## PURCHASE ORDER

## DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE VII

		Agency				
Supplier	Perfect	Perfect Clean General Services			2020-12-060	
Address	Door 10	oor 104-106, South Agora Bldg., San Isidro Road, Tabunok,			December 1, 2020	
	Talisay City, Cebu			Mode of Procurement		
TIN			SVP			
Gentleme	en:					
	Please	e furnish this office the following articles subject to the t	erms and cor	ditions containe	d herein:	
Place of De	lace of Delivery: DBM RO VII			Delivery Term:		
Date of Delivery:		30 days upon receipt of PO		Payment Term:		
Item No.	Unit	Description	Quantity	Unit Cost	Amount	
·					·	
-	lot	Provision for Janitorial and Clerical Services	1	93,820.77	93,820.77	
		för December 1-31, 2020				
	·	Specifications:				
	. <u> </u>	a. Provision of three (3) Janitors and Three (3) Clerks				
		b. Shift: 8 hours/day, 6 days a week, Mondays to			-	
		Saturdays excluding Holidays				
		c. Includes salary, 13 month pay, 5 days service incentive,				
	<u> </u>	gov't fees/contributions (SSS, PHIC, HDMF), VAT,				
		admin fee, overtime fee and other fees deemed				
	L	necessary				
		d. The janitorial agency should have a good and			· · · ·	
	<u> </u>	efficient physical office set-up with personnel in				
	ļ	Cebu Province		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
	ļ	e. The janitorial agency shall assign a Roving Supervisor		_		
	L	from its own account to monitor the performance of				
	ļ	janitorial attendance and handle the consolidation of daily		· · · · ·		
	<u> </u>	time cards periodically in preparation for the billing to DBM		1		
	<u> </u>	f. Service provider shall submit its billing for the services		•		
		rendered supported with approved daily time records				
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(m	L		· ·			
(Total An					P 93,820.77	
		usand Eight Hundred Twenty Pesos and 77/100 only				
		ure to make the full delivery within the time specified at	oove, a penal	ty of one-tenth		
(1/10) of	one perc	ent from every day of delay shall be imposed.	•			
				$\mathbf{O}$		
	Very truly yours,					
				$\Gamma^{-}$	*	
			<u> </u>	RICKY L. SA		
			(Authorized Official) 🗛			
Confo	rme:			4	•	
	<u></u>					
		(Signature over printed name)				
		(Date)				
Funds Ava	ailable:	Charly				
<del>~</del>		ZARAH LEIGH A. RANILE		ALOBS No.:	<u> </u>	
		Accountant III		Amount	P 93,820.77	
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