

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into this JAN 02 2025, by and between:

DEPARTMENT OF FINANCE, a government agency of the Republic of the Philippines, with principal address at the DOF Building, BSP Complex, Roxas Blvd., Manila, represented herein by Secretary **RALPH GONZALEZ RECTO**, and herein referred to as the "**Procuring Entity**."

- and -

LBP RESOURCES AND DEVELOPMENT CORPORATION (LBRDC), a corporation duly organized and existing under Philippine laws with office address located at 24th Floor LBP Plaza, 1598 M.H. Del Pilar cor. Dr. J. Quintos Street, Malate, Manila, duly represented herein by its President & CEO, **MR. RICARDO C. JULIANO, MNSA**, who has been authorized by its Board of Directors under Board Resolution 22-04-15, as evidenced by the Secretary's Certificate attached and marked as "**Annex A**," and herein referred to as the "**Service Provider**."

ANTECEDENTS, That:

Procuring Entity procured through Negotiated Procurement (Agency to Agency) in accordance with Section 53.5 and other provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 (Government Procurement Reform Act) for the One (1) Year provision of Operation and Maintenance Services for the Department of Finance.

The Service Provider has agreed to provide the Procuring Entity's requirements under this Agreement's terms and conditions.

The following documents shall be deemed to form and be read and construed as part of this Agreement:

- a. Schedule of Requirements (Annex B)
- b. Technical Specifications (Annex C)
- c. Special Conditions of the Contract (Annex D)
- d. Proposal with Terms and Conditions of LBP Resources and Development Corporation dated December 3, 2024 (Annex E)
- e. from Procuring Entity dated December 06, 2023 (Annex E)

Accordingly, the parties agree on the following terms and conditions:

ARTICLE I DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. The Service Provider shall deliver to Procuring Entity the provision for operation and maintenance services under an institutional contract of service workers arrangement with the following specifications:
 - a. The contract period shall commence from the date both parties signed this Agreement until December 31, 2025:

- c. Provision of operation and maintenance services shall be based on the actual requirement of the Procuring Entity at the beginning of the contract, subject to adjustment during the period covered. The Procuring Entity shall notify the Service Provider at least a month prior to effectivity of the adjustment;
- d. The provision and deployment of required manpower shall be for the Philippine standard labor hours; extended hours shall be on a need basis only; and
- e. The Procuring Entity reserves the right for immediate replacement of the assigned service personnel upon proper request/notification to the Service Provider on the following grounds:
 1. Unsatisfactory/poor performance.
 2. Validated complaints due to attitude problem, dishonesty, carelessness and incompetence and other unacceptable traits/behavior.
 3. Blatant violation of the Procuring Entity's rules and regulations.
 4. Offenses against the interest of co-worker.
 5. Other acts and deeds that deemed derogatory and may jeopardize the position of the DOF, its officers, employees, clients and guests.

2. Delivery Schedule

Service Provider shall deliver the services to the Head Office of the Procuring Entity located at DOF Building, BSP Complex, Roxas Blvd., Manila City.

3. Service Provider shall directly undertake the delivery of the services covered by this Agreement and cannot engage, subcontract, or assign any other Service Provider to undertake the performance of the services acquired unless the Procuring entity approve the same.
4. Workers hired shall remain to be employees of the Service Provider.
5. The discipline of workers shall be the responsibility of the Service Provider. The Procuring Entity shall report to the Service Provider any misconduct or wrongdoing of the said worker pertaining to the workers duties and responsibilities.
6. The Service Provider shall be responsible for the compensation of the deployed employees including compliance of existing labor law and DOLE issuances, including all the statutory benefits mandated by law and not limited to the necessary social security benefits.

ARTICLE II CONTRACT PRICE AND PAYMENT

7. Procuring Entity shall pay the Service Provider the total contract price in the amount of **ELEVEN MILLION FOUR HUNDRED NINETY-FIVE THOUSAND TWO HUNDRED SEVENTY-FOUR AND NINETY ONE CENTAVOS (Php11,495,274.91)**, inclusive of all applicable taxes, herein called the "**Contract Price.**"

Service Provider shall submit the statement or billing within five (5) calendar days from the beginning of each month, and the Procuring Entity shall pay the Service Provider within thirty (30) calendar days from receipt.

8. The billable amount under this contract may be updated or adjusted in consideration of the following:

- a. Duly approved DOLE - National Wages and Productivity Commission (NWPC) wage increase; and
- b. Duly approved adjustments by the implementing body of contributions on mandatory statutory benefits such as but not limited to SSS, Philhealth, and HDMF (Pag-IBIG) and related thereto.

ARTICLE III BREACH OF CONTRACT AND LIQUIDATED DAMAGES

9. In case of breach or delay in the delivery of service, the Service Provider shall pay the amount of one-tenth (1/10) of one percent (1%) of the cost of the undelivered items per day of delay per delivery schedule as liquidated damages which shall be automatically deducted from any payment due the Service Provider. Procuring Entity shall rescind the contract, without prejudice to the availment of other courses of action and remedies, once the cumulative amount of liquidated damages reaches ten percent (10%) of the total contract amount.

ARTICLE IV DISPUTE RESOLUTION

10. Any dispute arising from this Agreement shall first be settled amicably between the Procuring Entity and the Service Provider. Failure to settle within 30 days from notice of dispute, which may be extended for another period not exceeding 30 days, entitles the aggrieved party to resort to the remedies provided under Presidential Decree No. 242, 1979 (Dispute Procedures Governing between and among the Departments, Bureaus, Offices, Agencies, and Instrumentalities of the National Government).

ARTICLE V CONTRACT DURATION

11. This Agreement shall start from the date of its approval until December 31, 2025, and unless sooner terminated in accordance with the provisions of RA No. 9184. Full delivery of all goods and services required in accordance with the agreed delivery schedule.

