

**BIDS AND AWARDS COMMITTEE**

**Bidding for One (1) Lot – Provision of Janitorial (Including Supplies)  
and Other Support Services for the OWWA Central Office for CY 2019  
for One Hundred Forty (140) Personnel**

**SUPPLEMENTAL BID BULLETIN NO. 01**

22 November 2018

This Supplemental Bid Bulletin No. 01 is issued to clarify issues in the Bidding Documents. This shall form an integral part of the Bid Documents:

***Section VII. Technical Specifications***

- Amended Technical Specifications (please see attached)

***Section VIII. Bidding Forms***

- Amended Schedule of Prices Form and List of Standard Quantity of Supplies and Materials (please see attached)

For guidance and information of all concerned.

  
**JOSEFINO I. TORRES**  
BAC Chairman

# Technical Specifications

Item	Specification	Statement of Compliance
		Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of <b>ITB</b> Clause 3.1(a)(ii) and/or <b>GCC</b> Clause 2.1(a)(ii).
<b>I. TECHNICAL PARAMETERS</b>		
<b>A. STABILITY</b>		
1.	<b>MINIMUM SERVICE TRACK RECORD:</b> The agency should have a minimum of five (5) years' experience in providing not only janitorial services but also other support services, such as supervisor, clerical staff, Data Encoder, Driver, Carpenter, Plumber, Electrician, Telephone Operator and Elevator Operator. <i>It should not have any record of service contract pre-termination for whatever cause.</i>	
2	<b>LIQUIDITY OF THE CONTRACTOR:</b> The agency should be in good financial standing and must have a liquidity ratio of at least 1:1.	
3	<b>ORGANIZATIONAL SET-UP:</b> The agency <i>must have enough number of personnel and staff in the office to be able to attend to the administrative needs of its workers deployed in different offices and it</i> must be managed by professionals who have a good background on personnel management.	
4	<b>GOOD CITIZENSHIP RECORD:</b> <i>It should not be found guilty, by final judgment, for violation of the provisions of labor code and other pertinent labor laws, within two (2) years from the submission of this Bid.</i>	
<b>RESOURCES</b>		
1	<b>NUMBER AND KIND OF HOUSEKEEPING EQUIPMENT:</b> The agency should maintain various housekeeping equipment such as, but not limited to, vacuum cleaner, floor polisher, glass squeegee and the like.	

2	<b>MATERIALS AND SUPPLIES:</b> <i>The agency should be able to provide the required materials and supplies in advance regularly.</i>	
3	<b>NUMBER OF JANITOR AND SUPERVISOR:</b> <i>The agency must have a capacity to supply sufficient number of personnel and staff to the number of contracts.</i>	
<b>C. HOUSEKEEPING PLAN</b>		
	The agency should be able to develop a housekeeping plan which is tailor fit to the requirements of the client organization. It should provide an overview of the housekeeping requirements of the client organization and describe the plan or actions for meeting those requirements. Further, it should also be updated and revised to reflect changing circumstances.	
<b>D. OTHER FACTORS</b>		
1	<b>RECRUITMENT AND SELECTION CRITERIA:</b> The personnel of the agency must have the qualification described below in Item III.	
2	<b>COMPLETENESS OF UNIFORMS:</b> The should be able to comply the uniforms of janitors, maintenance personnel and drivers including telephone and elevator operator should be in uniform <u>AT ALL TIMES</u> when on duty.  The clerical personnel and data encoders shall wear appropriate office attire following the prescribed color scheme for OWWA uniform. Any personnel not wearing proper uniform should be penalized by the service provider.	
3	<b>PROHIBITION ON FEE COLLECTION:</b> <i>The winning bidder must not collect any agency fee or its equivalent from its workers.</i>	
4	<b>CODE OF CONDUCT:</b> The Bidder must have a written Code of Conduct that sets clear standards of behavior for the personnel whom it intends to be assigned in OWWA. These standards apply while rendering services for employees who do not comply. It also includes commitments that personnel with: <ul style="list-style-type: none"> <li>• Respect, protect and uphold the values espoused at OWWA at all times;</li> <li>• Maintain high standards of conduct and ethical behavior;</li> <li>• Uphold the virtues of being a good Filipino citizen;</li> <li>• Respect of the rights of others and the rule of Law; and</li> <li>• Maintain regular attendance and punctuality;</li> </ul>	
<b>II. PERSONNEL TO BE PROVIDED</b>		
	<p>The successful supplier shall provide OWWA with <b>ONE HUNDRED FORTY (140) personnel</b>, broken down as follows:</p> <p>44 Janitors / Janitress (75% Male and 25% Female)</p> <p>1 In-House Supervisor</p> <p>12 Clerical Staff</p> <p>15 Service Drivers</p> <p>50 Data Encoders</p> <p>2 Bus Drivers</p> <p>1 Mechanic (Gas/Diesel)</p> <p>2 Carpenters</p> <p>2 Plumbers/Mason</p> <p>2 Painter/Carpenter</p> <p>1 Electrician</p> <p>3 Aircon Technician</p> <p>2 Telephone Operators</p> <p>3 Elevator Operators</p> <p>The Employees to be assigned in OWWA must possess the suitable educational and skills qualifications, experience, and physically and mentally fit with no derogatory record.</p> <p>The agency shall render services to OWWA eight (8) hours a day, six (6) days a week from Monday to Saturday. No services shall be rendered during legal and special holidays, except when necessary <i>or when the exigency of service so requires.</i></p>	

