

2026 CONTRACT FOR JANITORIAL SERVICES



KNOW ALL MEN BY THESE PRESENTS:

THIS Contract for Janitorial Services, made this ___ day of January 2026 by and between:

The **MARITIME INDUSTRY AUTHORITY (MARINA)**, an attached agency of the Department of Transportation (DOTr), duly created by virtue of Presidential Decree No. 474, with principal office address at A. Bonifacio Drive corner 20th Street, Port Area, Manila, represented herein by its Administrator, **Ms. SONIA B. MALALUAN**, hereinafter referred to as "**CLIENT**".

and,

LSERV CORPORATION, a private corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address at Unit C & D, 21st Floor, Petron Mega Plaza Building, #358 Sen. Gil Puyat Avenue, Makati City, as represented by its President, **MR. JOSEPH V. ANGELES**, hereinafter referred to as the "**CONTRACTOR**".

WITNESSETH:

WHEREAS, the CLIENT is in need of janitorial and general cleaning services for its offices, building, properties within the premises of **MARINA Building located at A. Bonifacio corner 20th Street, Port Area, Manila, POEA Ground Floor, Ortigas, Pasig City, and MARINA National Capital Region at 32nd Floor, Trium Square Building, 2183 Sen. Gil J. Puyat Ave., Pasay City, 1300 Metro Manila**, its connection assets, and such other locations as may be determined by the MARINA (the "Premises"); ensuring the cleanliness, sanitation and proper maintenance of the Premises;

WHEREAS, the CONTRACTOR is engaged in the business of supplying janitorial and general cleaning services and has offered to provide the **CLIENT** with reliable and well-trained uniformed janitors;

WHEREAS, the CLIENT desires to engage the services of the **CONTRACTOR**;

WHEREAS, the conditions under Section 18.2.2 of the Implementing Rules and Regulations of Republic Act No. 12009, otherwise known as the New Government Procurement Act, the renewal of contracts for regular and recurring services were duly conducted i.e., (a) an assessment by the End -User or Implementing Unit to justify the suitability of renewal in lieu of conducting another procurement activity; and (b) a performance evaluation showing the satisfactory performance of service provider, both which produced satisfactory results.

WHEREAS, the Bids and Award Committee of MARINA, through its Resolution No. 263A dated 26 December 2025, recommended the renewal of the contract amounting to **Ten Million One Hundred Sixty Eight Thousand Nine Hundred Thirty Six and 20/100 (P10, 168,936.20) Pesos for twelve (12) months.**

WHEREAS, on _____, a Notice of Renewal was issued in favor of **LSESV CORPORATION** for the contract amount of **Ten Million One Hundred Sixty Eight Thousand Nine Hundred Thirty Six and 20/100 (P10, 168,936.20) Pesos** for **twelve (12) Months** based on the rules and regulations as stipulated in the Republic Act 9184 or the Government Procurement Reform Act”, Republic Act 12009, or the New Government Procurement Act (NGPA), and the mandatory wage adjustment under Wage Order No. NCR-26.

WHEREAS, the MARINA and the Contractor hereby further agree as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents, constructed and submitted on the procurement in 2025, shall be deemed to form and be read and construed as an integral part of this Renewal/Agreement, viz.:
 - a) The Schedule of Requirements;
 - b) The Technical Specifications;
 - c) The General Conditions of the Contract;
 - d) The Special Conditions of the Contract;
 - e) Certificate of Availability of Funds; and
 - f) The Performance Security

CONTRACT PERIOD

The term of the Service Agreement for the Procurement of Janitorial Services for FY 2026 for the MARINA Central Office and its Satellite Offices is **Twelve (12) months, effective _____**.

SCOPE OF SERVICE/SPECIFICATIONS/DELIVERABLES


1. Provision of Janitorial Services consists mainly of providing reliable and well-trained thirty-four (34) Janitor Personnel, including cleaning supplies, materials, and equipment for **twelve (12) months**.

