

CONTRACT OF JANITORIAL SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This agreement made and entered into by and between:

The **DEPARTMENT OF LABOR AND EMPLOYMENT – CORDILLERA ADMINISTRATIVE REGION**, a government agency, with office address at Cabinet Hill, Baguio City, represented by its Regional Director, **EXEQUIEL RONIE A. GUZMAN**;

-and-

SYNCHRONIC SYSTEMS CORPORATION, a private agency duly organized and existing under Philippine laws, with office address at Lot 44-D Pine Road, Philippine Economic Zone Authority, Loakan Road, Baguio City, Philippines, represented by its General Manager, **MR. ADRIANNE DAVID MATULAC**, Filipino, of legal age, married and resident of Baguio City.

WITNESSETH:

WHEREAS, DOLE-Cordillera Administrative Region is in need of Janitorial Services provider for the period March 1, 2019 to December 31, 2019;

WHEREAS, Synchronic Systems Corporation is a duly licensed Contractor, with D.O. 18-A Certificate of Registration No. CAR-N82-032014-025 issued by DOLE-Cordillera Administrative Region on April 10, 2017;

WHEREAS, Synchronic Systems Corporation has offered its services and the **DOLE-Cordillera Administrative Region** has accepted its offer;

NOW, THEREFORE, for and in consideration of foregoing premises of the mutual covenants and provisions hereafter set forth, DOLE-Cordillera Administrative Region and Synchronic Systems Corporation do hereby agree as follows:

1. **CONTRACT AMOUNT:** The Contract amount is **THREE HUNDRED THIRTEEN THOUSAND TWENTY FOUR PESOS & 20/100 (Php 313,024.20)**.
2. **PLACE AND LOCATION:** Synchronic Systems Corporation shall provide Janitorial services to DOLE-Cordillera Administrative Region at the latter's premises located at DOLE-CAR, Cabinet Hill, Baguio City, Philippines.
3. **SCHEDULE:** Synchronic Systems Corporation shall provide three (3) duly qualified janitors/manpower to render janitorial services for five (5) days for Eight (8) hours per days or other schedules that may be agreed upon by the parties.
4. **DUTIES AND RESPONSIBILITIES OF MANPOWERS:**
 - a. The janitors/manpower are to maintain cleanliness and general maintenance of the Office premises and perimeters of DOLE-CAR.
 - b. The male manpower/janitor shall be required to drive DOLE-CAR's office vehicles whenever necessary (during office hours) and perform other utility services.
5. **COMPLIANCE TO LABOR LAWS:** Synchronic Systems Corporation shall comply with Labor Standard and Occupational Health and Safety and shall remit monthly employer's share and employees' contribution to the SSS, ECC, Philhealth and Pag-ibig.
6. **PAYMENT:** For and in consideration of the services and during the duration of this Contract, DOLE-CAR shall pay Synchronic Systems Corporation monthly service fee in the amount of **TEN THOUSAND FOUR HUNDRED THIRTY FOUR PESOS & 14/100 (Php 10,434.14)** each for the three (3) Janitors/Manpower per month, **however**, subject to the actual man hours and manpower served by the latter's employees in a particular month based on the attached Cost Distribution marked as Annex 'A' and form part of this contract.

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The amount shall be payable upon submission by Synchronic Systems Corporation of the Statement of Account together with the DTRs, proof of payment of salaries of janitorial service, proof of payment of SSS, ECC, Philhealth & Pag-ibig contributions.


7. **GUIDELINES AND POLICIES:** DOLE-CAR shall furnish Synchronic Systems Corporation from time to time copies of new guidelines and policies. Synchronic Systems Corporation shall be responsible for the faithful performance and implementation of said guidelines, including the manner, details and methods of implementing the same.
8. **RESPONSIBILITY:** Synchronic Systems Corporation shall be liable for all losses and/or damages of company property incurred in the performance of services resulting from negligence, dishonesty, and/or inefficiency including those which shall be incurred at **DOLE-CAR's** premises. It is expressly understood that DOLE-CAR during the occurrence of a fortuitous event can input liability against Synchronic Systems Corporation if the latter's employees commit acts inimical to DOLE-CAR.
9. **EMPLOYER-EMPLOYEE RELATIONSHIP:** The Janitors/Manpower supplied by Synchronic Systems Corporation to DOLE-Cordillera Administrative Region shall be understood to be the employees of Synchronic Systems Corporation.
10. **SUPERVISION:** Synchronic Systems Corporation shall periodically monitor the janitors/manpower assigned at DOLE-Cordillera Administrative Region.
11. **OTHER CONSIDERATION:** Synchronic Systems Corporation shall allow its employees to render overtime work whenever required by the DOLE-Cordillera Administrative Region.
12. **DURATION OF SERVICE AGREEMENT** – This agreement shall take effect March 1, 2019 to December 31, 2019 and shall remain in full force and effect unless sooner terminated by either party.

IN WITNESS WHEREOF, the parties have hereunto signed this instrument this 22nd of February 2019, in Baguio City, Philippines.


DOLE-Cordillera Administrative Region


Synchronic Systems Corporation


EXEQUIEL RONIE A. GUZMAN
Regional Director
ID No. ERAG110202

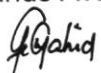

ADRIANNE DAVID MATULAC
General manager
ID No. AS1-09-096449

Signed in the Presence:


VENUS L. GUNJICNA
Chief Admin. Officer


JILL PATRICIO FRISO

Funds Available:


GENELYN G. CAHID
Accountant III (DOLE-CAR)