

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

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

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

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

Date ; March 8, 2022  
Date : \_\_\_\_\_

*PHY 02114-275*

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1.	lot	Janitorial Services for the cleaning of the Old Capitol Building including the following at: <b>MUST BE ISO COMPLAINT PRACTICES</b>			P 1,250,000.00
		• Elevator			
		• Stairways including emergency exit			
		• Building premises and surroundings			
		• Window glasses			
		• Walls, lobby, ceiling and toilets of each floor			
		• Acacia Garden			
2.		No. of Manpower -5 Crew 1 head - working leadman			
3.		Cleaning services shall start at 6:00 AM - 6:00PM seven days a week			
4.		Dis infection done daily.			
5.		Schedule shall include to cater services during activities and events in the Old 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 Glass squeegee			