


PURCHASE ORDER					
		Department of Social Welfare and Development Field Office VII, Cebu City			
Supplier: <b>CYDM MANPOWER &amp; GEN. SERVICES</b>			PO No.: DSWD7-AMP-2021-358		
Address: TOTOLAN, DAUIS, BOHOL			Date: 8/20/2021		
Contact No.: 0917-6200-902/427-6001/502-3379			Mode of Procurement: Small Value Procurement		
Contact Person: MARY GRACE CASTILLA			TIN: 197-656-545-000		
Gentlemen / Madam: Please furnish this Office the following articles subject to the terms and conditions contained herein.					
Place of Delivery:		Bohol Warehouse, Tagbilaran City		Delivery Term: MAY 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	<b>PROVISION OF ONE (1) UTILITY/JANITORIAL MANPOWER SERVICES FOR BOHOL WAREHOUSE</b>	<b>1</b>	<b>16,499.92</b> <b>x 8 months</b>	<b>131,999.36</b>
		<b>Specifications:</b> <b>I. Janitorial Manpower</b> <b>A. The Contractor shall provide one (1) janitor/utility who is:</b> 1. At least 2nd year high school level 2. Of good moral character and without criminal or police records 3. Physically and mentally fit, proven and supported by a medical certificate and with good grooming 4. Duly trained and skilled to function as janitorial personnel 5. Must have basic knowledge and skills in cleaning, housekeeping and organizing things 6. Has the ability to work well under minimal supervision 7. Physically capable to lift or move things up to 10 kilos, if necessary 8. Can easily follow instructions/ directions from supervisor 9. Preferably has basic skills on housekeeping/gardening/landscaping <b>B. The janitorial personnel shall perform the following:</b> 1. Maintain the cleanliness and orderliness of the office premises. 2. Protect DSWD properties from damage or destruction in connection with the janitorial activities rendered. 3. Preserves confidentiality of DSWD records and information. 4. Proper collection and disposal of garbage			

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		<p>5. Perform miscellaneous services whenever required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures, equipment and supplies and other errand works).</p> <p>C. The Contractor shall continuously provide basic cleaning tools and supplies.</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 City or nearby City/Municipality of Cebu Province.</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, 2019)</p> <p>B. Resources</p> <p>Number of Janitors - with at least 20 trained janitors</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><b>IV. Service Standard/Housekeeping Plan</b></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><b>a. Office Areas:</b></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>b. Washrooms and Toilets:</b></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><b>c. Grounds and Gardens:</b></p> <p>1. All grounds should be freed from dry leaves and cleaned.</p> <p>2. Gardens should be filled and maintained the landscaped areas.</p> <p>3. Plants should be regularly watered, well-trimmed and verdant.</p> <p><b>V. Basic Tools and Supplies</b></p> <p>Contractor to continuously equip each janitor/utility worker the following cleaning tools/supplies for the whole duration of contract:</p>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		1. Toilet bowl cleaner 2. All-purpose cleaner 3. Glass cleaner, spray type 4. Furniture cleaner 5. Detergent soap, powder 6. Rags 7. Disinfectant Sanitizer Spray (27% alcohol, 450ml) 8. Broom broom 9. Stick broom 10. Garbage bag  Purpose: To maintain the cleanliness and general upkeep of Bohol Warehouses in Tagbilaran City  END USER: General Services (Ref: PR No.: DSWD7-2021-0533)			
			LESS:	5% 2%	5,892.83 2,357.13
<b>Total Amount</b>		<b>One Hundred Twenty Three Thousand Seven Hundred Forty Nine Pesos &amp; 40/100</b>		<b>Net of tax</b>	<b>123,749.40</b>
<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>					
Confirms:  Signature over <u>                    </u> Printed Name of Supplier <u>5/27/21</u> Date		Very truly yours,  <b>REBECCA P. GEAMALA, DMPA</b> Regional Director			
Funds Available:		<b>SOPRONO S. TABIGUE JR</b> <b>LOUIE RAY C VILLARIN, CPA</b> Regional Accountant		ACOBS No. _____ Amount _____	

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