

2021-0067  
 JR/PR# 0067 RECEIVED BY: *[Signature]* DATE: *2/2/21*  
 PROVINCIAL GOVERNMENT MANAGEMENT UNIT  
 PB # 005 NC # \_\_\_\_\_ LC # \_\_\_\_\_ SC # \_\_\_\_\_ RSC # \_\_\_\_\_  
 AMOUNT: P 5,000,000.00 OK AS TO APP: \_\_\_\_\_

**PURCHASE REQUEST**  
**Provincial Government of Bohol**  
 Agency / Procuring Entity

Department: General Services Office  
 Section \_\_\_\_\_

PR No. \_\_\_\_\_  
 SAI No. \_\_\_\_\_

Date ; January 28, 2021  
 Date : \_\_\_\_\_

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1.	lot	Janitorial Services for the cleaning of the New Capitol Building including the following at: <b>MUST BE ISO COMPLAINT PRACTICES</b> <ul style="list-style-type: none"> <li>• Ceremonial Hall including toilets</li> <li>• CPG Hall, Reception Hall</li> <li>• Elevator</li> <li>• Stairways including emergency exit</li> <li>• Building premises and surroundings</li> <li>• Window glasses</li> <li>• Walls, lobby, ceiling and toilets of each floor</li> </ul>			P 5,000,000.00
2.		No. of Manpower -21Crew 1 head - working leadman			
3.		Cleaning services shall start at 6:00 Am. - 9:00PM seven days a week			
4.		Dis infection done daily.			
5.		Schedule shall include to cater services during activities and events in the New Capitol Bldg.			
6.		Supplies and Materials: <b>MONTHLY</b> Mop head            Scouring Pad Pranela            Black Pad Rags                Red Pad Stick broom        Soft Broom <b>SEMI-ANNUAL</b> Dust mop set Hand brush Toilet bowl swab Dust pan Rubber pump Push brush Pail Dipper			
7.		<b>EQUIPMENT:</b> Push cart Wheel borrow Hose (100m) Grass scissor Garbage trolley			