ARTICLE VI MISCELLANEOUS PROVISIONS

12. All mandatory provisions of RA No. 9184, its rules and other pertinent laws, rules, and regulations, and all the terms and conditions as outlined in the Price Quotation of the Service Provider shall form an integral part of this contract.
13. Amendment or revision of any provision shall be upon mutual agreement and approval of both the Procuring Entity and the Service Provider.
14. **DATA PRIVACY COMPLIANCE** - The PARTIES shall comply with the provisions of RA No. 10173, otherwise known as the "Data Privacy Act of 2012", its IRR, issuances of the National Privacy Commission (NPC), and other applicable laws on processing of personal information. These shall include compliance with all relevant data protection policies of the Entity and other measures reasonably necessary to prevent any use or disclosure of personal data other than as allowed under this contract.

The PARTIES shall implement security measures aimed at maintaining the

personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing.

15. CONSENT TO THE PROCESSING OF PERSONNEL INFORMATION - As part of the data privacy compliance, the Supplier hereby grants its consent to the Entity's processing of his/her personal information collected under this contract, which may include the disclosure of such information to third parties, to comply with requirements of law in relation to the implementation of this contract.

ARTICLE VII SEPARABILITY CLAUSE

16. If any paragraph, subparagraph, or part of this contract is declared by a competent court to be contrary to law, public policy, or otherwise declared invalid, such shall not affect the other paragraph, sub-paragraphs, or parts of this contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on this _____ day of _____, 2025 at the City of Manila.

JAN 02 2025

**LBP RESOURCES AND
DEVELOPMENT CORPORATION**
(Service Provider)

DEPARTMENT OF FINANCE
(Procuring Entity)

By:

By:



RICARDO C. JULIANO, MNSA
President & CEO


RALPH GONZALEZ RECTO
Secretary



SIGNED IN THE PRESENCE OF:


NERI T. BELEY
Acting Head
*Property Management & Maintenance
Services Department*


RICHARD G. MANZANO
Chief Administrative Officer
*General Services Division, Central
Administration Office*

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared and presented their government-issued identification cards bearing photograph and signature:

<i>NAME</i>	<i>VALID ID</i>	<i>PLACE / DATE ISSUED</i>
RICARDO C. JULIANO		

Known/identified to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is their voluntary act and deed and of the corporation/s herein represented.

The above instrument refers to a Contract Agreement, and consists of six (6) pages including this page where the acknowledgment is written, duly signed by the parties and their instrumental witnesses on each and every page thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal this 02 day of JAN 2025 at the City of Manila.

Doc. No. : 04 ;
Page No. : 01 ;
Book No. : CviiV ;
Series of 2025

Nelson H. Manalili
ATTY. NELSON H. MANALILI
 Notary Public Until 12-31-2025
 Commission No. 2024-021
 IBP No. 487672 / 12-26-2024 (For 2025) / Manila
 PTR No. 2041476 / 01-02-2025 / Manila
 Roll of Attorneys No. 45757
 MCLE Compliance No. VBI-00306-12, 12-01-22 / Pasig
 64 T.M. Kalaw Avenue, Ermita, Manila

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared and presented their government-issued identification cards bearing photograph and signature:

<i>NAME</i>	<i>VALID ID</i>	<i>PLACE / DATE ISSUED</i>
RALPH GONZALEZ RECTO	TIN 131-909-699-000	Lipa City, Batangas February 12, 2016

Known/identified to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their voluntary act and deed and of the corporation/s herein represented.

The above instrument refers to a Contract Agreement and consists of six (6) pages, including this page where the acknowledgment is written, duly signed by the parties and their instrumental witnesses on each and every page thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal this _____ day of _____, 2025 at the City of Manila.

JAN 02 2025

Doc. No. : 116 ;
Page No. : 24 ;
Book No. : XIII ;
Series of 2025

ATTY. JOHN EDWARD TRINIDAD ANG
Notary Public for City of Manila-Until Dec 31, 2024
Notarial Commission No. 2023-0011
2nd Floor Midland Plaza Hotel, Agrifino St., Ermita Mla
IBP No. 329760- Jan 3, 2024
P.T.R. No. 1535522- Jan. 3, 2024
Roll No. 68731 / MCLE No. VII-0011675-04/14/2025,
TIN: NO: 252-279-193-00000


REPUBLIC OF THE PHILIPPINES)
MANILA.....) S.S.

SECRETARY'S CERTIFICATE

I, **KENNETH A. BUENAVENTURA**, of legal age, Filipino and with office address at Land Bank Plaza, 1598 M.H. Del Pilar, corner Dr. J. Quintos Streets, Malate, Manila, Philippines, after having been duly sworn to in accordance with law, do hereby depose and state that:


1. I am the Corporate Secretary of **LBP RESOURCES AND DEVELOPMENT CORPORATION (LBRDC)**, formerly LB (Land Bank) Realty Development Corporation, a corporation duly organized and existing under the laws of the Philippines, with principal office and place of business at the above-stated address;
2. As Corporate Secretary, I am the custodian of the corporate books and records of LBRDC, including Minutes and Resolutions of its Board of Directors;
3. During the regular meeting of the LBRDC Board of Directors duly held and convened on 26 April 2022, and duly conducted with a quorum present throughout, the Board, per **Board Res. No. 22-04-15**, approved the amendment to the LBRDC Codified Approving and Signing Authority (CASA).
4. Under the amended LBRDC CASA, the President and CEO, on behalf of LBRDC, has the authority to offer and/or submit quotation or bid for construction and renovation projects, manpower and maintenance services and other related services for New Business and Other Clients (not LBP & Subsidiaries).
5. The foregoing **Board Res. No. 22-04-15** has not been annulled, revoked and amended in any way whatsoever, and the same is in full force and effect on the date hereof.
6. Per records of the Corporation, DIR. RICARDO C. JULIANO is the President and CEO of LBRDC.

IN WITNESS WHEREOF, I have set my hand and affixed the seal of LBRDC in Manila, Philippines, this 27 day of December 2024.