All thirty-four (34) janitor personnel, one of whom will be designated as the Supervisor, will be assigned to the MARINA Central Office Building and Satellite Offices located at the following addresses.

| LOCATION | No. of Utility Personnel | |
|--|--------------------------|--|
| a. MARINA Central Office Bonifacio Drive corner 20th street, Port Area Manila | 31 | |
| b. MARINA National Capital Region at 32nd Floor, Trium Square Building, 2183 Sen. Gil J. Puyat Ave., Pasay City, 1300 Metro Manila | 2 | |

| | | |
|---------------------------------------|-----------|--|
| c. POEA- Ground Floor, Ortigas, Pasig | 1 | |
| TOTAL | 34 | |

JANITORIAL SERVICES


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- a. Each janitor personnel shall be required to render a minimum of eight (8) hours of service from Mondays to Fridays, observing the work schedule of 7:00 AM – 4:00 PM or 9:00 AM – 06:00 PM;
 - b. MARINA, through its Management, Financial and Administrative Service (MFAS), General Services Division (GSD), shall prescribe the schedule and corresponding duties of the janitorial personnel and the respective areas of assignment of the janitorial personnel.
 - c. The Service Provider shall provide additional service personnel under the same rate and manner of payment or reduce the number thereof as the need arises, upon the request of MARINA;
 - d. Should janitorial personnel go on a scheduled or unscheduled leave of absence, the Service Provider shall promptly dispatch/assign a reliever; otherwise, a corresponding reduction in the monetary obligation of MARINA shall be made.
 - e. The Service Provider shall assign a Supervisor to monitor the performance of the janitorial personnel, attendance, and handle the consolidation of daily time records periodically as a documentary basis for billing to MARINA.
 - f. Under the direction and supervision of MARINA's Chief, General Services Division, the Service Provider agrees to subject its janitorial personnel assigned to MARINA to perform the following tasks:

DAILY ROUTINE

- 1. Sweeping, mopping, drying, scrubbing, and polishing floors of all offices, including corridors, lobbies, entrance, and exit stairways/ These areas shall be serviced continuously during hours of public use to guarantee cleanliness;
- 2. Clean and sanitize all toilet facilities, including facial mirrors, toilet cubicles, lavatories, countertops, cabinets, toilet bowls, and urinals;
- 3. Check and replenish the supply of liquid soap dispensers at all toilet facilities;
- 4. Dust, clean, and wipe all glass panels/walls/doors, glass tops, doors, and windows, office equipment, shelves, cabinets, and all other furniture, fixtures, and furnishings;
- 5. Clean and sanitize MARINA premises;
- 6. Switch off/on all lights/air-conditioning units when not in use and in areas



where necessary;

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7. Clear/remove/dispose of waste and undertake segregation of all biodegradable/non-biodegradable waste;
 8. Vacuum all carpeted areas in all offices.
 9. Assist in the hauling/transfer of boxes of documents, office supplies, and various furniture and equipment.
 10. Upkeep of indoor potted and garden plants; and
 11. Prepare and serve refreshments during conferences and/or meetings.

WEEKLY ROUTINE

1. Wash, scrub, wax, and remove dirt stains with stripper, wash and polish all floors;
2. Clean, sanitize, and disinfect all washrooms and toilets, toilet bowls, urinals, lavatories, and water containers;
3. Thorough cleaning, washing, and scrubbing of all rooms and comfort room facilities;
4. Wash, soap, rinse, and wipe dry all glass windows, trash receptacles, and garbage cans;
5. Defrost and clean refrigerators, water dispensers, microwave ovens, and oven toasters;
6. Wash clean and wipe dry light diffusers, vertical/horizontal blinds, ACU vents, electric fans, air purifier, and
7. Vacuum carpeted floors and remove spots and stains with remover, liquid shampoo, and a brush.

