



JOHN HAY MANAGEMENT CORPORATION  
a member of The BCDA Group



Certificate Numbers:  
SCP000466Q  
SCUK004591E

## SCOPE OF SERVICES FOR THE PROCUREMENT OF A SERVICE PROVIDER FOR THE LAUNDRY REQUIREMENTS OF JHMC CY 2025

### 1. General Objective

The **John Hay Management Corporation (JHMC)** seeks to procure a Service Provider for its laundry requirements to:

1. Collect garments for laundry from JHMC new office building, JHMC/BCDA Cottages (629,663, 664), Bell House and VOA Log Homes.
2. Furnish professional laundry services to include, but not limited to, the following:
  - a. wash and dry and press long towels, blankets, comforters, pillow cases, bedsheets, rugs, face towels, curtains and other garments; and,
  - b. apply dry cleaning to garments.

### 2. Duration of Contract

The service shall be for a **period of one (1) year from effectivity**.

JHMC may pre-terminate the service contract for any violation committed by the Winning Bidder in any of the provisions of the contract, upon written notice of JHMC.

### 3. Extension of Contract

The Contract shall be automatically extended on a monthly basis without need of executing an Extension Contract, in cases when the procuring entity (JHMC) has not undertaken the procurement activities required or cannot award a new contract for the new service provider prior to the expiration of the term of the original contract due to circumstances beyond its control.

The Contract may be extended until the contract is awarded to a new service provider subject to the period or limitations provided/issued by Government Procurement Board Resolution (GPPB).

### 4. Approved Budget

The approved budget for this procurement is **Eight Hundred Thousand Pesos (PhP 800,000.00)**.

### 5. Manner of Payment

The Winning Bidder shall bill JHMC once a month for services actually rendered.

**Billings shall be based on the actual laundry services rendered during the billing period and shall be submitted not later than the 10<sup>th</sup> day of the ensuing month reckoned from the last date of each month.**

JHMC shall pay the Winning Bidder within fifteen (15) working days from receipt of all the documents required by JHMC for payment, including, but not limited to the Statement of Account (SOA) and other supporting documents that may be required.

## 6. Responsibility of the Winning Bidder

6.1 The Winning Bidder shall:

- a) maintain a quality control over its laundry supplies and machineries;
- b) ensure environmentally responsible cleaning supplies and machineries;
- c) ensure and maintain a dependable quality and good fabric care; and,
- d) ensure that the garments are fresh and clean to preserve the appearance and fabric quality.

6.2 The Winning Bidder is required to pick-up and deliver laundry twice per week, every Tuesdays and Fridays or as the need arises.

6.3 In the event that JHMC is not satisfied with the cleanliness of the garment(s) or the service provided, the Winning Bidder shall provide the same service(s) again **at no additional charge.**

6.4 If any piece(s) of garment(s) is (are) damaged, the Winning Bidder shall **provide a credit on the invoice in the amount of the current value of the garment(s).**

## 7. Other Conditions

7.1 JHMC is closed for specific holidays during the calendar year. In the event that the pick-up and/or delivery of laundry would fall on the holiday(s), the Winning Bidder shall pick-up/deliver said garments on the next working day.

7.2 The Winning Bidder shall make an express statement under contract that it is an independent service provider, possesses the necessary machinery to perform all the obligations stated herein and is a duly registered entity to conduct such business.

# JHMC

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