



November 4, 2025

NOTICE OF AWARD

Subject: ITB No. : 2025-09-176
Project Title: CY 2025 Custodial and Janitorial Services for PNOC Energy Supply Base (ESB)

Attention: **MS. RHODORA C. ADVINCULA**
Operations and Marketing Officer
ULTIMARE CARE JANITORIAL & ALLIED SERVICES

Dear Ms. Advincula,

This is to advise **Ultimate Care Janitorial & Allied Services** on the acceptance of its bid to undertake the aforementioned project in the amount of **One Million One Hundred Fifty-Seven Thousand Two Hundred Sixty - Three Pesos and 23/100 (Php 1,157,263.23)**, in accordance with our Invitation to Bid dated October 2, 2025.

Contract Duration: **November 17 – December 31, 2025**

Please be advised that the performance security shall be submitted to the Company within ten (10) days from receipt of Notice of Award.

Kindly signify your agreement by signing on the space provided for below and return the other copies to us.

Very truly yours,

MA. CRISTINA SHEILA C. CABARABAN
President and CEO

CONFORME:

(Signature over Printed Name)

(Date)

Main Office

PNOC Building 6, Energy Center, Rizal Drive,
Bonifacio Global City Taguig, Philippines 1634

[+632] 8789 7662

www.pnoc.com.ph

information@pnoc.com.ph

Industrial Park

Barangay Batangas Dos,
Mariveles Bataan, Philippines 2105

[+6347] 244 5884 and 86

industrialpark@pnoc.com.ph

Energy Supply Base

Barangay Mainaga, Mabini
Batangas, Philippines 4202

+63 917 140 5303

energysupplybase@pnoc.com.ph





November 13, 2025

MS. RHODORA C. ADVINCULA
Operations and Marketing Officer
ULTIMARE CARE JANITORIAL & ALLIED SERVICES
4893 Novaliches St., Brgy. Olympia,
Makati City, Metro Manila, NCR, Philippines

NOTICE TO PROCEED

This is to advise you that your offer for **CY 2025 Custodial and Janitorial Services for PNOC Energy Supply Base (ESB)** with Invitation to Bid No. 2025-09-176 amounting to **PESOS: One Million One Hundred Fifty-Seven Thousand Two Hundred Sixty - Three and 23/100 (Php 1,157,263.23)**, has been accepted by the company.

You are hereby directed to proceed with the service upon receipt of this notice.

Very truly yours,

MA. CRISTINA SHEILA C. CABARABAN
President and CEO

Conforme:

RHODORA C. ADVINCULA

(Signature over Printed Name)

November 14, 2025

(Date)

Main Office

PNOC Building 6, Energy Center, Rizal Drive,
Bonifacio Global City Taguig, Philippines 1634

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**CONTRACT FOR CY 2025 CUSTODIAL AND JANITORIAL SERVICES
FOR PNOC ESB**

KNOW ALL MEN BY THESE PRESENTS:

This Contract made the _____ day of 13 NOV 2025 2025 between:

PHILIPPINE NATIONAL OIL COMPANY (PNOC), a government-owned and controlled corporation duly organized and existing under and by virtue of Presidential Decree No. 334, as amended, with principal business address at PNOC Building 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila, represented herein by its President and CEO, **MA. CRISTINA SHEILA C. CABARABAN**, and hereinafter referred to as the "**PNOC**";

-and-

ULTIMATE CARE JANITORIAL AND ALLIED SERVICES, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address at 4893 Novaliches St., Brgy. Olympia, Makati City, represented herein by its Operations and Marketing Officer, **RHODORA C. ADVINCULA**, and hereinafter referred to as "**CONTRACTOR**";

WITNESSETH:

WHEREAS, the PNOC invited Bids for certain goods and services particularly CY 2025 Custodial and Janitorial Services for PNOC ESB;

WHEREAS, the CONTRACTOR submitted a responsive bid and was awarded the contract for the procurement in the total amount of **ONE MILLION ONE HUNDRED FIFTY-SEVEN THOUSAND TWO HUNDRED SIXTY-THREE PESOS AND 23/100 (Php1,157,263.23)**, hereinafter referred to as the "Contract Price," inclusive of Value Added Tax (VAT) if any, and all applicable taxes, and in accordance with the terms and conditions set forth in this Contract.

NOW, THEREFORE, for and in consideration of the foregoing premises, and of the terms and conditions hereinafter set forth, the parties hereto agree as follows:

1. Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.

