

## PURCHASE REQUEST

Province of Bohol

Department: <b>Teodoro B. Galagar District Hosp.</b>		PR No. _____	Date: 11/05/2021		
Section: Administrative		SAI No. _____	Date: _____		
		Ob.R. No. _____	Date: _____		
Item No.	Quantity	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	12 <del>✓</del>	<del>lot</del> months	<p>Janitorial Services from January 1, 2021 to December 31, 2021 (12 mos. Janitorial Services)</p> <p>Details of Required Services:</p> <p>A) Scope of Work</p> <p>I. To maintain proper cleanliness of all areas (CR, walls, windows, doors, floors, ceilings, aisles, beds, rails and and others) of TBGDH OPS, ER, Ward at old and new new building - daily schedule basis.</p> <p>II. Clean Administrative Building on monthly or scheduled basis which areas to be cleaned are: Social Hall, 3 CRS, aisle at the ground floor then stairs to hallway going up to social hall.</p> <p>B) Manpower</p> <p>7 heads per day - Crew (6 ordinary Janitorial Workers &amp; 1 Janitorial Supervisor)</p> <p>C) No.of Days Work</p> <p>Six days/week (Morning Shift)</p> <p>E) To include the following:</p> <p>* Cleaning Supplies and materials (sufficient monthly inventory)</p> <p>* Cleaning and Disinfectant solutions (sufficient monthly inventory)</p> <p>G) Must provide PPE like face mask &amp; gloves for each crew</p> <p>H) Janitorial Services performance shall be evaluated on scheduled basis.</p> <p>I) Each Crew must received a reasonable daily wage or based to DOLE rate and entitled to mandatory benefits such as Philhealth, SSS, and others.</p> <p>1. Mode of Procurement: Bidding</p> <p>2. The supplier must meet all the above requirements</p>	<del>1,166,000.00</del> 108,332- 1,299,984-	<del>1,166,000.00</del> 1,299,984-
TOTAL.....				1,166,000.00	1,166,000.00
Purpose:	Janitorial Services to maintain proper cleanliness and sanitation of the hospital buildings.				
Condition:					
Signature	Requested by:	Cash Availability:	Approved by:		
Printed Name	<b>LINA R. CERO, MD, MPA</b>	<b>EUSTAQUIO A. SOCORIN</b>	<b>ATTY. ARTHUR C. YAP</b>		
Designation	Chief of Hospital	Provincial Treasurer	Provincial Governor		