KENNETH A. BUENAVENTURA
 Corporate Secretary

SUBSCRIBED AND SWORN to before me this 27 day of December, 2024, in the City of Manila, Philippines; affiant exhibiting to me a competent proof of identity – LBP ID No. _____ Driver's License No. CO7-11-619926

Doc No. 200 ;
 Page No. 41 ;
 Book No. 1 ;
 Series of 2024


Atty. JESUS F. MORANILLO
 Commission No. 2023-227
 Valid until December 31, 2024
 Notary Public for the City of Manila
 Quintos Sr. cor. Simoun Sampaloc, Manila
 MCLE Compliance: Admitted to the Bar on 05-02-2023
 Roll No. 88619 / IBP No. 331847 / 12-20-23 / Manila III
 PTR No. 1548367 City of Manila issued on 01-10-2024

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

A. Expertise and Qualifications of Professional and Staff to be assigned:

Item No.	Quantity	Description	Delivery Schedule	Delivered, Weeks/Months
1	1	Building Administrator - Must have at least 10 years applied experience in Facilities and building management involving structural, civil, mechanical (particularly ACU, AHU, Chiller, VRF, Fan, Blowers), electrical (including generator set, Transformer, UPS) and sanitary works (including STP maintenance), knowledge in Pollution Control Officer and Safety Officer - Must be a licensed Civil Engineer or Mechanical Engineer	8 hours per day 6 days a week	Deployment on the effectivity date of the NTP
2	1	Mechanical Engineer - Should be a Registered Mechanical Engineer with at least five (5) years extensive track record in overseeing the operation and maintenance of similar facilities	8 hours per day 6 days a week	
3	1	Electrical Engineer - Should be a Registered Electrical Engineer with at least (5) years extensive track record in overseeing the operation and maintenance of similar facilities	8 hours per day 6 days a week	
4	3	Electro-Mechanical Technician - Mechanical or Electrical related - TESDA Certified or Equivalent - Should have Three (3) years applied experience in Building Maintenance, Electrical, Mechanical, ACU and Sanitary	3 shifts/day Mon to Sun	
5	3	Electro-Mechanical Operator	3 shifts/day	

		- Mechanical or Electrical related Course - TESDA Certified or equivalent - Should have Three (3) years applied experience in Operation and Maintenance, Electrical, Mechanical, ACU and Sanitary	Mon to Sun	
6	6	General Utilities - TESDA Certified or Equivalent - Should have Two (2) years applied experience in Carpentry, Plumbing, Welding, Tinsmith, Masonry	3 shifts/day Mon to Sun	

Note: All above-mentioned manpower should be given the required benefits in accordance with the DOLE guidelines. The monthly basic pay to be paid by the Contractor must not be below the prescribe rate.

List of Tools, Equipment and Instruments

*All items must be Brand New.

Tools and Instruments

Item	Description	Quantity	Unit	Delivery Date
1.00	Screw Drivers - Flat and Cross (3 pairs / Diff. Sizes)	5.00	Set/s	30 calendar days after effectivity date of NTP
2.00	Lineman Pliers (8")	5.00	Pc/s	
3.00	Long Nose Pliers (8")	5.00	Pc/s	
4.00	Cutter Pliers (7")	5.00	Pc/s	
5.00	Precision Screwdriver (6-Piece Set) Stanley 66-052	1.00	Set/s	
6.00	Hexagonal Key Set (10 Pc; 1/16 - 3/8 inch)	1.00	Set/s	
7.00	Hexagonal Key Set (9 Pc; 1.5 - 10 mm)	1.00	Set/s	
8.00	Extension Cord, Heavy Duty, Industrial Type, Wheel Type, 25m, with T-Slots Heavy Duty Outlets	1.00	Set/s	
9.00	Vise Grip Long Nose (9")	1.00	Pc/s	
10.00	Hole Saw 2", 1 1/2" 1" and 1/2" diameter	1.00	Set/s	
11.00	Multi-purpose Scissor 7" (Heavy Duty)	2.00	Pc/s	
12.00	Toilet Bowl Plunger Thrust Force Cup	2.00	Pc/s	
13.00	Sealant Gun Heavy Duty	2.00	Pc/s	
14.00	Welding Mask Automatic Darkening	1.00	Pc/s	
15.00	Welding Gloves	2.00	Set/s	
16.00	Welding Apron with sleeves	2.00	Pc/s	
17.00	Glass Suction Cap Triple Heavy Duty Holder	4.00	Pc/s	
18.00	Wall Mounted ACU Cover for cleaning	2.00	Pc/s	

20.00	Claw Hammer	2.00	Pc/s	
21.00	Gauge Manifold, R410a	1.00	Pc/s	
22.00	Gauge Manifold, R22, 134a	1.00	Pc/s	
23.00	Cable Puller, 30m	1.00	Pc/s	
24.00	Plumb bob, 300g	1.00	Pc/s	
25.00	Pressure washer hose 2000 PSI 15 meters	2.00	Unit	
26.00	High Voltage Electric Gloves class 4	1.00	Pair/s	
27.00	Safety boots for electrical	1.00	Pc/s	
28.00	Welding electrode Holder	3.00	Pc/s	
29.00	Battery AAA rechargeable	24.00	Pc/s	
30.00	Safety goggles	15.00	Pc/s	
31.00	Mop wringer with squeezer, 20 li	1.00	Pc/s	
32.00	Stainless Mop handle with Mop head	2.00	Pc/s	
33.00	Masonry Pallette	5.00	Pc/s	

Equipment

Item	Description	Quantity	Unit	Delivery Date
1.00	Clamp Meter 600 ACV DCM 600 DR	1.00	Set/s	30 calendar days after effectivity date of NTP
2.00	Cordless Hammer Drill; DHP453SFX8; 18V	1.00	Set/s	
3.00	Vacuum Cleaner, 20L, Dry & Wet Surface	2.00	Set/s	
4.00	Portable Pressure Washer (Bosch Easy Aquatak 100 with 360 Deg. Short Gun Nozzle Accessory)	1.00	Set/s	
5.00	Spray Gun Set Paint sprayer	1.00	Set/s	
6.00	Push Cart, 300 Kg, Heavy Duty	1.00	Pc/s	
7.00	Angle Grinder 750 watts	2.00	Unit/S	
8.00	Portable Welding Machine 350 watts	1.00	Unit/S	
9.00	Circular Saw, 7 1/4", 1500W	1.00	Unit/S	

Consumables

Monthly

Item	Description	Quantity	Unit	Delivery date
1.00	Penetrating Oil (WD40), 382ml	2.00	Cans	30 calendar days after effectivity date of NTP. The next delivery date is 5th
2.00	Contact Cleaner, 500ml	2.00	Cans	
3.00	Rags	10.00	Kgs	
4.00	Cotton Gloves (with rubber on Palm side)	15.00	Pairs	
5.00	Duct Tape, 2" x 25m	5.00	Rolls	