	<p>OWWA reserves the right to increase / decrease the number of personnel to be deployed by the agency as it deems necessary. The increase/decrease of personnel shall be effected within five (5) days after receipt of the agency of the Notice and shall not require the execution of a supplemental contract.</p> <p>The agency is the employer of all the personnel assigned under the Contract and shall be primarily responsible and liable for strict compliance with all pertinent labor legislations, rules and regulations.</p> <p>The Chief, Engineering and General Services Division, his duly authorized representative shall have the direct supervision, coordination and monitoring of the Agency's compliance to the minimum labor standards of law vis-a-vis the workers deployed to OWWA premises;</p> <p>The winning bidder shall submit to OWWA upon receipt of Notice of Award and Notice to Proceed the bio-data with picture of all personnel to be deployed to OWWA.</p> <p>In case of retirement or voluntary / involuntary termination of employment of the supervisor, the agency shall propose a replacement. In the event such a replacement is necessary, the personnel shall not begin work without prior written approval from OWWA.</p> <p>If the OWWA determines that the assigned personnel is unable or incapable of performing assigned duties or is not in compliance with the specified service requirements, it shall require the agency for a replacement within twenty four (24) hours.</p> <p>The proposed replacement personnel shall meet the minimum qualifications and have experience comparable to the person(s) being replaced.</p> <p>Replacement personnel shall be provided at no additional cost to OWWA. Bio-data and reference(s) shall be submitted to OWWA for the proposed replacement(s). OWWA may reject any replacement if references or past working performance is questionable or unfavorable.</p> <p>The service contractor shall provide all the regular personnel assigned with the following minimum sets of uniform at no cost to the personnel.</p> <ol style="list-style-type: none"> <li>1. Janitor                    4 - sets upper (2- Polo and 2 – Polo Shirt / Blouse with contractor logo)</li> <li>2. Office Clerk            4 – sets Polo/Blouse (without contractor logo)</li> <li>   Data Encoder</li> <li>   In-House Supervisor</li> <li>   Telephone Operator</li> <li>   Elevator Operator</li> <li>3. Service Driver / Bus Driver 4 – sets Polo Barong with contractor logo</li> <li>4. Maintenance        4 – sets Polo Shirt with "Maintenance" printed</li> </ol>	
<b>III. SERVICE REQUIREMENTS</b>		
	<p><b>JANITORIAL, SANITATION, MAINTENANCE AND RELATED SERVICES</b></p> <p>The winning bidder shall perform janitorial, sanitation, maintenance and related services to cover the OWWA Center Building and its premises at 7<sup>th</sup> Street Cor. F.B. Harrison St., Pasay City, to include BFO Development Center, Intramuros and its Extension Offices at POEA, Mandaluyong, OWWA Malibay Warehouse, OWWA Parking Area and OWWA Counter at NAIA. The areas and properties to be serviced shall be limited to common areas of the building, including the comfort and wash rooms, corridors, lighting and other fixtures, equipment and outside premises, including the covered walks, pavements and the landscape.</p>	

