

PURCHASE ORDER



Department of Social Welfare and Development
Field Office VII, Cebu City

Supplier: PERFECT CLEAN GENERAL SERVICES	PO No.: DSWD7-AMP-2021-659
Address: DOOR 104-106, SOUTH AGORA BLDG. SAN ISIDRO, CITY OF TALISAY, CEBU	Date: 8/19/2021
Contact No.: 273-2440	Mode of Procurement: Small Value Procurement
Contact Person: MARIETTA R. BUCAO	TIN:

Gentlemen / Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: VDRC, Tingub, Mandaue City	Delivery Term: AUGUST 2021 TO DECEMBER 2021
Date of Delivery:	Delivery Term: within 30 days after receipt of Sales Invoice / Billing Statement

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	PROVISION OF NINE (9) UTILITY/JANITORIAL MANPOWER SERVICES AS ADDITIONAL FOR VDRC TO ASSIST IN THE ACTIVITIES OF THE PRODUCTION AND WAREHOUSE SECTION FOR FIVE (5) MONTHS DURATION.	1	15,770.58 x 9 utility x 5 months	709,676.10
		<p>Specifications:</p> <p>I. Janitorial/Utility Manpower</p> <p>A. The Contractor shall provide nine (9) janitor/utility workers who are:</p> <ol style="list-style-type: none"> At least 2nd year high school level Of good moral character and without criminal or police records Physically and mentally fit, proven and supported by a medical certificate and with good grooming Duly trained and skilled to function as janitorial personnel Must have basic knowledge and skills in cleaning, housekeeping and organizing things Has the ability to work well under minimal supervision Physically capable to lift or move things up to 10 kilos, if necessary Can easily follow instructions/ directions from supervisor Preferably has basic skills on housekeeping/cleanliness maintenance <p>B. The janitorial/utility personnel shall perform the following:</p> <ol style="list-style-type: none"> Assist in the production of Family Food Packs. Assist in the hauling of various welfare goods. 			

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		<p>3. Maintain the cleanliness and orderliness of the warehouse.</p> <p>4. Protect DSWD properties from damage or destruction in connection with the janitorial/maintenance activities rendered.</p> <p>5. Preserves confidentiality of DSWD records and information.</p> <p>6. Proper collection and disposal of garbage/waste materials and</p> <p>7. Perform miscellaneous services whenever required (i.e. hauling of office furniture, fixtures, equipment and supplies, and other errand works).</p> <p>II. Technical Evaluation Parameters</p> <p>A. Stability</p> <p>1. Years of Experience - the Contractor should have with at least 3 years of experience in the janitorial business.</p> <p>2. Must have an operational office within Cebu/Talisay/Mandaue/Lapu-Lapu City.</p> <p>3. Liquidity of Contractor – at least ₱1,000,000.00 (current assets minus stocks minus current liability, based on the Contractor's Balance Sheet as of December 31, 2020)</p> <p>B. Resources</p> <p>Number of Janitors – with a least 40 trained janitorial/utility manpower</p> <p>III. Service Level Agreement</p> <p>1. The Contractor agrees that the DSWD-FO VII through the end-users reserves the right to screen and accept or deny the deployment of any personnel recommended by the Contractor.</p> <p>2. The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the janitors may be requested to provide assistance outside regular working hours or during weekends or holidays with pay, upon written approval of the Regional Director or his/her authorized representative.</p> <p>3. The Contractor shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services; otherwise, liquidated damages as provided under RA 9184 will be applied to be shouldered by the Contractor.</p> <p>4. The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by law. The Contractor shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Contractor.</p>			

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		<p>5. The Contractor shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by SSS, PhilHealth and Pag-IBIG, as proof of remittances for the premiums of the janitors assigned in the DSWD-FO VII; 2 certified true copies of previous payroll with signatures of janitors shall also be submitted.</p> <p>6. The Contractor in the performance of its services shall secure, maintain at its own expenses all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.</p> <p>7. The Contractor shall provide the personnel with appropriate uniforms, protective gear if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.</p> <p>8. The Contractor shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing work.</p> <p>IV. Service Standard/Housekeeping Plan</p> <p>1. Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times.</p> <p>2. The expected standard after cleaning and waste collection is as follows:</p> <p>a. Office Areas to include</p> <p>1. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris.</p> <p>2. All waste receptacles should be empty.</p> <p>b. Washrooms and Toilets:</p> <p>1. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris.</p> <p>2. All sanitary fittings should be free from grime, dirt and smear.</p> <p>c. Grounds and Gardens:</p> <p>1. All grounds should be freed from dry leaves and cleaned.</p> <p>2. Drainage system or canal should be properly cleaned.</p> <p>3. Gardens should be tilled and maintained the landscaped areas.</p> <p>4. Plants should be regularly watered, well-trimmed and verdant.</p>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		END USER: VDRC (Ref: PR No.: DSWD7-2021-0924)	Less:	5% 2%	31,681.97 12,672.79
Total Amount in Words		Six Hundred Sixty Five Thousand Three Hundred Twenty One Pesos & 34/100		Net of tax	665,321.34
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.</p>					
<p>Conforme:</p> <p><i>[Signature]</i> Auditor, <i>[Signature]</i> Signature over Printed Name of Supplier <u>8/25/21</u> Date</p>		<p>Very truly yours,</p> <p><i>[Signature]</i> REBECCA P. GEAMALA, DMPA Regional Director</p>			
<p>Funds Available:</p> <p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>			<p>ALOBS No. : _____ Amount : _____</p>		

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