MONTHLY ROUTINE:

1. Dust and remove cobwebs in all areas of the MARINA premises;
2. Clean, shampoo, and vacuum-dry partitions, as necessary;
3. Shampoo and vacuum-dry all carpeted areas;
4. Wipe ceiling boards in the office area, and clean the utility and storage rooms.
5. Clean ornamental plans and polish metal signs;
6. Refill liquid deodorizers in all restrooms; and
7. Spraying insecticides and other pest control activities.

JANITORIAL SUPERVISOR (DAILY OPERATIONS):



1. Supervise the work of the janitorial personnel to ensure faithful performance of their tasks;
2. Prepare work assignments and schedule twice a month;
3. Represent the Service Provider and be responsible for attending to / implementing various requests and instructions, and in addressing/resolving complaints reported by MARINA;
4. Prepare and submit monthly work accomplishments and inventory reports on One (1) the monitoring of the use of consumable supplies/items, and the detection of defective tools and equipment to be fixed/repaired, and/or replaced;
5. Prepare a work accomplishment report for extra service/overtime services rendered; and
6. Perform other similar and related tasks as required or assigned from time to time.

MISCELLANEOUS AND OTHER SERVICES:

Miscellaneous services will be performed as required (i.e., logistical assistance during meetings and conferences, hauling of office furniture, fixtures, and equipment, and other official errands). Other services include:

1. Reporting of any damage/leaking pipes, plumbing, water, and toilet facilities, electrical installations, and any other damaged furniture and fixtures that will need immediate repair;
2. Performing errands as required by the concerned MARINA units/offices (in performing errand services, the janitorial personnel must fill out a Pass Slip form, which the Service Provider will provide.

TOOLS AND EQUIPMENT USED IN DAILY OPERATIONS

- a. The Service Provider shall make available, for its own account and at no additional cost to MARINA, the following tools and equipment necessary for the satisfactory performance of the service:

| # | PARTICULARS | UNIT | QTY. |
|----|---------------------|------|------|
| 1. | 12' Aluminum ladder | Unit | 2 |
| 2. | Floor Polisher | Unit | 6 |
| 3. | Vacuum Cleaner | Unit | 10 |
| 4. | Mop Squeezer | Unit | 30 |


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| | | | |
|----|---|------|----|
| 5. | Wheeled Bucket Wringer (mop bucket) | Unit | 15 |
| 5. | Housekeeping Cleaning Tool Belt bags | Unit | 35 |
| 6. | Rubber Water Hose, 30 meters | Unit | 3 |
| 7. | Communication radios that correspond with the existing unit of the Chief, GSD | Unit | 2 |

- b. The Service Provider shall make available every month for the duration of the contract the following minimum consumable supplies and items for the satisfactory performance of the service based on the quantities itemized below:

| # | PARTICULARS | UNIT | QTY. |
|-----|---|-------|-------|
| 1. | Liquid Wax - 3.75 liters | botl. | 12 |
| 2. | Floor Polishing Stripping pad 16" ordinary | pcs. | 24 |
| 3. | Microfiber rags | kg. | 24 |
| 4. | Deodorizer cake, 30 grams | doz. | 5 |
| 5. | Air freshener - 320 ml; aerosol spray | can | 30 |
| 6. | Insect Spray - water-based, liquid, 420 ml. net content, aerosol spray | can | 30 |
| 7. | Liquid disinfectant - 5 liters per container | botl. | 40 |
| 8. | Liquid fabric conditioner @ 900 ml. per container (for carpeted flooring) | botl. | 8 |
| 9. | Cleaning pads (for toilets and pantries) | pcs. | 40 |
| 10. | Toilet bowl cleaner | btl. | 16 |
| 11. | Powder Soap/detergent | kg. | 50 |
| 12. | Bleaching Solution | gal. | 8 |
| 13. | Carpet shampoo | botl. | 10 |
| 14. | Ceiling broom | pc. | 6 |
| 15. | Hand brush for toilets | pc. | 35 |
| 16. | Hand gloves - rubber | pc. | 35 |
| 17. | Dustpan | pc. | 12 |
| 18. | Soft broom (tambo) | pc. | 15 |
| 19. | Stick broom (ting-ting) | pc. | 15 |
| 20. | Liquid Glass Cleaners, 3700 ml. | gal. | 12 |
| 21. | Metal Polish - 150 ml. | pc. | 5 |
| 22. | Mop Head for bucket wringer | pc. | 30 |
| 23. | Garbage/Trash bags (small) | pc. | 3,600 |
| 24. | Garbage bags (xxl) | pc. | 1,200 |