2. The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009, and as applicable, shall form part and be read and construed as integral parts of this Contract, viz:
 - a) Philippine Bidding Documents (PDB);
 - i) Invitation to Bid;
 - ii) Instruction to Bidders;
 - iii) Bid Form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iv) Bid Data Sheet;
 - v) Schedule of Requirements;
 - vi) Technical Specifications;
 - vii) General and Special Conditions of Contract;
 - viii) Supplemental Bid Bulletins, if any; and
 - ix) Other contract documents that may be required by existing law and/or Entity.
 - b) Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - c) Performance Security;
 - d) Notice of Award of Contract; and the Bidder's Conforme thereto; and
 - e) Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.
3. In consideration of the Contract Price of **ONE MILLION ONE HUNDRED FIFTY-SEVEN THOUSAND TWO HUNDRED SIXTY-THREE PESOS AND 23/100 (Php1,157,263.23)**, or such other sums as may be determined in accordance with the terms of the Contract, the CONTRACTOR agrees to deliver and perform the items and related services for the CY 2025 Custodial and Janitorial Services for PNOC ESB described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.
4. The PNOC agrees to pay the above-mentioned sum to the CONTRACTOR in accordance with the schedule and manner provided in the Bidding Documents and its annexes.
5. Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute

resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

**PHILIPPINE NATIONAL OIL
COMPANY
(PNOC)**

By:



**MA. CRISTINA SHEILA C.
CABARABAN**
President & CEO

**ULTIMATE CARE JANITORIAL
AND ALLIED SERVICES
(CONTRACTOR)**

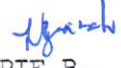
By:


RHODORA C. ADVINCULA
Operations and Marketing Officer

SIGNED IN THE PRESENCE OF:



CARLITO B. PEÑA



ROSEMARIE B. MANALO
Billing Clerk

ACKNOWLEDGMENT

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

NOV 17 2025

BEFORE ME, a Notary Public for and in the above jurisdiction, this _____
day of _____, 2025 personally appeared:

| <u>Name</u> | <u>Competent Evidence of Identity</u> | <u>Date/Place Issued</u> |
|-------------|---------------------------------------|--------------------------|
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PNOC

by:

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| MA. CRISTINA SHEILA C. CABARABAN | PRC ID No. 0002963 | 09/06/2027 (expiration date) |
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ULTIMATE CARE JANITORIAL AND ALLIED SERVICES

by:


RHODORA C. ADVINCULA SSS ID No. 33-1958393-0

known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the corporations represented herein and that they are authorized to sign the same.

This instrument consisting of four (4) pages, including the page whereon the acknowledgment clause is written, signed by the parties and their instrumental witnesses on each and every page hereof, sealed with my notarial seal, refers to a Contract for CY 2025 Custodial and Janitorial Services for PNOC ESB.

WITNESS MY HAND AND SEAL on the date and at the place first above-written.

Doc. No. 364
Page No. 74
Book No. 18
Series of 2025.


ATTY. ROMEO M. MONFORT
Notary Public City of Makati
Until December 31, 2025
Appointment No. M-032 (2024-2025)
PTR No. 10466008 Jan. 2, 2025 Makati City
IBP No. 488534-Dec. 27; 2024
MCLE NO. VIII-0040638 Roll No. 27932
126 Amorsolo Street Legaspi
Village Makati City

Special Conditions of Contract

| GCC Clause | |
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| 1 | <p>Delivery and Documents –</p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to the Contract are delivered to the Project Site. Risk and title will pass from the Contractor to the Company upon receipt and final acceptance of the Goods at their final destination.</p> <p>The delivery terms applicable to this Contract are delivered to:</p> <p style="text-align: center;">Philippine National Oil Company PNOC Bldg. 6, Energy Center, Rizal Drive BGC, Taguig City</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Company's Representative at the Project Site is:</p> <p style="text-align: center;">Engr. Carlito B. Pena Manager, Energy Supply Base Department</p> <p>Incidental Services –</p> <p>The Contractor is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this |



- e. service shall not relieve the Contractor of any warranty obligations under this Contract; and training of the Company's personnel, at the Company's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Contractor for incidental services and shall not exceed the prevailing rates charged to other parties by the Contractor for similar services.

Spare Parts –

The Contractor is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Contractor:

- a. such spare parts as the Company may elect purchase from the Contractor, provided that this election shall not relieve the Contractor of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Company of the pending termination, in sufficient time to permit the Company to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Company, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Contractor shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **one (1) year**.

Spare parts or components shall be supplied as promptly as possible, but in any case, within **one (1) month** of placing the order.

Packaging –

The Contractor shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without

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| | <p>limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Company.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Contractor is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Contractor, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Contractor is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Contractor, and related costs shall be included in the contract price.</p> <p>Where the Contractor is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on</p> |
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| | <p>carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Company accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Company until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Contractor shall indemnify the Company against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> |
| 2.2 | <p>The terms of payment shall be as follows: The COMPANY agrees to pay the CONTRACTOR within thirty (30) calendar days upon issuance of Billing Statement or Invoice, acceptance of work/submission of complete and correct supporting documents.</p> |
| 4 | <p>Physical inspection and testing.</p> |
| 6 | <p>Liquidated Damages: One Tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay until actual delivery or performance.</p> |