



OFFICE OF CIVIL DEFENSE

Quality Form

# Work Order

Document Code	QF-IPD-01
Revision No.	0
Effectivity Date	2019.08.16
Page No.	1 of 1
W.O. No.	CMS-WO-1021-294
Date	29 October 2021
Mode of Procurement	Emergency Procurement
TIN	212-163-807-000

Supplier	Dearjohn Services, Inc.
Address	Unit G, Dearjohn 2 Bldg. 27 President Avenue, BF Homes, Parañaque City
E-mail Address	info@dearjohnsi.com

Gentlemen:

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

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
I		<b>Provision of Janitorial Services for COVID-19 Quarantine Facility in Bagong Nayong Pilipino (01 to 30 November 2021)</b>			
	pax	<b>Terms of Reference</b> <ul style="list-style-type: none"> <li>The Contractor shall provide Seventeen (17) Janitorial Personnel (inclusive of one (1) working Janitorial Supervisor) who are entitled of government mandated benefits such as SSS, Philhealth, and Pag-Ibig.</li> <li>The Contractor shall pay the government mandated contributions of janitorial personnel</li> <li>The Contractor shall employ competent janitorial personnel who are:                             <ul style="list-style-type: none"> <li>Of good moral character and without criminal or police records</li> <li>Physically and Mentally fit, as evidenced by a medical certificate</li> <li>Duly Trained and skilled to function as Janitorial Personnel</li> </ul> </li> <li>The Contractor shall assign a Roving Supervisor, at no additional cost to the OCD, aside from the Janitorial Supervisor, to monitor the performance of the Janitorial Personnel and handle the consolidation of daily timecards.</li> <li>The Janitorial personnel shall be divided into two (2) shifts; (06:00 AM to 03:00PM) and (12:00NN to 09:00PM) to perform the following:                             <ul style="list-style-type: none"> <li>Maintain the cleanliness and orderliness of the facility premises in accordance with the DOH Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure against COVID-19</li> <li>Maintain proper segregation of hazardous/infectious solid waste in the collection container</li> <li>Collection and disposal of hazardous/infectious solid waste at the garbage holding area</li> </ul> </li> </ul>	510	954.19278	486,638.32
	lot	<ul style="list-style-type: none"> <li>The Contractor shall provide the following cleaning equipment and tools in good running condition at a minimum to carry out services, but not limited to: soft broom, stick broom, bowl mop, rags, sponges, mop handles and head, mop squeezer, dust pans, spray gun, pan and pail, rubber hand gloves, scouring pad, franela cloth, garbage bags, doormats and other cleaning tools</li> <li>The Contractor shall provide the following chemicals and supplies to maintain the sanitation of the quarantine site, such as: powder soap, chlorox/ disinfectant, toilet bowl cleaner, all purpose cleaner, liquid hand soap, toilet tissue paper, hand soap dispenser and other cleaning/sanitizing agents</li> <li>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</li> <li>All payments shall be based on the actual number of janitorial supplies used and accumulated depreciation on janitorial tools/equipment throughout the contract period</li> <li>All payments shall be based on the actual number of janitorial personnel on duty in compliance with existing labor laws and standards</li> <li>Any change in the quantity of janitorial requirements shall be subject to notice and prior approval of the Office of Civil Defense.</li> <li>Prices are inclusive of Administrative Service Fee which is (10% of Cost without VAT)</li> <li>Prices are inclusive of VAT: (12% of Cost and Administrative Service Fee)</li> <li>All contracts will be subject for extension or renewal upon discretion of the HOPE.</li> </ul>	30	78.88933	2,366.68
			<b>TOTAL COST</b>		<b>P489,005.00</b>

\*\*\*Nothing Follows\*\*\*

(Total Amount in Words): FOUR HUNDRED EIGHTY-NINE THOUSAND FIVE 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:

*Bernadette P. Garin*  
**BERNADETTE P. GARIN**  
 Signature over printed name of Supplier  
 10.29.2021

Very truly yours,

*Ricardo B. Jalad*  
**USEC RICARDO B JALAD**  
 Administrator

