 2025, OR 9751757; 12-18-2024  
IBP Lifetime 1020131, 1-6-2016 (LPN 014538)  
MCLE No. VII-0004219 valid until 04/14/2025

**REPUBLIC OF THE PHILIPPINES**  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE  
**DRIVER'S LICENSE**



Last Name, First Name, Middle Name  
**SANDAGA, HENIE AGSAULIO**

Nationality Sex Date of Birth Weight (kg) Height(m)  
PHL F 1977/06/12 66 1.51

Address  
**35 BALBALLOSA, SAN JUAN, LA UNION**

License No.  
**A04-15-006914**

Blood Type  
**O+**

DL Codes  
**A, A1, B, B1, B2**

Expiration Date  
**2033/06/12**

Eyes Color  
**BROWN**

Conditions  
**NONE**

Agency Code  
**A04**

*[Signature]*  
**ATTY. VIGOR O. MENDOZA II**  
Assistant Secretary

Signature of Licensee *[Signature]*




**III ORGAN DONATION:**  
I WILL NOT DONATE ANY ORGAN

**IV. IN CASE OF EMERGENCY NOTIFY:**  
NAME: SEN. CECILIO MALACANAN  
ADDRESS: BALBALLOSA, SAN JUAN, LA UNION  
TEL. NO.: 09171081148

**I. DL CODES**

A. MOTORCYCLE

A1. TRICYCLE

B. UP TO 5000 KGS GVW/8 SEATS

B1. UP TO 5000 KGS GVW/9 OR MORE SEATS

B2. GOODS 3500 KGS GVW

C. GOODS > 3500 KGS GVW

D. BUS > 5000 KGS GVW/9 OR MORE SEATS

BE. TRAILERS 3500 KGS

CE. ARTICULATED C > 3500 KGS COMBINED GVW

**L1, L1, L2-NP-MT/AT**

**L4, L5, L6, L7-NP-MT/AT**

**M1-NP-MT/AT**

**M2-NP-MT/AT**

**N1-NP-MT/AT**

**II. CONDITIONS:**

- WEAR CORRECTIVE LENSES
- DRIVE ONLY W/ SPECIAL EXPT FOR UPPER/LOWER LIMBS
- DRIVE CUSTOMIZED MOTOR VEHICLE ONLY
- DAYLIGHT DRIVING ONLY
- HEARING AID REQUIRED

Serial Number  
**369001409**



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## NOTICE OF AWARD

January 2, 2025

**HENIE A. SANDAGA**

General Manager  
Clean and Clear Manpower Services  
Rm. 8-C 2F Prime Place Estate, Div. Rd., Panicsican  
San Juan, La Union

**Dear Manager Sandaga:**

We are pleased to inform you that your quotation amounting to **SEVEN HUNDRED TWENTY FOUR THOUSAND FOUR PESOS AND SIXTEEN CENTAVOS (Php724,004.16)** only for the **PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD JANUARY 1, 2025 TO DECEMBER 31, 2025** as been determined to be the Lowest Calculated and Responsive Bid (LCRB).

You are hereby required to formally enter into contract with us upon receipt of this Notice.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligation.

Failure to enter into the said contract or provide the Performance Security shall constitute a sufficient ground for cancellation of this award and forfeiture of your Bid Security.

Very truly yours,

**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director, DILG R1 and  
Head of Procuring Entity

**CONFORME:**

---

**HENIE A. SANDAGA**  
General Manager  
Clean and Clear Manpower Services



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**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 2024 - 84**

**DECLARING THE LOWEST CALCULATED AND RESPONSIVE BIDDER (LCRB) FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD JANUARY 1, 2025 TO DECEMBER 31, 2025**

WHEREAS, as mandated under RA 9184 otherwise known as "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations, the Bids and Awards Committee (BAC) of the DILG Regional Office 1 adheres to the principles of transparency and competitiveness governing this Act;

WHEREAS, the Procuring Entity intends to procure **Janitorial Services for the Period January 1, 2025 to December 31, 2025**, under Negotiated Procurement – Small Value Procurement with an Approved Budget for the Contract (ABC) of **Seven Hundred Fifty Thousand Pesos (Php 750,000.00)**;

WHEREAS, the procurement was posted at PhilGEPS portal, DILG R1 website, and conspicuous place on November 6-11, 2024;

WHEREAS, the BAC scheduled the opening of bids on November 11, 2024;

WHEREAS, Three (3) Suppliers provided Requests for Quotation/ submitted intention to participate in the procurement activity, namely Mckleene Premium Products Incorporated, Clean and Clear Power Services, and KA Janitorial;

WHEREAS, after thorough review and evaluation by the BAC assisted by the Technical Working Group, both Mckleene Premium Products Incorporated and Clean and Clear Power Services submitted complete eligibility requirements and quotations;

WHEREAS, below is the result of the opening and evaluation of bids:

Eligibility Documents	Mckleene Premium Products Incorporated	Clean and Clear Power Services	KA Janitorial
Certified True Copy of the SEC Registration Certificate or DTI Certificate of Registration	/	/	X
Tax Clearance	/	/	X
Valid Business/ Mayor's Permit	/	/	X
SSS Clearance	/	/	X
PhilGeps Registration	/	/	X
Latest Audited Financial Statement	/	/	X
List of Clients Served	/	/	X
Company's Profile	/	/	X
Omnibus Sworn Statement (OSS)	/	/	X
Special Power of Attorney/ Secretary's Certificate for authorized representative	/	/	X
BID Amount	<b>P728,302.56</b>	<b>P724,004.16</b>	RFQ received by Konald Okeiro

NOW THEREFORE, WE, the BAC Members, RESOLVE, as it is hereby RESOLVED:

1. To declare Clean and Clear Power Services as the Lowest Calculated and Responsive Bidder (LCRB) with a quotation of **Seven Hundred Twenty-Four Thousand Four Pesos and Sixteen Centavos (Php 724,0004.16)**; and
2. To recommend to the HOPE the award of contract to the LCRB upon the approval of the CY 2025 General Appropriation Act.





