

City Government of Baguio

Purchase Order

POSTING

Supplier: COLADA JANITORIAL SERVICES Address: 290 Camp 7, Kennon Road, Baguio City E-mail Address: N/A Telephone No.: 447-0142 TIN: 454-268-286-000	P.O No.: 118 Date: 3/2/2022 Mode of Procurement: Bidding 0
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Gentlemen: **Please furnish this office the following articles subject to the terms and conditions contained herein.**

Place of Delivery: **City General Services Office: Baguio City**

Delivery Term: **January 1 to Dec. 31, 2022**

Date of Delivery: **Please input delivery date**

Payment Term: **Please input payment term**

Receipt of Purchase Order

Item	QTY	Unit	Description	Unit Cost	Amount
1	1	Lot	Janitorial Services (Jan 1-Dec 31,2022) c/o	5,637,782.40	5,637,782.40
	20	head.	LUMP/LOT - Janitorial Services including Equipment, materials and cleaning supplies for the City Government Buildings for one (1) year from January 01, 2022 to December 31, 2022 NOTE: Cleaning Supplies, Materials and Equipment included Areas/Locations: 1. City Hall building including Museum located below the Flagpole - 8 employees 2. City Hall Annex Building - 1 employee 3. City Health Services Office Main Building - 7 employee 4. Mines View Satellite Market building - 1 employee 5. CDRRMC building -2 employees 6. Local Registry Office - 1 employee Computation: 20 employees x Php30,000.00/month x 12 months= Php7,200,000.00 - 20 c/o GSO	281,889.12	5,637,782.40
			Note:	GRAND TOTAL	5,637,782.40

(Total Amount in Words) **Five Million Six hundred Thirty Seven Thousand Seven hundred Eighty Two Pesos and 40/100**

In case of Failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed

This is to certify that I have
TERMS and CONDITIONS as contained at the
back of this Purchase Order and I concur with all
 Conforme:

Very Truly yours


BENJAMIN B. MAGALONG
 CITY MAYOR

Signature over printed name of Supplier

Date 03/18/2022