Quarterly

Item	Description	Quantity	Unit	Delivery Date
1.00	Coil Cleaner, gal	5.00	Gal	30 calendar days after effectivity date of NTP. The next delivery are every 5 th day of the first month for the succeeding quarter.
2.00	Grease HD #2 Lithium (500 g)	3.00	Cans	
3.00	Multi Purpose Grease #3 HD #2 Lithium (2kg)	2.00	Cans	
4.00	Hacksaw Blade	10.00	Pc/s	
5.00	Angle Grinder Blades (4")(Grinding)	10.00	Pc/s	
6.00	Cutting Disk, 4"	20.00	Pc/s	
7.00	Rubber Tape, 8m	5.00	Box	
8.00	Battery Solution / Distilled Water, 1 liter	10.00	Bottles	
9.00	Epoxy Holiday A + B Component, 1 gal	6.00	Set/s	
10.00	Silicon Sealant. 300ml, Clear	10.00	Pc/s	
	Silicon Sealant. 300ml, Black	10.00	Pc/s	
	Silicon Sealant. 300ml, Gray	10.00	Pc/s	
	Silicon Sealant. 300ml, White	10.00	Pc/s	
11.00	Water Plug (10 Lbs)1 gal	5.00	Can/s	
12.00	All Purpose Adhesive (Do All)	4.00	Gallon/s	
13.00	Wire 2.0mm square THHN 150 meters (#14 AWG)	1.00	Roll/s	
	Wire 3.5mm square THHN 150 meters (#12 AWG)	5.00	Roll/s	
14.00	Cable tie 4mm x 300mm Black and White (100's)	10.00	Packs	
15.00	Facemask (100's / Box)	15.00	Box	
16.00	MAPP Gas	2.00	Cyl	
17.00	V-Belt			
	B50	2.00	Pc/s	
	B35	2.00	Pc/s	
	A40	2.00	Pc/s	
	SPB - 4500	2.00	Pc/s	
	SPA - 1732	2.00	Pc/s	
	SPA - 1957	2.00	Pc/s	
	SPB - 1900	2.00	Pc/s	
	C-111	2.00	Pc/s	
	SPA - 2732	2.00	Pc/s	
	SPA - 1657	2.00	Pc/s	
18.00	Drill bit for Metal 2, 5, 8, 10, 12mm dia (Dormer)	10.00	Sets	
	Drill bit for Concrete 5, 10mm (Dormer)	10.00	Sets	

	Paint Brush 4"	5.00	Pc/s
24.00	Paint Roller 7"	15.00	Pc/s
	baby roller 4" cloth	10.00	Pc/s
25.00	Masking Tape width 1 inch	50.00	Rolls
26.00	Aluminum Tape width 2 inches, 50m	5.00	Rolls
27.00	Plastic moulding White width 3/4"	15.00	Pc/s
28.00	Waterproofing PU-70, Gray, Fortress	10.00	Gal
29.00	Metal Screw Black, 1 1/2" self tapping	1.00	Box/500 pcs/
	Metal Screw Black, 1 1/2" pointed	1.00	Box/500 pcs
30.00	Universal Convenience Outlet, 2- gang	10.00	Pc/s
31.00	Flexible Hose, Orange, 3/4" dia., 150 meters	1.00	Rolls
32.00	High Voltage Electrical Gloves	3.00	Pairs
33.00	Aero Tape (ACU Insulation Tape)	3.00	Rolls
34.00	LED Panel Light 60 cm x 60 cm, 36 watts, daylight	30.00	Pc/s
	LED Recessed light with glass rim, round, 18 watts, daylight	30.00	Pc/s
	LED Recessed light with glass rim, round, 12 watts, daylight	30.00	Pc/s
	LED Recessed light with glass rim, round, 18 watts, warm white	20.00	Pc/s
	LED Recessed light with glass rim, round, 12 watts, warm white	20.00	Pc/s
36.00	T-5 led Tube, 14W, warm white	15.00	Pc/s
	T-5 led Tube, 14W, daylight	15.00	Pc/s
	T-5 led Tube, 21W, warm white	15.00	Pc/s
	T-5 led Tube, 28W, warm white	10.00	Pc/s
37.00	LED PIN light MR16 6 watts warm white with housing	20.00	Pc/s
	LED PIN light MR16 6 watts white with Housing	20.00	Pc/s
	LED Bulb 15 watts	30.00	Pc/s
38.00	Bronco Power Gray Paint	10.00	Gals
39.00	Epoxy Prime Paint Gray with catalyst	15.00	Gals
40.00	Electrical Plug heavy duty	10.00	Pc/s
41.00	Screwbit PH2	5.00	Pc/s
42.00	Diamond Cutter for tiles	2.00	Pc/s
43.00	Cap Brush	10.00	Pc/s
44.00	Cap Brush	10.00	Pc/s

52.00	Speed cutter blade	1.00	Pc/s	
53.00	Hydraulic Hinges C1 for cabinet	30.00	Pc/s	
54.00	Paint Roller tray	5.00	Pc/s	
	One Time Delivery			
Item	Description	Quantity	Unit	Delivery Date
1.00	Washable AHU Filter 2 meter x 20 meter x 20mm	3.00	Rolls	30 calendar days after effectivity date of NTP
2.00	Welding Rod (6013) 20 Kg / box	8.00	Box	
3.00	Welding Rod (6011) 20 Kg / box	2.00	Box	
4.00	Safety Shoes	15.00	Pair/s	
5.00	Uniforms (3 Polo Shirt each)	15.00	Set/s	

Delayed in the delivery shall be subject to Liquidated Damages in accordance to the IRR of RA 9184.

Section VII. Technical Specifications

Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Operations and Maintenance Service for DOF Building and 7th and 8th Floors EDPC Building.

