

Standard Form Number: SF-GOOD-59  
 Revised on : May 24, 2004  
 Standard Form Title: Purchase Request

Name of the Project  
 Location of the Project

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

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

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

Date ; March 1, 2022  
 Date : \_\_\_\_\_

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1.	lot	Janitorial Services for the cleaning and disinfection 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 -21 Crew 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			

*ph request - mgt*