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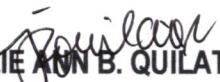
**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 2024 - 84**

**DECLARING THE LOWEST CALCULATED AND RESPONSIVE BIDDER (LCRB) FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD JANUARY 1, 2025 TO DECEMBER 31, 2025**

RESOLVED, to furnish the **Finance and Administrative Division** a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1 Conference Room, November 11, 2024.


**Certified Correct:**

  
**JULIE ANN B. QUILATES**  
 Head, BAC Secretariat

**Attested by:**

  
**RHODORA G. SORIANO**  
 BAC Member


  
**LESLIE CAROL L. ISIP**  
 BAC Member

  
**LILY-ANN Z. VICTORIO**  
 BAC Member


  
**ATTY. CHESTER S. CAYABAS-DIWAS**  
 BAC Member

  
**ENGR. SHARWYN M. SANGEL**  
 End-User

On Official Business  
**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

  
**PEDRO D. GONZALES**  
 BAC Chairperson

**APPROVED/DISAPPROVED:**

  
**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
 Regional Director/ HoPE



RFQ NO. 2024-10-299  
 ABC: Php 750,000.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:  
**Negotiated - Small Value Procurement**

AOQ No. 2024-11-051  
 Date : November 11, 2024  
 Time: 2:01PM

Item	Item/Description	Qty.	Unit	ABC per Item	TOTAL ABC	MCKLEENE PREMIUM PRODUCTS INCORPORATED	CLEAN AND CLEAR POWER SERVICES	KA JANITORIAL
						TOTAL OFFER	TOTAL OFFER	TOTAL OFFER
	Janitorial/Sanitation Maintenance and General Utility Service for CY 2025					Php 728,302.56	744,466.64	RECEIVED ONLY RONALD ORREIRO
	REMARKS							
	PR No. 2024-10-478 Date Received: 11-29-2024							
	PUR: Procurement of Janitorial/Sanitation Maintenance and General Utility Service for CY 2025							
	<b>ELIGIBILITY REQUIREMENTS</b>							
	*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.							
	Certified True Copy of the SEC Registration Certificate or DTI Certificate of Registration					SEC Reg # - 163431 Since May 12, 1989 with Amendment dated Jan 17, 2019	DTI JAN 10, 2023 4422361	x
	Tax Clearance					May 28, 2024 , May 28, 2025	SEP 6, 2024 - SEP 6, 2025	x
	Valid Business/ Mayor's Permit					CSP Jan 2, 2024 - Dec 31, 2024	SJLU DEC 31, 2024	x
	SSS Clearance					SSS Certificate issued on Nov 11, 2024	Oct 15, 2024	x
	PhilGeps Registration					Platinum Apr 1, 2024 - Apr 15, 2025	Platinum Jan 10, 2024 - feb 7, 2025	x
	Latest Audited Financial Statement					Signed by CPA Sabina M Arangorin-Gambon FY 2023 - ATR FY 2023 COMPUTER GENERATED FILLING RECEIVED BY E-BIR - STAMPED RECEIVED BY BIR DATED APR 30, 2024	Signed by CPA Gloria D Macasu FY 2023 Received by RDO 3 on May 6, 2024; ATR FOR DEC 2023 STAMPED RECEIVED BY RDO 3 ON MAY 3, 2024	x
	List of Clients Served					DILG, DAR, DSWD, BT, CDA	DOH-CHD 1, DILG	x
	Company's Profile					/	/	x
	Omnibus Sworn Statement (OSS)					SIGNED BY Ma. LUZ A RULLAN - GENERAL MANAGER NOTARIZED BY ATTY. ANDRE H. DACANAY	SUBSCRIBED AND SWORN BY HENNIE A SANDAGA - OWNER ON NOV 11, 2024 NOTARIZED BY ATTY JESSAMIN LYNN DALE N CHUA	x
	Special Power of Attorney/ Secretary's Certificate for authorized representative					SIGNED BY THE CORPORATE SBCRETARY ALINE CORAZON C. OLIVEROS AUTHORIZING Ma. LUZ A RULLAN NOTARIZED BY ATTY. ANDRE H. DACANAY	SIGNED BY HENIE A SANDAGA - OWNER, NOTARIZED BY ATTY JESSAMIN LYNN DALE N CHUA	x
	Others					LIST OF SUPPLIES AND MATERIAL, HIRING POLICY, ANNEX(CERTIFICATIONS)	LIST OF SUPPLIES AND MATERIALS, HOUSE KEEPING PLAN, SERVICE VEHICLE, COMPANY POLICY, PICTURE OF OFFICE AND UNIFORM	x

**REMARKS:**

Award is hereby recommended to be given to **CLEAN AND CLEAR POWER SERVICES** which is the LOWEST calculated and responsive bid.

**OTHERS:**

**RHODORA G. SORIANO**  
 BAC Member

**LILY ANN Z. VICTORIO**  
 BAC Member

**ATTY. CHESTER S. CAYAS-DIWAS**  
 BAC Member

**LESLIE CAROL I. ISIP**  
 BAC Member

**ENGR. SHARWYN M. SANGEL**  
 End-user

on official travel  
**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

**PEDRO D. GONZALES**  
 BAC Chairperson

Approved by:  
  
**JONATHAN PAUL A. LEUSEN, JR., CESO III**  
 Regional Director / HOPE