(Electrical System, Mechanical System, Fire Detection and Alarm System and Fire Protection System, Plumbing System, Sewerage Treatment Plant, Building Management System and Building Structure)

The Department of Finance needs a Firm that is capable to handle the operations and maintenance of the DOF Building and its premises, 7th and 8th Floor EDPC Building including the upgraded utilities. The Firm will work under the General Services Division of the Central Administration Office for a better Facility Management to ensure that all utility systems and building structure will serve the maximum efficiency.

SCOPE OF SERVICES

(The work requirements should consider the following but not limited thereto)
The Firm should provide labor, materials, tools, consumables (attached details) as well as 24 hours monitoring and supervision for the operations and maintenance of the DOF building facilities. the service will cover the Electrical System, Mechanical System, Fire Detection and Alarm System and Fire Protection System, Plumbing System, Sewerage Treatment Plant, Building Management System and Building Structure.

YEARS OF EXPERIENCE

The Firm should have a minimum of Five (5) years of experience in the conduct of Operations and Maintenance for the above-mentioned scope of services required by the DOF.

INSPECTION OF SITE

The CONTRACTOR acknowledges, warrants that it has fully inspected and examined the site and their surroundings, satisfied itself by submitting its Bid, which is based on current data, including physical conditions at the site. That its Bid conforms with the requirements of the work and materials necessary for the completion of the works, the means of access to the site, the accommodation it may require and that it has obtained for itself all necessary information as to risks, contingencies and other circumstances which may have influenced or affected its Bid. No increase in cost or extension of time will be considered for failure to

2. Planning, Organizing, Controlling and Management of all the DOF facilities such as utilities and building structure for safe operation, functioning efficiently and compliant with the National Standards in coordination with the GSD-CAO.
3. Always coordinate with the concerned offices in addressing Technical Problems that may adversely affect the workplace
4. Conduct daily inspection to all DOF facilities and start up as required.
5. Operate and Monitor the Building Management System
6. Daily data logging of utilities systems parameters such as water pressure, temperature, water and oil levels, ampere and volts of equipment.
7. Perform preventive maintenance to all utilities
8. Conduct necessary adjustments to maintain required parameters
9. Log and attend all calls and complaints regarding the power and utilities
10. Conduct troubleshooting/repair in case of any system malfunction.
11. Prepare and submit Technical Reports to the DOF any inoperative facility
12. Recommends Technical Solution to problems that may arise during operation
13. Switch off utilities systems that are not needed
14. Management and inventory of spare parts
15. Prepare and submit list of spare parts, materials and tools for purchasing needed for operations and maintenance (not listed in the required tools and consumables)
16. Conduct monitoring and supervision to all contractors for any DOF facilities to ensure the safety and quality of work and in accordance with the standards.
17. Prepare and submit work permits with complete information and attachments
18. Prepare reports in compliance with other Government Agencies
19. Perform test and evaluation all completed installation works.
20. Operate, monitor and maintain the Sewerage Treatment Plant
21. Provide additional manpower if necessary.
22. Report immediately to the General Services Division and Security Personnel for any Emergency Cases.
23. Other tasks as may be required by the DOF related to the operations and maintenance of the DOF Building Structure and Utilities.

Electrical System

Parts of the electrical system are:

1. 2.5 MVA, 3-Phase Pad Mounted Transformer in the DOF Property
2. 2-units Standby Generator 1.27MW and 1.0MW
3. Low Voltage Switch Board
4. Dry Type Transformers
5. Un-interruptive Power Supply (UPS) per floor
6. Main Distribution Panel, Circuit Breakers, Automatic Transfer Switch and

4. Repair/replace all defective lights, switches, convenience outlet, circuit breakers and wirings
5. Install additional electrical fixtures/Telephone/Internet/LAN cabling if needed
6. For Un-Interruptive Power Supply
 - a. The newly installed UPS has a Three (3) years warranty with the supplier until 2026
 - b. The Supplier has a Twenty-Four (24) hours, Seven (7) days a week service for emergency breakdown
 - c. The Supplier has a maximum of Two (2) hours response time for an emergency call through their listed Telephone Hotlines or Mobile Phone Numbers
 - d. The Firm should check and monitor the UPS daily
 - e. In case of emergency breakdown or any trouble encountered, the Firm should call the Supplier as soon as possible to avoid any disruptions and provide information to the DOF.
 - f. The Firm should supervise the Supplier in the conduct of repair and maintenance
 - g. The Firm should prepare and submit a report to the DOF regarding the conducted repair and maintenance of the Supplier.
 - h. The Firm should monitor the Terms and Conditions as stated in the Warranty Certificate.

For the UPS at the DOF Building and 7th and 8th floor at the EDPC Building

- a. Daily inspection including environmental surroundings and measurement of room temperature
- b. Cleaning and dusting all UPS parts
- c. Check all connections, screws, welded and soldered joints
- d. Check-up cooling fans and bearings
- e. Check-up on Battery, racks, charger, voltage and terminals
- f. Measure and record battery float voltage, output voltage, output load current, output frequency.
- g. Check on different parameters and conduct calibration if necessary
- h. Conduct Performance test: simulation of power failure to test battery system, simulation of inverter failure to test static switch to transfer the load without interruption to commercial power or Meralco Line, simulation of battery breakdown to test UPS response in transferring load to Meralco line without interruption, test of communication link between the UPS and AS/400, if available
- i. In case of major repair, the Firm can hire a Company that can provide the services required for the repair of the UPS to be billed separately including labor and parts that is not included in the consumables.
 - The Company ensures the availability of the Technical Personnel and

- The Company has a maximum of Two (2) hours response time for an emergency call through their listed Telephone Hotlines or Mobile Phone numbers
- In case that the unit is cannot be repaired within 24 hours, the Company should provide the DOF a service unit to avoid any work disruptions.
- Any loss or damages in the DOF premises incurred during the time of service of the Company, the Firm shall be liable on such loss or damages

Mechanical System

Parts of the mechanical system are:

1. Chiller System
2. Cooling Towers
3. Ventilation and Air Conditioning (VAC) with 12 AHU at DOF Bldg. and 4 AHU at EDCP
4. Fresh Air Blowers
5. Exhaust Fans
6. Mono-gas Analyzer
7. Back-up Air Conditioning Units with outdoor condenser or VRF
8. Motor Pumps
9. Building Maintenance System
10. Elevators

