



OFFICE OF CIVIL DEFENSE

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# Purchase Order

Page No.

1 of 1

Supplier	RMTD Self Operated Future Laundry Inc.	P.O. No.	CMS-PO-0321-058
Address	G.A. Tower 2 Edsa West Wing, Brgy. Malamig	Date	
E-mail Address	ga_tbramcuyugan@yahoo.com.ph	Mode of Procurement	Emergency Cases
		TIN	009 427 865 000

Gentlemen:

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

Location of Service:	Philippine International Convention Center	Delivery Term:	01 March to 31 May 2021						
		Payment Term:	Send Bill Policy						
LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT				
1	wash load	<p><b>Provision of Laundry Services (Hospital Linens) for COVID-19 Quarantine Facility in Philippine International Convention Center (01 March to 31 May 2021)</b></p> <p>Quantities:</p> <table border="1"> <tr> <td>Wash Load Per Week (Linens)</td> <td>25</td> </tr> <tr> <td>Total Number of Weeks</td> <td>13</td> </tr> </table> <p>Terms and Conditions:</p> <ul style="list-style-type: none"> <li>* <b>WASH LOAD:</b> A wash load of pertains to eight (8) kilograms of blankets, bed sheets and pillow cases.</li> <li>* <b>QUALITY:</b> The Supplier shall provide hospital-quality laundry services for linens in accordance with government-approved standards and health protocols. The clothing and linens must be washed, dried and packed separately.</li> <li>* <b>PRODUCTION:</b> 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.</li> <li>* <b>COVERAGE:</b> 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.</li> <li>* <b>DECONTAMINATION:</b> The supplier is required to decontaminate the vehicles used for pick-up and delivery, and the production area every after use.</li> <li>* <b>PICK-UP:</b> Supplier shall pick-up soiled items at least twice a week, or as arranged with Facility Manager.</li> <li>* <b>DELIVERY:</b> Supplier shall deliver the clean items within two days after pick-up date.</li> <li>* <b>SUPPLIES:</b> 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.</li> <li>* <b>PERSONNEL:</b> The supplier shall also bear the cost of providing personal protective equipment to their laundry staff.</li> <li>* <b>PACKAGING:</b> The Supplier shall use suitable color-coded and water-tight bags for soiled and clean items. All packages must be properly tagged or labelled.</li> <li>* <b>DEFECTS:</b> Linens should be properly washed. Those that are not properly washed will be returned without additional cost to the Procuring Entity.</li> <li>* <b>CHARGES:</b> All quoted prices must be inclusive of applicable fees and taxes, and charges for incidental services.</li> <li>* <b>INVOICES:</b> 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.</li> <li>* <b>PAYMENT:</b> 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.</li> <li>* <b>Chargeability:</b> Bayanihan 2</li> </ul> <p>*** nothing follows ***</p>	Wash Load Per Week (Linens)	25	Total Number of Weeks	13	25 wash load per week x 13 weeks	250.00	81,250.00
Wash Load Per Week (Linens)	25								
Total Number of Weeks	13								
				<b>TOTAL COST</b>	<b>₱81,250.00</b>				

(Total Amount in Words): EIGHTY ONE THOUSAND TWO HUNDRED FIFTY 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.

Conforme:

*Edgardo De Guzman*  
Signature over printed name of Supplier

MARCH 1, 2021  
Date

Very truly yours,

*[Signature]*  
USEC RICARDO B JALAD  
Administrator

Funds Available:

LALAIN NECESARIO BARROGA  
Chief, Accounting Section

OBR No. :

02-102101-2021-03-0111

Amount :

81,250.00