



OFFICE OF CIVIL DEFENSE

Quality Form

Work Order

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Page No.	1 of 1
P.O. No.	CMS-WO-1021-315
Date	29 OCT 2021
Mode of Procurement	Emergency Procurement
TIN	009-427-865-00000

Supplier	RMTD Self Operated Future Laundry Inc.
Address	G.A. Tower 2 Edsa West Wing, Brgy. Malamig, Mandaluyong City
E-mail Address	ga_tbramcuyugan@yahoo.com

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

Location of Service:	Eva Macapagal Super Terminal	Delivery Term:	01 November to 05 December 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1		Provision of Laundry Services for COVID-19 Quarantine Facility in Eva Macapagal Super Terminal (01 November to 05 December 2021)			
		Quantities:			
	Wash Load	Wash Load Per Week (Linens)	45	45 Wash load per week x 5 Weeks	260.00 58,500.00
	Wash Load	Wash Load Per Week (Clothes)	66	66 Wash load per week x 5 Weeks	160.00 52,800.00
		Total Number of Weeks	5		
		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. A wash load of linens pertains to eight (8) kilogram of blankets, bed sheets and pillow cases.			
		*QUALITY: 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.			
		*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 and linens 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.			
		NOTHING FOLLOWS			
		TOTAL COST			P111,300.00

(Total Amount in Words): ONE HUNDRED ELEVEN THOUSAND THREE 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:

MARY JEANE GAN NARAG
 Signature over printed name of Supplier
 10-29-2021
 Date

Very truly yours,

USEC RICARDO B JALAD
 Administrator

Funds Available:

LALAIN NECESARIO BARROGA
 Chief, Accounting Section

OBR No. 02-70101-2021-10-0329
 Amount 111,300-00