Operations and Maintenance

1. Prepare checklist for each utilities for the daily inspection and monitoring
2. Maintain all mechanical premises for cleanliness and safety compliant
3. Conduct Repair to all parts of mechanical system if necessary
4. Cleaning and maintenance of all back-up ACUs
5. Daily inspection for all AHU including filters, ducting and controls
6. Daily monitoring of Cooling Tower for periodic water treatment and conduct if required.
7. Check and refrigerants if necessary on ACUs.
8. Required Chemical for Water Treatment Program
 - a. A/C Type : Package water-cooled chilled water system with AHU/FCU
 - b. Capacity : 245TR x 2 units (simultaneous operation)
 - c. Expected Make-up Water : Moderate level of pH, total alkalinity, silica, chlorides and calcium hardness
 - d. Pipe Header : Single common header for condenser and chilled water piping
 - e. Preventive maintenance to avoid scaling and corrosion in the condenser and chilled water circuit
 - f. Preventive maintenance to minimize general and biological fouling in the condenser water circuit
 - g. Installation of one (1) unit deposit scale conditioner (DSC) for scale control in the open circuit water system

- h. Monthly water analysis and reporting
- i. Monthly condenser and evaporator tube packs swabbing and cleaning of cooling tower
- j. Feeding of HVAC Biocide
- k. Control Parameters
 - pH > 8.0
 - Chlorides: 125ppm to 250ppm as Cl (as per CT manufacturer)
 - Total Dissolved Solids (TDS): 1,000ppm maximum (as per CT manufacturer)
- l. Condenser Water Circuit
 - Aqua Bio control 8300 S Biocide for the condenser water circuit: Monthly up to 5 kg.
- m. Chilled Water Circuit
 - Aqua Corrotrol 6490 (one-year supply) minimize corrosion inhibitor for closed circuit cooling water system. Note: assume current level at 600ppm: Delivery will be based on the actual chilled water analysis.

Fire Detection and Alarm System and Fire Protection System

Parts of the FDAS and FPS are:

1. Fire Alarms
2. Fire Alarms and Control Panel
3. Smoke Detectors
4. Sprinklers and piping
5. Fire Pump and Jockey Pump
6. Fire Pump and Jockey Pump motor and controller
7. Air release valve
8. Relief Valve
9. Hose valve header with caps and chains
10. Pressure switch and transducer switch, pressure gauges
11. Flow meter
12. Riser Pipes and brackets
13. Controls/Timer function
14. Auxiliary drain
15. Fire Hose Cabinet and Accessories

Operations and Maintenance:

1. Daily monitoring and inspection for FDAS and sprinklers facilities including pipes and fittings.
2. Monitoring of Fire Alarm and Control Panel (FACP)
3. Check the water pressure
4. Conduct Inspection Test Connection
5. Check all pumps, valves and meters and conduct preventive maintenance.
6. Conduct troubleshooting and repair to all parts of FDAS and Sprinkler system
7. Calibrate relief valve, pressure switch and transducer switch to its design system pressure setting if necessary

8. Run test (Operational testing) the Jockey and Main Pump for pressure cut-in and cut-out operation by draining water at the highest level of the building
9. Conduct operational and functional testing of the whole system
10. Prepare and submit test results certified by the PME.
11. Provide orientation and instruction to the GSD and Security Personnel of the DOF

Plumbing System

Parts of the Plumbing System are:

1. 3-units Elevated Water Tank
2. 2-units Cistern Tank
3. Sewage Treatment Plant
4. Pressurized Water Tank, Bladder Tank
5. Water Pumps, Submersible Pumps, Sump Pumps
6. Sewerage and Water Lines pipes and fittings
7. Sink, Floor Drains, Toilet Flush, Urinals, Lavatory, Bidets, Faucets, Showers
8. Water Meter

Operations and Maintenance:

1. Daily monitoring and inspection of Plumbing facilities and fixtures.
2. Repair all water leaks in the pipes, faucets, bidets, flushes, showers, and valves
3. Change all defective faucets, bidets, flushes, showers and valves
4. Repair leaks and de-clog all sewage pipes.
5. Conduct draining and cleaning of Cistern tanks and Elevated water tanks semi-annually.
6. Monitoring of Advanced Oxidation Process (AOP) System
7. Operate, monitor and maintain the STP. Ensure that all parameters are in accordance with the approved guidelines of the LLDA-DENR

Building Structure

Parts of the Building Structure are:

1. Ground Floor to Water Tank Tower of DOF Building
2. 7th and 8th Floor of EDPC Building
3. Main Employees Entrance
4. Basement Parking
5. Podium Parking
6. Ramp
7. Guard House
8. Plant Box
9. Drainage
10. Sidewalks

Operations and Maintenance:

1. Ensure that cleanliness is observed in the DOF premises
2. Ensure that all DOF facilities are utilized efficiently
3. Conduct Architectural Maintenance repair

4. Scraping of rusted steel structure and apply epoxy paint
5. Ensure the Building compliance for the National Standards

Contract Management

Establish and maintain office within the DOF with a sufficient number of manpower who shall:

1. ~~Oversee~~ the overall operations and ensuring that the designated Operations and Maintenance Supervisor or authorized representative duly complies with the contract mandated by GSD-CAO.
2. Protect the interest of the DOF employees at all times
3. Have an understanding and interest in energy management, sustainability and building management system
4. Ensure the service delivery meets the requirement of the service level agreement and work schedules at all times. Work should be completed on a timely basis and consistently high standards.
5. Wear uniforms with ID every time inside the DOF premises.
6. Wear protective gears during the conduct of repairs and preventive maintenance and any other activity and should consider the "SAFETY FIRST".
7. See the operation and maintenance is done in conformity with the National Standards and recommended procedure by the manufacturer
8. Assist Government Agency Inspectors on yearly inspection and gas emission test for generator sets
9. Facilitate the "Permit to Operate"
10. Assist in consolidating documents needed by the LGU to obtain necessary permits
11. Prepare reports for submission to EMB and LLDA, DENR in regards with the pollution control
12. Practice safety measures in all activities and deliver quality services
13. Complete all repair works at a justifiable time
14. Report to the DOF the day to day activities including the submission of system's operating log sheet
15. Ensure that all systems are always in good operating condition
16. Operate and Monitor the Building Management System under the supervision of GSD-CAO
17. Undertake initial inventory of materials, tools and equipment of DOF at the start of the contract and final inventory at the end of the contract
18. Prepare Preventive Building Maintenance Plan to be submitted at the start of the Contract
19. Prepare Technical Report stating the entire preventive, predictive and breakdown maintenance occurred with corresponding analysis including the summary of all the activities before the Contract expire.

