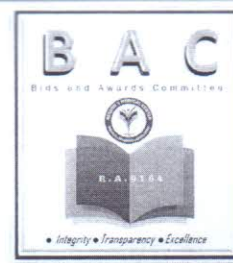




Republic of the Philippines
 Department of Health
REGION 1 MEDICAL CENTER
 Arellano Street, Dagupan City
BAC Office
 Tel No.: (075) 523-18-65
 Telefax: (075) 523-41-03
r1mcsbac2012@gmail.com



NOTICE OF AWARD

July 12, 2018

KATHRYN S. PALAGANAS

Owner

EASYLIFE MANPOWER SERVICES

98 Gabon, Calasiao, Pangasinan

Ma'am:

We are informing you that your Bid dated **July 3, 2018** for the **Outsource Housekeeping** with **BID REFERENCE NO. 17-2018**, is **AWARDED** to you for an amount equivalent to One Peso (Php1.00) as consideration for the option granted to the Region 1 Medical Center to buy the items/services (listed as Annex "A") pursuant to the Revised Guidelines on the Use of Ordering Agreement, in accordance to the Revised IRR of RA 9184.

You are therefore required to provide within ten (10) calendar days the performance security in an amount equivalent to the prescribed percentage of the total contract price in accordance with ITB Clause No. 32 of Section II – Instruction to Bidders. Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Approved By:

JOSEPH ROLAND O. MEJIA, MD, FPSMS, MBAH, MPA, DHSM, DCDM, CESE
Medical Center Chief II

Conformer

KATHRYN S PALAGANAS
 (Name of Representative of Bidder)

Kathryn Palaganas
 (Authorized Signature)

 (Date)

Performance Security:

Form of PS: Performance Bond G(13)-0062075

Amount: ₱ 1,500,000.00

Date: 07-24-2018



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ANNEX "A"

OUTSOURCE HOUSEKEEPING

Bid Reference No.: **17-2018**

Description	Quantity	Unit	Total Bid Price
Outsourcing of Housekeeping ^{Housekeeping} Services	1	Lot	4,940,017.44
- Please see attached "Annex B" for Terms and Conditions			
Amount in words:	Four Million Nine Hundred Forty Thousand Seventeen Pesos only		

Terms & Conditions of OAL:

Notes:

- (a) This ordering agreement shall not state or imply any agreement by the Region 1 Medical Center to place future contracts or make orders with the supplier/service provider.
- (b) The contract price indicated per item shall be fixed within the duration specified for this agreement.
- (c) This ordering agreement shall be valid for six (6) months, and/or if extended, shall not exceed one (1) year from the time the contract was entered into and executed by parties.
- (d) All rules and guidelines governing implementation of procurement contracts under RA 9184 and its Revised IRR shall be applicable.
- (e) The delivery order contracts/purchase order may be executed or issued as often as the need arises for every item within the validity of the contract. However, the aggregate amount or quantity executed shall not exceed the total contract price or quantity of items.

Approved by:

JOSEPH ROLANDO O. MEJIA, MD, FPSMS, MBAH, MPA, DHSM, DCDM, CESE
 Medical Center Chief II

Conforme:

KATHRYN S. PALAGANAS
 (Name of Representative of Bidder)

KathrynPalaganas
 (Authorized Signature)

 (Date)

TERMS OF REFERENCE (TOR) CLEANING SERVICES

SCOPE OF WORK

This is to provide cleaning services to all facilities of Region I Medical Center of high industry standards using environmental friendly cleaning products. The cleaning services will include the cleaning of the 5-storey building comprising of offices, clinics, conferences, comfort rooms, lobby, patients waiting area, etc. including the elevators.

1. DELIVERY OF SERVICES

The scope of the Contract shall include the following:

- Cleaning/polishing and mopping of offices, wards, clinics, special areas, conference rooms, result centers, stairways, waiting areas, hallways and comfort rooms.
- Cleaning of windows, removal of cobwebs, etc.
- Implementation of proper waste disposal/segregation and all policies related to Waste Management and Infection Control is highly monitored.

1.1 OFFICES / RECEPTION AREA/HALLWAYS

- Cleaning of offices, wards, clinics, special areas, conference rooms, result centers, stairways, waiting areas, hallways and comfort rooms. Polishing and/or mopping of all hallways in the Wards, Clinics, Offices and Conference Halls will be done daily.
- Collection of waste bins shall be done properly on daily basis.
- Does cleaning/dusting/vacuuming of all furniture and fixtures such as cupboards, shelves, picture frames, chairs, desks and desks equipment at least twice a week.
- Cleaning/dusting/vacuuming of window-sides, doors, glass doors and glass partitions at least once a week or as needed.
- Wet cleaning of the carpet in the reception/common areas shall be done once a month except when the services is needed.
- Removal of cobwebs shall be done on the 2nd shift duty at least once a week.
- Collection of waste shall be done 2 times a day.

1.2 CONFERENCE ROOMS

- Cleaning, sweeping of dust, mopping and proper daily waste disposal shall be done daily. This includes dusting of windows, doors, glass doors and glass partitions.
- Assigning of staff for special occasions to the venue where the occasion will be performed shall be included.

COMFORT ROOMS

- Cleaning, disinfecting and collection of waste of all comfort rooms shall be done twice a day.

1.4 CANTEEN in the 5-storey building

- Sweeping, mopping and disposal of waste shall be done daily.

1.5 POLICY ON WASTE DISPOSAL

- 1.5.1 Implementation of proper waste disposal and segregation and policy related to Infection Control is highly monitored.
- 1.5.2 To implement proper segregation of waste using color-coded plastic bag wherein, yellow for infectious waste, green for "*nabubulok*" and black for "*di-nabubulok*".
- 1.5.3 Collection of waste bins shall be done thrice a day (Morning, Afternoon and Night) shift.
- 1.5.4 There must be an assigned representative to request supplies in the Housekeeping Section for better control.

2. SUPPLIES AND EQUIPMENT

- 2.1 Floor Polisher – There are two (2) polishers brought by the supplier and one (1) from the hospital to be used to the areas needing polishing of floors.
- 2.2 There must be a dedicated storage room for keeping of supplies and equipment.

3. MEDICAL SERVICE

- 3.1 Any unavoidable circumstances with regard to health on work related cases like for example needle pricks shall be provided free anti-tetanus injection. And, cleaning of Isolation Room is not allowed to enter thereat in case of "*may nakakahawang sakit*" or they will be provided PPE for their health safety and/or refer the case to the Infection Control Committee.
- 3.2 Provision of medicine of their needs is depends upon the availability of medicines in the Pharmacy.

4. SCHEDULE OF DUTIES

- 4.1 The schedule of duties will be as follows:

Morning Shift	-	6:00 a.m. to 3:00 p.m.
Afternoon Shift	-	7:00 a.m. to 4:00 p.m. (5 th storey bldg.) 2:00 p.m. to 11:00 p.m.
Night Shift	-	10:00 p.m. to 7:00 a.m.

