



OFFICE OF CIVIL DEFENSE

Quality Form

# Work Order

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Supplier	Dearjohn Services, Inc.	W.O. No.	CMS-WO-1021-297
Address	Unit G, Dearjohn Bldg. 2, No. 27 President's Avenue, BF Homes, Parañaque City	Date	29 OCTOBER 2021
E-mail Address	info@dearjohnsi.com	Mode of Procurement	Emergency Procurement
		TIN	212-163-807-000

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

Location of Service:	Rizal Memorial Coliseum	Delivery Term:	01 to 30 November 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1		<b>Provision of Janitorial Services for the COVID-19 Quarantine Facility in Rizal Memorial Coliseum (RMC) (01 to 30 November 2021)</b>			
	pax	<b>Terms of Reference</b> <ul style="list-style-type: none"> <li>The Contractor shall provide Ten (10) 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:PM) 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>	300	1026.6855	308,005.65
	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> <b>Other Terms:</b> Location of service: Rizal Memorial Coliseum Payment terms: Progress Billing	30	153.145	4,594.35
***Nothing Follows***			<b>TOTAL COST</b>		<b>P312,600.00</b>

(Total Amount in Words): THREE HUNDRED TWELVE THOUSAND SIX 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.

Conforme:

*Bernade P. Garin*  
**BERNADE P. GARIN**  
 Signature over printed name of Supplier  
 Oct. 29, 2021  
 Date

Very truly yours,

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