Overtime are acceptable per latest DOLE guidelines but with the approval of the Head of the GSD or Directors of CAO.

22. Supply of required tools and Consumable Materials (Section VI. Schedule of Requirements)

Should be turned over to the DOF before the end of the contract.

23. The Contractor are allowed for reimbursable basis in all works, tools, materials, consumables, equipment and additional manpower in case of urgently needed subject for approval of the Head of the GSD or Directors of CAO.
24. The Contractor are allowed for reimbursable basis all major repairs conducted by a Third Party company for the Electrical, Mechanical, Plumbing and STP, Fire Alarm and Detection System and Fire Protection System, Building Architectural and Structural, Building Management System and other related scope of work stated here in the Specification subject for approval of the Head of the GSD or Directors of CAO.
25. The Contractor to have a petty cash to cover emergency expenses.
26. Data to be provided by the DOF:
 - a. Complete Building Plans necessary for the operation and maintenance of the structure and facilities (Architectural, Electrical, Mechanical, Plumbing/Sanitary, Fire Protection)
 - b. Copy of Manuals and warranties available of all the equipment in the building
27. Facilities and Equipment to be provided by the DOF:
 - a. Office Space
 - b. Office Desks and chairs
 - c. Fire Extinguisher (not less than 10lbs)

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
	The Procuring Entity is Department of Finance.
	The Supplier is LBP Resources and Development Corporation (LBRDC)
	The Funding Source is the Government of the Philippines (GOP) through the 2025 General Appropriations Act. The Approved Budget for the Contract for the Operation and Maintenance Services in the DOF is Eleven Million Five Hundred Thousand Pesos (PhP11,500,000.00) .
	The Project Site is Department of Finance – Manila.
	No further instructions.
	The Procuring Entity’s address for Notices is: Assistant Secretary DAKILA ELTEEN M. NAPAO BAC Chairperson Department of Finance Building, Roxas Boulevard, Malate, Manila The Supplier’s address for Notices is:
	Additional Conditions for the completion of this Contract. The winning bidder shall be responsible for the following: 1. Payment shall be made upon submission of duly signed daily time records noted by the Head of General Services Division of the Central Administration Office (GSD-CAO), certified photocopies of actual signed payrolls and pay slip showing the gross amount earned, deductions made, employers contribution and the net amount received by the personnel in compliance with existing labor laws, the Supplier shall submit proof of remittances to PAG-IBIG, Philhealth, SSS and BIR for the deductions made from the salaries of the personnel deployed in the DOF and duly acknowledge by said agencies. 2. Payment of the salaries of the personnel shall be made through automated teller machines (ATM), otherwise payment of the salaries of the personnel deployed in the DOF shall be made at the DOF, to be witnessed by a representative of the General Services Division of the DOF. 3. Entire Agreement: This Agreement and the attachments thereto constitute the entire existing agreement among the parties hereto, with respect to the subject matter hereof and shall supersede any and all prior agreements or undertakings between the parties hereto.

terminated on December 31, 2025 unless renewed or extended in writing by the DEPARTMENT.

4. The Contract price shall not be subject to any adjustment for the duration of the Contract, except as otherwise provided by law. Any mandatory approved Wage Increase or adjustment in the monthly SSS Contribution should not increase the administrative cost for this contract because, in cases where a new law or regulation was promulgated after the date of the bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a "no loss-no gain basis" as specified in Section 61.2, Rule XIX-Contract Prices and Warranties of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 otherwise known as "Government Procurement Reform Act".

The Contract price should include the following:

- a. Administrative Expenses (10%)
Office Supplies and Equipment
- b. VAT (12%)

5. The DEPARTMENT shall not in any case be liable for any interest penalty neither for delayed payments nor to any loss or damage for reason beyond the DEPARTMENT's control such as force majeure.

6. It is expressly understood and agreed that the Contractual Personnel assigned at the DEPARTMENT are the employees of the Contractor and not of the DEPARTMENT. Hence, compliance with all applicable labor rules and regulations shall be the responsibility of the Contractor. It is however understood and agreed that any personnel injury, death or damage sustained during the performance of their duties or while within the premises of the DEPARTMENT, the CONTRACTOR shall assume full responsibility on any claim for any compensation and shall free the DEPARTMENT for any legal suit or liabilities in connection therewith.

7. The Contractor hereby maintains administrative control and supervision but authorizes the DEPARTMENT thru the Head, General Services Division or Directors of the Central Administration Office to give direct instructions to the Contractual Personnel assigned to the DEPARTMENT. This authority shall not be deemed as a relinquishment of the powers of the Contractor as employer of the personnel assigned to the DEPARTMENT.

8. The Contractor shall be liable for losses and damages on the

DEPARTMENT, the **CONTRACTOR** shall, within five (5) working days from receipt of the **DEPARTMENT's** written request, replace such personnel concerned with one acceptable to the **DEPARTMENT**.

10. The **DEPARTMENT** may require **CONTRACTOR** to provide for additional maintenance personnel whenever the exigency of the service so requires, the compensation of which shall be paid by the **DEPARTMENT**.

The **DEPARTMENT** also reserves the right to make corresponding reduction of the Contractual Personnel for any particular period during the duration of this Agreement on account of budgetary constraints, provided, a thirty (30) day- prior written notice is given to **CONTRACTOR**.

11. The Operation and Maintenance Personnel shall observe the Seven-days regular eight (8) hours working schedule from Mondays to Sundays. In the exigency of the service, Maintenance Personnel may be asked to render work beyond the required 8 hours schedule. Payment of overtime shall be subject to verification, validation and approval of the Head of the General Services Division or Directors of the Central Administration Office.