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- c. The Service Provider shall promptly replace any tool or equipment found defective or unserviceable at no additional cost to MARINA;
 - d. Ensure the delivery of supplies needed by its complement for the month and submit, in addition to that, a list/inventory level thereof to the GSD Chief and/or Supply/Property Officer every first Monday of the month.

LSERV CORPORATION must submit the following to MARINA:

- a) Valid Philippine Government Electronic Procurement System (PhilGEPS) registration/certificate;
- b) Valid Department of Labor and Employment (DOLE) registration/certificate;
- c) Valid Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA) valid registration/certificate;
- d) Valid Social Security System (SSS), Home Development Mutual Fund (HDMF), Pag-IBIG, and PhilHealth registration/certificate;
- e) Valid registration with the Bureau of Internal Revenue (BIR); Net Financial Contracting Capacity at least equal to the ABC or Committed Line Credit at least equal to 10% of ABC.

The Service Provider shall collate and submit the following Janitor Personnel Data Information to MARINA;

- a) Copy of Employee Personal Data Sheet with details such as SSS, Pag-IBIG, PhilHealth Number, and other information;
- b) Latest Copy of the Barangay, Police, and NEI Clearance;
- c) Health Permit issued by the City of Manila; and
- d) Copy of Pre-employment Medical Exam

PERFORMANCE EVALUATION

The Service Provider shall maintain a satisfactory level of performance throughout the term of the Contract. MARINA shall evaluate the Contractor's performance based on the following:

- a) Quality of Service Rendered;
- b) Timely submission of the regular Monthly Accomplishment Report; and
- c) Management and suitability of Personnel.

RIGHTS AND RESPONSIBILITIES OF MARINA

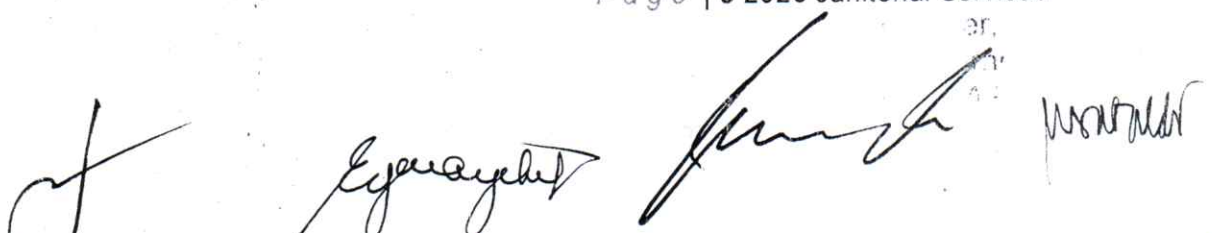
1. MARINA has the authority to take immediate action in the event that service personnel are found to be dishonest, incompetent, lazy, or engaging in conduct deemed prejudicial to MARINA's best interests.
2. MARINA has the right to replace janitorial personnel whose work is below standard or whose conduct is unsatisfactory and detrimental to MARINA's interests.
3. MARINA holds the exclusive option to terminate the contract at any time for violation of its terms and conditions, or if the services rendered are considered substandard or unsatisfactory.
4. MARINA may pre-terminate the contract if the Service Provider fails to fulfill its obligations, following the procedure prescribed under the guidelines on contract termination issued by the Government Procurement Policy Board (GPPB).
5. MARINA has the sole discretion to terminate the contract at any time for any violation of the terms and conditions, or if, in MARINA's judgment, the services rendered are deemed unsatisfactory or prejudicial to its interests.
6. MARINA retains the right to relieve or replace any service provider personnel when it is deemed necessary and warranted.
7. If necessary and upon determination by MARINA, MARINA has the right to require service provider personnel to render overtime services, compensable in accordance with the provisions of the Labor Code.