**In-house Supervisor**

1. Graduate of any four or five year college course
2. Must have above-average oral and written communication skills
3. With at-least two years actual janitorial supervisory experience
4. Must be able to prepare communications, reports and simple computations related to wages, salaries and hours of work of agency personnel using either Microsoft Word and/or Excel
5. Must have satisfactory supervisory skills to supervise and monitor about 140 staff

**Data Encoders**

1. Graduate of any two-year IT related course or four-year college course
2. Must have at least one-year computer related working experience
3. Must have above average typing and encoding skills using Microsoft Word, Access, Excel and other similar computer applications
4. Can perform other computer related duties and may be assigned

**Clerical Staff**

1. At least college level or a graduate of office-work related course
2. Must be computer literate and can prepare draft communications and/or report in Microsoft Word and/or Microsoft Excel
3. Must have average communication skills in both English and Pilipino
4. Can manage sorting and filing documents in the place of assignment
5. Can answer phone calls and perform other duties that may be given from time to time

**Telephone Operator**

1. Must have clear speaking voice both in English and Pilipino
2. Must be at least College level
3. Must be computer literate and able to operate telephone switching and forwarding system
4. Must have above-average and pleasant oral communication skills

**Elevator Operator**

1. Must be at least college level
2. Must have pleasing personality
3. Must have average oral communication skills
4. Must not be afraid of dark and confined spaces

**Janitors**



1. Must be at least high school graduate
2. Must be responsible and can work with minimum supervision
3. Must be familiar with the use and operation of cleaning tools and equipment
4. Must be honest and punctual
5. Must be able to understand and carry-out simple cleaning assignments


**Bus Drivers/Service Drivers**

1. At least high school graduate
2. Must hold the appropriate professional driver's license restriction category
3. Must be able to perform vehicle cleaning and washing as may be required
4. Must have excellent hearing and eye-sight
5. Must not be more than 45 years old
6. Must have at least three(3) professional driving experience
7. Must be any to perform simple vehicle fault and trouble shooting

**Maintenance personnel**

1. Must be at least high school graduate

	<ol style="list-style-type: none"> <li>2. Must have at least five(5) years certified experience in the appropriate field</li> <li>3. In lieu of the five-year certified experience, must hold a TESDA Trade Certificate and at least two(2) years actual related experience</li> <li>4. Must be able to work in team with other maintenance personnel</li> </ol>	
<b>IV. BILLING AND PAYMENT</b>		
	<p>A. The agency shall submit to OWWA its monthly billing rate within five (5) days after services were rendered for the month, together with the following documents:</p> <ol style="list-style-type: none"> <li>1. Certification showing that actual services have been rendered by the personnel for the billing period claimed. Billing for overtime services shall be accompanied by a certification of rendition of overtime duly approved/issued by the General Administrative Service; and accomplishment report duly certified by the head unit/division where the overtime service has been rendered.</li> <li>2. Proof of payment of the salaries, wages and/or benefits of all its personnel from the previous billing period.</li> <li>3. Photocopy of Official Receipt (OR) of remittances of SSS/Philhealth/ECC/Pag-Ibig Fund premiums/payments and other deductions/contributions required or authorized by law. The OR shall be supported by a list of the personnel whose premiums/payments and other deductions/contributions were remitted and the amount of remittance for each personnel.</li> <li>4. Certification that the salaries and other fringe benefits of personnel for the preceding month have been paid without any unlawful deductions.</li> <li>5. Daily Report on the Running Condition of the Equipment supplied by the agency prepared by the In-House Supervisor and signed and certified by the GAS Director or EGSD Chief.</li> <li>6. Delivery receipt of janitorial supplies and materials issued certified by a regular employee from EGSD.</li> </ol> <p>B. The agency shall pay the salaries, allowances and other benefits of all the personnel assigned under the Contract in accordance with the existing laws, rules and regulations. Payment of salary shall be done through ATM, <i>on or before every 10th and 25<sup>th</sup> day of the month.</i></p> <p>Salary may be increased or decreased by the mutual agreement of the parties depending upon changes in the cost of labor, and applicable laws and regulations as implemented by the Department of Labor and Employment and other Government agencies. Both parties shall agree that the said changes shall be effected without the necessity of executing a Supplemental Contract, except in cases where the compensation for the additional personnel exceeds twenty five percent (25%) of the total amount provided in the Contract.</p> <p>C. OWWA shall pay the successful bidder's monthly billing rate within twenty (20) days from receipt of the corresponding bill covering the services already rendered, subject to its usual accounting and auditing laws, rules and regulations and the submission by the Agency of the documents enumerated in Section A above. Provided that the agency have complied with the provision of the contract.</p>	
<b>VI. EQUIPMENT &amp; SUPPLIES TO BE PROVIDED BY THE AGENCY</b>		
	<p>A <b>Equipment</b> - The agency is required to be equipped with at least, the following equipment:</p> <ol style="list-style-type: none"> <li>A. Heavy duty Electric Floor Polishers – 12 units</li> <li>B. Professional Vacuum Cleaner with complete accessories – 3 units</li> </ol>	