12. In case of violation by either party of any of the foregoing terms and conditions, the other party may terminate this Agreement by giving a written notice at least thirty (30) working days prior to the date of effectivity of the intended termination. The termination shall take effect immediately after the lapse of the thirty (30) working days from the receipt by the other party of the notice of termination; Provided, however, that the termination shall be without prejudice to the settlement of any obligation or claim for damages one may have against the other; Provided, further, that failure on the part of either party to enforce any of the provisions of this Agreement shall not be considered as waiver of its rights.

13. The Contract should be covered with Non-Disclosure Agreement. All information in regards with the contract and implementation should be considered as confidential. All information and documents produced during the implementation of the contract shall be considered as the **DEPARTMENT's** property. Any vital information or sensitive issues of the **DEPARTMENT** are restricted for

	<p>15. The CONTRACTOR shall be allowed for reimbursable basis all major repairs and/or preventive maintenance activity conducted by a Third party company for any of the Scope of Services identified in the Technical Specifications subject for the approval of the Head of the General Services Division or Directors of the Central Administration Office.</p> <p>16. Renewal of Contract for the General Support Services</p> <p>The renewal of the regular and recurring services as services that are essential, indispensable, or necessary to support the operations of the Procuring Entity (PE) or for the enhancement of the welfare of its personnel, such as (i) janitorial and security services; (ii) telecommunications requirements; (iii) provision for water; (iv) rental of office and equipment.</p> <p>The said recurring procurement projects of the government agencies may either secure a Multi-Year Contracting Authority (MYCA) or an equivalent authority, or renew the on-going contract to not more than one (1) year subject to assessment or evaluation of the contractor's performance. In no case shall the total contract renewals exceed two (2) years.</p> <p>The renewal should be in accordance to the Appendix No. 37, "Guidelines of the on Renewal of Regular and Recurring Services" in the IRR of RA 9184.</p>
10.4	Not applicable
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
	No further instructions.
	Maintain the GCC Clause.
20	<p>All disputes, claims or questions which may arise out of this Agreement shall be submitted to and settled first by an arbitrator before referring the same to the courts. Both parties shall mutually agree upon the arbitrator and they shall share equally the arbitrator's fee and all other arbitration expenses.</p> <p>The decision of the arbitrator shall be final and binding upon the DEPARTMENT and the CONTRACTOR and may be endorsed by either party in any court of competent jurisdiction.</p> <p>The parties agree that any dispute, claim or dispute referable to the courts shall be instituted exclusively in the proper court of the place where the DEPARTMENT's main office is located.</p>

LBP RESOURCES & DEVELOPMENT CORPORATION
PROJECT : OPERATION MAINTENANCE SERVICES
LOCATION : DEPARTMENT OF FINANCE (DOF) ROXAS BLVD, MANILA
SUBJECT : QUOTATION FOR CY 2024
DATE : DECEMBER 3, 2024

Terms and Conditions:

1. Rates are not lower than the minimum wage rates for Metro Manila per Wage Order No. 25 effective July 17, 2024. In case of mandated minimum wage increase, LBRDC shall implement adjustment on the above rates for the account of the client.
2. The cost of uniform prescribed by the client to be paid in advance by LBRDC shall be reimbursed by the client.
3. Monthly contract rate and actual billing shall be fixed per month. This includes premium for twelve (12) regular holidays and three (3) special days. Additional costs shall be added to the fixed contract amount if and when incurred, to wit:
 - a. Overtime pay
 - b. Night differential pay
 - c. Expanded Maternity leave (RA 11210)
 - d. Paternity leave (RA 8187)
 - e. Premium for local and special holidays in excess of the above
 - f. Increase in mandatory benefits/employer's contributions as a result of (a), (b), and (d)
 - g. Parental Leave for solo parents (RA 8972)
 - h. Leave for victims of violence against women and their children (RA 9262)
 - i. Special Leave for women (RA 9710)
 - j. Hazard pay for Registered Chemists and Chemical Technicians (RA 10657)
 - k. Other benefits that may be required by law (e.g. Hazard Pay and other benefits during Community Quarantine, Gratuity Pay, etc.)
 - l. Reimbursable costs of COVID-19 tests, as may be required
4. Computation of premiums are based on the provisions of Labor Code
 - a. Art. 86 - Night Differential
 - b. Art. 87 - Overtime Work
 - c. Art. 93 - compensation for rest day, Sunday, or holiday work
5. The computation of mandatory benefits (SSS, PHIC, HDMF, and EC) is based on the following:
 - a. SSS - based on the employee's gross pay per month
 - b. PhilHealth - based on the employee's basic pay per month
 - c. Pag-IBIG - based on the employee's basic pay per month
 - d. EC - based on the employee's gross pay per month
6. Agency fee is 10% of the direct cost - labor and materials (*DOLE Department Order No. 18-A, s. 2011 Section 9 b (ii), November 14, 2011: "The place of work and terms and conditions governing the contracting arrangement, to include the agreed amount of the services to be rendered, the standard administrative fee of not less than ten percent (10%)*)

LBP RESOURCES & DEVELOPMENT CORPORATION**PROJECT : OPERATION MAINTENANCE SERVICES****LOCATION : DEPARTMENT OF FINANCE (DOF) ROXAS BLVD, MANILA****SUBJECT : QUOTATION FOR CY 2024****DATE : DECEMBER 3, 2024**

OPERATION AND MAINTENANCE SERVICES	PER MONTH	PER ANUM
SALARY OF OPERATION AND MAINTENANCE SERVICES	529,488.60	6,353,863.21
SUB-TOTAL	529,488.60	6,353,863.21
ADMINISTRATIVE FEE (10%)	52,948.86	635,386.32
TOTAL	582,437.46	6,989,249.54
VALUE ADDED TAX (12%)	69,892.50	838,709.94
TOTAL LABOR COST	652,329.96	7,827,959.48
SUPPLIES, RENTAL OF EQUIPMENT ETC	248,059.76	2,976,717.07
ADMINISTRATIVE FEE (10%)	24,805.98	297,671.71
SUB-TOTAL	272,865.73	3,274,388.78
VALUE ADDED TAX (12%)	32,743.89	392,926.65
TOTAL SUPPLIES AND OTHERS	305,609.62	3,667,315.43
GRAND TOTAL	957,939.58	11,495,274.91

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