	OFFICE OF CIVIL DEFENSE	Document Code	QF-IPD-01
	Quality Form	Revision No.	0
		Effectivity Date	2019.08.16
	Purchase Order	Page No.	1 of 1

Supplier	RMTD Self Operated Future Laundry Inc.	P.O. No.	CMS-PO-0221-060
Address	G.A. Tower 2 Edsa West Wing, Brgy. Malamig, Mandaluyong City	Date	1-Mar-21
E-mail Address	ga_tbramcuyugan@yahoo.com	Mode of Procurement	Emergency Procurement
		TIN	009-427-865-00000

Gentlemen:

Please provide this office the following services subject to the terms and conditions contained herein:

Location of Service:	Designated Hotel	Delivery Term:	1 March to 31 May 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
I	Wash Load	**Provision of Laundry Services (Clothing) for COVID-19 Aggressive Community Testing Mobile Teams (01 March to 31 May 2021)**	250 Wash load per week x 13 Weeks	250.00	812,500.00

Quantities:

Wash Load Per Week (Clothing)	250
Total Number of Weeks	13

Terms and Conditions:

***WASH LOAD:** A wash load pertains to eight (8) kilograms of clothing which includes polo, shirts, pants, shorts, jackets, sleepwear, towels and other clothes wear

***QUALITY:** The Supplier shall provide quality laundry services in accordance with government-approved standards.

***PRODUCTION:** The supplier shall use its own facility for the washing, drying, folding, and packing items. The facility must have separate areas for sorting or storing soiled items, and for storing, sorting, folding and packing clean items.

***COVERAGE:** The laundry service shall cover pick-up of soiled items from the COVID-19 facilities, washing, drying, folding and packing in the supplier's own production area, and delivery of the clean items back to the facility

***DECONTAMINATION:** The supplier is required to decontaminate the vehicles used for pick-up and delivery, and the production area every after use.

***PICK-UP:** Supplier shall pick-up soiled items at least twice a week, or as arranged with Facility Manager.

***DELIVERY:** Supplier shall deliver the clean items within two days after pick-up date.

***SUPPLIES:** The supplier shall bear all the cost of supplies needed to perform its obligation including but not limited to detergents, disinfectants or bleach, laundry bags and identification tags. All supplies must comply with existing government standards on such products.

***PERSONNEL:** The supplier shall also bear the cost of providing personal protective equipment to their laundry staff.

***PACKAGING:** The supplier shall use suitable color-coded and water-tight bags for soiled and clean items. All packages must be properly tagged or labelled.

***DEFECTS:** Clothes should be properly washed. Those that are not properly washed will be returned without additional cost to the Procuring Entity.

***CHARGES:** All quoted prices must be inclusive of applicable fees and taxes, and charges for incidental services

***INVOICES:** Pick-up and delivery invoices must be signed or certified by the Facility Manager/Designated Officer, and will be included as an attachment of the statement of accounts.

***PAYMENT:** Send bill payment policy applies on a monthly basis. The supplier shall submit statement of accounts at last day of the month. Payment shall only cover actual services rendered.

***Chargeability:** Bayanihan 2

NOTHING FOLLOWS

TOTAL COST	₱812,500.00

(Total Amount in Words): **EIGHT HUNDRED TWELVE THOUSAND FIVE HUNDRED PESOS ONLY**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for everyday of delay shall be imposed.

Very truly yours,

Conforme:

Edgardo De Guzman
Signature over printed name of Supplier

March 1, 2021
Date

USEC RICARDO B JALAD
Administrator

Funds Available:

LALAIN NECESARIO BARROGA
Chief, Accounting Section

OBR No. : 02-102101-2021-03-0110

Amount : 812,500.00