	<p>Rigid* Vacuum Cleaner with complete accessories for carpet, sofa and fabric chair – 1 unit</p> <p>C. Ladders – 5 units  D. Push Carts – 5 units  E. Glass Squeegee and Cleaner – 20 units  F. Mop Squeezer – 10 units  G. Pressure Washer – 2 units (Blue Clean 650 or equivalent)  H. Large Trash Bin with trolley – 2 units</p> <p><i>* other vacuum cleaners with similar specifications to Rigid shall be allowed</i></p> <p>The equipment shall be at all times in good working condition. A daily report on the Running Condition of the Equipment shall be prepared by the Supervisor to be signed and certified by the GAS Director or EGSD Chief.</p> <p>The in-house Supervisor of OWWA shall report the defective equipment the time and date when said defective equipment was replaced and/or repaired.</p> <p>Immediate replacement / repair of defective equipment shall be done within twenty-four (24) hours upon verbal/written notice. Non-compliance shall be subject to the provisions indicated on SCC Clause 17.1 page 56 of this bidding document. Non-compliance of more than five (5) times in a 12-month (one year) period shall mean termination of contract.</p>	
<p>B</p>	<p><b>Janitorial Supplies and Materials</b></p> <p>In order to carry out effectively the maintenance, janitorial and sanitation services, the winning bidder shall provide its personnel with the janitorial supplies and materials.</p> <p>The janitorial supplies as specified in the List of Standard Quantity of Supplies and Materials on Section VIII. Sample Forms page 92 to be delivered by the winning supplier to the OWWA-EGSD on the following schedule:</p> <ul style="list-style-type: none"> <li>• Monthly Janitorial Supplies – first working day of the month</li> <li>• Quarterly Janitorial Supplies – first week of every quarter</li> <li>• Semi-annual Janitorial Supplies – first week of every semester</li> <li>• Annual Janitorial Supplies – three days before the commencement of contract.</li> </ul> <p>The supplies shall be inspected and certified by a regular EGSD staff. The deposit and release/issuances of janitorial supplies will also be closely monitored by the EGSD. The OWWA shall provide a storage room where the equipment and tools of the winning supplier shall be stored.</p>	
<p><b>VII. OTHER DOCUMENTARY REQUIREMENTS FOR CONTRACT PREPARATION</b></p>		
	<p>Aside from the bidding documents and documents submitted by the winning bidder, the following documents shall be required for the contract preparation and signing:</p> <ol style="list-style-type: none"> <li>1. Bio-data of In-house supervisor to be assigned to OWWA;</li> <li>2. Bio-data of all personnel to be assigned to OWWA;</li> <li>3. Result of drug test and medical exam (i.e. chest x-ray, complete blood count, urinalysis, fecalysis and Hepatitis B surface antigen);</li> <li>4. List of all equipment to be provided to OWWA. The list shall include the serial number of each unit. <i>The list should comply with the requirements of OWWA as indicated in the bidding documents;</i></li> <li>5. NBI Clearance.</li> </ol> <p>The above-mentioned documents shall form part of the contract.</p>	
<p><b>VIII. CONTRACT DURATION AND IMPLEMENTATION</b></p>		
	<p>The contract for janitorial and other support services shall be for <b>Twelve (12) months.</b></p>	

