

REPUBLIC OF LIBERIA )  
MONTSERRADO COUNTY )

## JANITORIAL SERVICES AGREEMENT

This Contract is made and entered into this 1<sup>st</sup> Day of May, A.D. 2023, in the City of Monrovia, County of Montserrado, Republic of Liberia by and between the National Social Security & Welfare Corporation, a public corporation duly organized and existing under the laws of the Republic of Liberia represented by and thru its Director General Dewitt B. vonBallmoos. (Hereinafter referred to and known as the EMPLOYER and CONQUEST Inc., private Liberian owned entity represented by and thru its Administrative Manager Reeta Tenyen of the City, County and Republic aforesaid thereafter referred to and herein known as the "CONTRACTOR", hereby:

### WITNESSETH

WHEREAS, the EMPLOYER desires to contract the services of an experienced firm for the rendering of janitorial Services to the National Social Security and Welfare Corporation's 24<sup>th</sup> Street Headquarter Office Complex.

WHEREAS, the CONTRACTOR having the requisite experience skill and capacity to render janitorial services to the Corporation and

WHEREAS, both the EMPLOYER and the CONTRACTOR hereby agree to perform their respective obligation made hereunder;

NOW THEREFORE in consideration of the term conditions and stipulations herein set forth the Parties have agreed as follows to wit:

1. That for and in consideration of the Janitorial Services to be rendered by the CONTRACTOR the EMPLOYER shall pay or cause to be paid to the CONTRACTOR a TOTAL Compensation of FIFTY-TWO THOUSAND EIGHT HUNDRED UNITED STATES DOLLARS (US\$52,800.00) for an eight months period beginning May 1, 2023 to December 31, 2023 at a monthly rate of SIX THOUSAND SIX HUNDRED UNITED STATES DOLLARS (US\$6,600.00) at the end of every month upon the signing of this Contract to facilitate the immediate commencement of the Work of the CONTRACTOR
2. That the Scope of Work of the CONTRACTOR shall cover the following:
  - a. The premises within the compound including the entrance hall all offices, rest rooms (bath rooms/toilets) kitchen, canteen room, computers and photo copy rooms. Corridors, Staircase meeting rooms with balcony if any;
  - b. The Corporation's Annex in the compound containing the upper-level parking garage, drivers lounge, canteen and other areas in the yards of the compound respectively;
  - d. That the scope of work also includes NASSCORP Compound surrounding the property which comprises guardhouse, generator house and fuel compound including all the toilets along with paved areas in the compound,
3. That the nature of work under this agreement shall be specific as follows:
  - a. All floor and steps in the main building shall be swept and mopped daily and shall be polished every week. The floors of the ground house shall be swept daily.
  - b. All furniture and fitting shall be dusted as required at least twice every day.
  - c. The walls and tiled surfaces of the kitchenette of the Director-General's Office, the Board Room shall be washed down regularly as required.
  - d. All restrooms (including outside toilets) fittings and tiling shall be cleaned daily and maintained in a hygienic condition with soap provided to every basin and toilet tissues provided in all bathrooms, clean windows twice a year, all rooms shall be cleaned regularly at least twice every month.

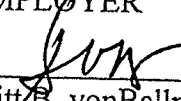
- e. All waste material from the offices shall be collected daily and disposed of by the contractor.
- f. Externally the yards and paths shall be swept regularly and kept free of litter and fallen leaves and decaying vegetation. The garden areas shall be fully manicured and regularly hydrated so as to maintain the curb appeal of the building. All external paint work shall be washed and or dusted off as necessary.
5. That the CONTRACTOR scope of works shall include but not be limited to Exterior Cleaning of the 24<sup>th</sup> Street Headquarters twice a year for an additional US\$5,000.00 each time it's done. The CONTRACTOR also shall be paid the amount of TEN THOUSAND FIVE HUNDRED AND FIFTY-SEVEN UNITED STATES DOLLARS (US\$10,557.00) per month for the interior janitorial services of the 24<sup>th</sup> Street Headquarters.
6. That the CONTRACTOR shall carry out any reasonable and agreed additional Janitorial Services to the Employer's offices as may be required.
7. That the term Janitorial Services under this agreement shall be defined as the provision of all cleaning equipment, cleaning materials and hygiene supplies (i.e.: Napkins Toilet Tissues, Hand Soap and Air Fresheners). The cleaning and maintenance to a high standard of all the employer's premises from Mondays to Fridays (before 8:00 hrs. and 5:00 hrs. each weekday).  
Deep cleaning every 2<sup>nd</sup> and 4<sup>th</sup> Saturdays monthly. Deep cleaning involves extensive cleaning and/or detailing of both exterior and interior of the premises.
8. That the duration of this CONTRACTOR shall be for a period of **Eight (8) calendar Months** certain. Commencing from the **1<sup>st</sup> Day of May A.D. 2023** up to and including the **31<sup>st</sup> Day of December A.D. 2023** NOTWITHSTANDING this CONTRACT shall be renewable by the Parties upon new terms conditions and stipulations by a mutual consent of the Parties.
9. That the failure of the EMPLOYER or the CONTRACTOR to perform in strict adherence to the terms, conditions and stipulations of this contract shall subject same to termination by either Party upon giving Ten (10) Days Written Notice to the other party in breach and contingent upon the failure of said party to rectify during the period of the Notice. NOTICWITHSTANDING the Parties shall reserve the right to terminate this CONTRACT upon given Thirty (30) Days Written Notice to the other Party.
10. That in the event of FORCE MAJURE'S this legal instrument shall be suspended until the Force Majeure's period is abated: after which upon the expiration of Thirty (30) Days the Parties shall resume performance of their respective obligations hereunder.
11. This CONTRACT shall come into effect upon its signing and is binding upon the Parties hereto their Heirs assigns Executors Administrators. Successor's in-Office and Legal or Personal Representatives during the period of its existence as if they were specifically named herein from the beginning of its execution. All references in this Contract to the EMPLOYER and CONTRACTOR shall be deemed to and include their Heirs Assigns. Executors Administrators Successors-in Officer and Legal or Personal Representatives.

IN THE PRESENCE OF:

IN WITNESS WHEREOF THE PARTIES HAVE  
AFFIXED THEIR SIGNATURES ON THE DATE  
MONTH AND YEAR FIRST ABOVE WRITTEN:

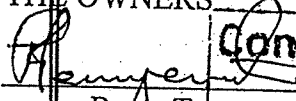
FOR :

THE EMPLOYER

  
Dewitt B. vonBallmoos  
DIRECTOR GENERAL

FOR:

THE OWNERS

  
Reela Tenyen  
Administrative Manager