EXTENSION CLAUSE

Except to the extent as otherwise provided in the contract, and subject to the provision of Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR) and RA 12009 or the New Government Procurement Act (NGPA). The parties shall extend the contract on a month-to-month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event that no new contract is awarded after the expiration of the current contract.

CONTRACTUAL CONSIDERATION

In the event that the minimum wage is increased or should an additional fringe benefit in favor of the service provider personnel be promulgated either by law or decree, or wage order after the execution of the Contract, the new rate shall be adjusted to conform with the law. The Service Provider must inform MARINA (in writing) of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation, subject to the accounting and auditing rules and regulations.




In case of any adjustment in the compensation, it shall be paid by MARINA without the need to execute a supplemental agreement. Moreover, any increase or adjustment of wages proclaimed and approved by the government shall be deemed automatically adopted and implemented by MARINA. Supplemental agreement to the effect shall then not be required.

PAYMENT TERMS

1. Send bill arrangement;
2. Within twenty (20) calendar days upon receipt of the billing invoice/statement of account;
3. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and
4. The supplier shall provide the bank account wherein payment will be credited, preferably the Landbank of the Philippines account; otherwise, bank charges shall be borne by the supplier.

IN WITNESS WHEREOF, the parties hereto signed this Contract on this _____ day of _____ 2026 at _____.

LSERV CORPORATION
BY:



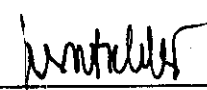
MR. JOSEPH V. ANGELES
President

MARITIME INDUSTRY AUTHORITY
BY:

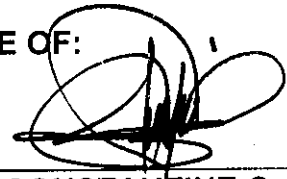


MS. SONIA B. MALALUAN
Administrator

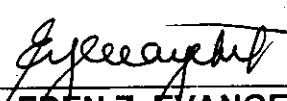
SIGNED IN THE PRESENCE OF:



MR. ANDREW A. BALDE
Senior Manager, AMD4



MR. VIEN CONSTANTINE C. MESINA
Chief, MFAS-GSD, MARINA



MS. EDEN Z. EVANGELISTA
Chief Accountant, MARINA

ACKNOWLEDGEMENT

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

BEFORE ME, a Notary Public, for an in the City of Manila, personally came and appeared:

1. MR. JOSEPH V. ANGELES

NATIONAL ID - 5283-0175-9436-7957

2. MS. SONIA B. MALALUAN

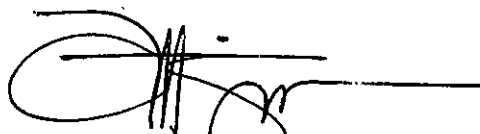
PHL - 81536934

Known to me and known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is their free and voluntary act and deed and of the corporation/agency they each represent.

This instrument pertained to a Contract for the 2026 Janitorial Services where the acknowledgement is written, and signed by the herein parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL ON JAN 26 2026 at
MAKATI CITY

DOC NO. 403
PAGE NO. 82
BOOK NO. 20
SERIES OF 2026



ATTY. CECILIA M. TUAZON
Notarial Commission No. M-075
Notary Public for Makati City until December 31, 2027
Roll No. 58750
IBP No. INV588082/05 January 2026/Makati City
PTR No. MKT10775731/12 January 2026/Makati City
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