**LIST OF STANDARD QUANTITY OF SUPPLIES AND MATERIALS**

PARTICULARS		QTY	UNIT	UNIT PRICE	MONTHLY COST	TOTAL AMOUNT PER YEAR
<b>A. Monthly Janitorial Supplies *</b>						
1	Liquid Wax for wood- Red (SC Johnson)	6	gal			
2	Vinyl Wax (Over & Under SC Johnson)	5	liters			
3	Viny Wax (Complete SC Johnson)	10	liters			
4	Zonrox	14	gal			
5	Toilet Bowl/ Urinal Cleaner - Go Getter SC Johnson	6	liters			
6	Albatross (Apple Scent)	400	pcs			
7	Marble Crystallizer - Terranova	1	kilo			
8	Air Freshener in Can - GLADE	15	pcs			
9	Detergent Powder, All Purpose - SURF	60	kilo			
10	Garbage bag XXL	700	pcs			
11	Hand Pad (Scrubbing Pad-Green)	70	pcs			
12	Round Rugs (white)	15	kilo			
13	Steel Wool 16 giant pads, 200 grams ave. net weight (Penguin)	50	reams			
14	Air Freshener Orange 320 ml	10	pcs			
15	Pledge Furniture Polish	6	cans			
16	Raid (Multi Insect cleaner)	5	cans			
17	Metal Polish Glo (150 ml)	5	cans			
18	Step Off Heavy Duty Floor Stripper (Johnson Diversy)	5	liters			
19	Tissue Toilet Paper, 2 ply "Femme"	48	rolls			
20	Fabric Conditioner "Downy"	4	gal			
<b>Sub-Total (A)</b>						

<b>B. Quarterly Janitorial Supplies (at the start of the Quarter) *</b>						
21	Toilet Bowl Brush	25	pcs			
22	Toilet Bowl Pump	15	pcs			
23	Stick Broom	10	pcs			
24	Soft Broom	45	pcs			
25	Polishing Pad Nylon 16" - US	8	pcs			
26	Polishing Brush Nylon 16" - US Black Pad "3M"	15	pcs			
27	Polishing Brush Nylon 16" - US Brown Pad "3M"	30	pcs			
28	Mop Head (Cotton 400)	40	pcs			
29	Spray Gun	45	pcs			
<b>Sub-Total (B)</b>						

<b>C. Semi-Annual Janitorial Supplies (at the start of the Semester)</b>						
30	Spatula	10	pcs			
31	Squeegee Blade Window Glass Wiper/Cleaner 12"	6	pcs			
32	Hand Gloves	55	pair			
<b>Sub-Total (C)</b>						

<b>D. Annual Janitorial Supplies</b>						
33	Dust Pan	50	pcs			
34	Mop Handle (Screw Type)	50	pcs			
<b>Sub-Total (D)</b>						

**Grand Total Amount**

\* for the specified branded supplies the bidder may substitute similar but also "branded" supplies. the material safety data sheets for chemical supplies shall also be submitted by the bidder.

SIGNATURE OVERPRINTED NAME \_\_\_\_\_  
 COMPANY \_\_\_\_\_  
 DATE \_\_\_\_\_



## SCHEDULE OF REQUIREMENTS

### JANITORIAL and SUPPORT SERVICES

Budget for CY 2019

01 January 2019 - 31 December 2019

		RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR
		CLERICAL	ENCODER	MAINTENANCE	JANITOR	TELEPHONE OPTR.	ELEVATOR OPTR.	SERV. DRIVER	Service Driver GAS/DIESEL MECHANIC	BUS DRIVER	SUPERVISOR
Daily Wage (DW) - (Wage Order No. NCR-21)		537.00	537.00	537.00	537.00	537.00	537.00	537.00	633.00	633.00	633.00
E-Cola per day (Wage Order No. NCR-21)		-	-	-	-	-	-	-	-	-	-
<b>I. AMOUNT DUE TO EACH PERSONNEL &amp; GOVERNMENT</b>											
A. Amount due to each personnel per month											
Basic Pay (DW x 314/12)		14,051.50	14,051.50	14,051.50	14,051.50	14,051.50	14,051.50	14,051.50	16,563.50	16,563.50	16,563.50
E-Cola (ECola x 314/12)		-	-	-	-	-	-	-	-	-	-
5 Days Incentive Leave [(DW+Cola) x 5/12]		223.75	223.75	223.75	223.75	223.75	223.75	223.75	263.75	263.75	263.75
13th Month Pay (DW x 314/12/12)		1,170.96	1,170.96	1,170.96	1,170.96	1,170.96	1,170.96	1,170.96	1,380.29	1,380.29	1,380.29
<b>SUB-TOTAL 1</b>		<b>15,446.21</b>	<b>15,446.21</b>	<b>15,446.21</b>	<b>15,446.21</b>	<b>15,446.21</b>	<b>15,446.21</b>	<b>15,446.21</b>	<b>18,207.54</b>	<b>18,207.54</b>	<b>18,207.54</b>
B. Amount due to government per month											
Pag-Ibig Contribution		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
SSS Contribution		1,068.20	1,068.20	1,068.20	1,068.20	1,068.20	1,068.20	1,068.20	1,178.70	1,178.70	1,178.70
Philhealth Premium		175.00	175.00	175.00	175.00	175.00	175.00	175.00	200.00	200.00	200.00
ECC		10.00	10.00	10.00	10.00	10.00	10.00	10.00	30.00	30.00	30.00
<b>SUB-TOTAL 2</b>		<b>1,353.20</b>	<b>1,353.20</b>	<b>1,353.20</b>	<b>1,353.20</b>	<b>1,353.20</b>	<b>1,353.20</b>	<b>1,353.20</b>	<b>1,508.70</b>	<b>1,508.70</b>	<b>1,508.70</b>
<b>II. RATE PER PERSONNEL PER MONTH</b>		<b>16,799.41</b>	<b>16,799.41</b>	<b>16,799.41</b>	<b>16,799.41</b>	<b>16,799.41</b>	<b>16,799.41</b>	<b>16,799.41</b>	<b>19,716.24</b>	<b>19,716.24</b>	<b>19,716.24</b>
III. No. of Personnel		27	32	11	45	2	3	16	1	2	1
IV. No. of Months		12	12	12	12	12	12	12	12	12	12
<b>V. TOTAL (II x III x IV)</b>		<b>5,443,008.30</b>	<b>6,450,972.80</b>	<b>2,217,521.90</b>	<b>9,071,680.50</b>	<b>403,185.80</b>	<b>604,778.70</b>	<b>3,225,486.40</b>	<b>236,594.90</b>	<b>473,189.80</b>	<b>236,594.90</b>
<b>VI. ADMINISTRATIVE MARGIN &amp; OVERHEAD</b>											
<b>TOTAL</b>											
<b>VII. VAT</b>											
<b>TOTAL CONTRACT COST</b>											
<b>VIII. OTHERS (VAT INCLUSIVE):</b>											
Supplies and Materials											
Uniform											
<b>VIII. OVERTIME</b>											
<b>IX. CONTRACT PRICE</b>											
<b>IX. TOTAL CONTRACT PRICE</b>											
<b>X. TRAVEL ALLOWANCE - Chargeable to OWWA</b>											
For Travels outside Metro Manila*:											
a. Breakfast - for travel up to 12:00 noon	100.00										
b. Lunch - for travel up to 7:00 pm	200.00										
c. Dinner - for travel beyond 10:00 pm	100.00										
d. Lodging - for travel beyond 10:00 pm	400.00										
<b>TOTAL ALLOWANCE PER FULL DAY (24 hours)</b>	<b>800.00</b>										

\* Travel allowance shall be based on the actual duration of travel. Lodging allowances shall be given if travel duration is beyond 10:00 pm  
 Drivers shall be allowed to claim only a maximum overtime work of four (4) hours per day if lodging allowance is claimed by the driver.  
 Travel allowance shall be reimbursible after duration of travel, duly certfide as correct as to duration of travel by the authorized OWWA official (GAS Director).  
 Other personnel may be allowed to claim Travel Allowance subject to the approval of the GAS Director.

**SIGNATURE OVER PRINTED NAME:** \_\_\_\_\_  
**COMPANY:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_