

**TERMS AND CONDITIONS
FOR THE CONTRACT FOR LAUNDRY SERVICES
PHILIPPINE GENERAL HOSPITAL
UNIVERSITY OF THE PHILIPPINES MANILA**

1. The CONTRACTOR shall render the laundry services required by the UPM-PGH for the period 01February 2022 to 31 January 2023;
2. The CONTRACTOR guarantees that it has the equipment, facilities and manpower for the faithful compliance of its obligations;
3. The CONTRACTOR shall undertake the washing and laundering of the linen of UP-PGH during the effectivity of the contract as per attached list marked as Annex "A";
4. The CONTRACTOR agrees to collect all soiled and dirty linen of UP-PGH every morning between 8:30 a.m. to 11:30 a.m. and to deliver the clean and laundered linen between 7:00 a.m. to 8:00 a.m. the following day directly to the Linen Section of UP-PGH. The CONTRACTOR shall provide different delivery truck/van for the collection of soiled linen and delivery of clean linen. The driver of the delivery truck shall register the time of its arrival in the logbook at Linen Section. In case the Contractor fails to deliver the clean laundered linen on time, a penalty equivalent to one percent (1%) of the total cost for the day shall be deducted by UP-PGH from the monthly payment due to the CONTRACTOR. The CONTRACTOR shall also provide at least one (1) linen trolley for the pick-up of soiled linen and another one (1) for the delivery of clean linen as well as working gloves for their representatives assigned at UP-PGH. The CONTRACTOR shall provide the appropriate Personal Protective Equipment (PPE) needed by their representatives at all time. Representative from Hospital Infection Control Unit (HICU) of UP-PGH shall conduct a random on the spot inspection of CONTRACTOR'S trucks/van to ensure that they met the key disinfection criteria.
5. The CONTRACTOR shall assign at least five (5) representatives at UP-PGH to attend to the counting and picking of soiled and dirty linen and to deliver clean or laundered linen at selected areas as follows:
 - a) DEMS Complex and Call Room - counting and pick-up of soiled linen;
 - b) OR Complex and Call Room – sorting, counting and pick-up soiled linen; delivery of clean linen; and checking and reconciliation of records;
 - c) Linen Sections – sorting, and counting of soiled linen; checking and reconciliation of records.
6. The five (5) representatives of the CONTRACTOR shall report to the UP-PGH Linen Section from 7:00 a.m. to 3:00 p.m. where they shall also register in the logbook. In case any of the five (5) representatives reported late, accumulates under time or

does not report for work without replacement, UP-PGH shall deduct from its monthly laundry payment equivalent amount of all under time or absences, computed on the basis of the salary of the five (5) representatives ;

7. The CONTRACTOR shall undertake the ***soaking of contaminated linen, washing and laundering of linen only within its laundry shop*** and/or establishment which shall be kept clean and sanitary at all times;
8. A representative of the Linen Section of UP-PGH shall be allowed to go to the laundry shop and establishment of the CONTRACTOR at any time during the day without prior notice to inspect or check on the laundry service being performed on the UP-PGH Linen and to see to it that the conditions stipulated in the contract are met;
9. In certain instances, as prevailing conditions or situations may require, the CONTRACTOR shall furnish, upon request of UP-PGH, special vehicle to pick-up soiled and dirty linen or to deliver clean and laundered linen without additional cost to UP-PGH.
10. Linens which are unsatisfactorily laundered, shall be returned to the CONTRACTOR for re-laundering without additional cost to UP-PGH. All re-laundered linens shall be delivered back to the Linen Section the following day, Consistent unsatisfactory performance may be a valid ground to terminate the contract and forfeit the Performance Bond;
11. All linen, whether of cotton or woolen materials shall be properly laundered to the satisfaction of the UP-PGH authorities to ensure cleanliness, disinfection and preservation of the materials;
12. All linen shall be delivered properly pressed, folded and sorted. Any linen delivered not properly pressed, folded and sorted shall be returned to the CONTRACTOR for compliance of these requirements, and shall be delivered back to the Linen Section on the following day without additional cost to UP-PGH;
13. Any lost or damaged linen while under the custody of the CONTRACTOR must be paid by it at the cost price or replaced in kind, provided that such replacement shall be of the same material, quality and in size as the article being replaced and should be acceptable to UP-PGH. Provided further, that failure to pay the cost or replace the lost or damaged linen shall give UP-PGH the right to deduct the amount equivalent to the cost of the lost or damaged linen from the payment due to the CONTRACTOR under the contract, without prejudice to the right of UP-PGH to rescind or terminate this Contract for violation of this provision;
14. The delivery of clean linen should be sorted according to type, size and color (that is large sheets, pillow cases, etc.) and packed in biodegradable plastic to prevent

excessive exposure to contamination, maintain sanitation and cleanliness during issuance to respective units. The required packaging per delivery is as follows:

ITEM DESCRIPTION	REQUIRED PACKAGING PER DELIVERY	REMARKS
Camisa adult	20's per pack	
Camisa baby	per delivery/batch	
Camisa knitted	50's per pack	single end-user
Pants	20's per pack	
Wrapper	20's per pack	
Blanket, baby	per delivery/batch	
Blanket, Ilocano	10's per pack	
Case, pillow	20's per pack	
Cover, crib	50's per pack	
Diaper, birdseye	50's per pack	
Diaper w/ tail	50's per pack	
Sheet draw, white	40's per pack	
Sheet draw, colored	40's per pack	
Sheet, large, Unbleached	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Sheet, large, Colored	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Towel, treatment	100's per pack	
Sheet, spinal	1's or single pack	
Cover, bench	per delivery/batch	
Cover, table runner	per delivery/batch	
Cover, instrument	20's per pack	
Cover, dressing, big	20's per pack	
Cover, stretcher	per delivery/batch	
Cover, cushion	1's or single pack	
Screen, bed	1's or single pack	
Towel, bath	20's per pack	
Sheet, Procto	1's or single pack	
Sheet, gyne	10's per pack	
Sheet, brain	per delivery/batch	
Sheet, operating	10's per pack	
Gown, operating	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Towel, operating	100's per pack	
Strap belt	10's per pack	
Bag, laundry	10's per pack	
Curtain	1's or single pack	
Long hand towel	15's per pack	

Cloth, table	20's per pack	single end-user
Napkin, table	20's per pack	single end-user
Cover, mattress	per delivery/batch	
Net, mosquito	1's or single pack	
Drapes	per delivery/batch	
Comforter	per delivery/batch	

15. The CONTRACTOR shall also furnish laundry service, even on Sundays and Holidays, except on the following legal holidays:

- a) New Year's Day
- b) Good Friday
- c) Labor Day
- d) Christmas Day

However, the CONTRACTOR should also be available as maybe called upon in any of the four legal Holidays enumerated above in time of emergency like Pandemic, etc.

16. In the event that failure by the CONTRACTOR to comply with its obligations, either caused by strike, stoppage of work, slow down or picketing of the premises of the CONTRACTOR or other causes beyond its control, UP-PGH shall have the right to engage the services of other laundry establishments during the strike, stoppage of work, slow down and charge the incurred cost against the account of the CONTRACTOR in consideration of the difference in rate, if any, but not in excess of twenty percent (20%) of the rate of the CONTRACTOR;

17. During the effectivity of the CONTRACT, neither party shall alter any part or portion hereof, particularly as to the increase of prices of the linen to be laundered, unless agreed by both parties in writing;

18. Undelivered linen (shortage) for the day must be delivered within the next day and non-delivery will automatically authorize UP-PGH to charge the cost price of the undelivered linen against the laundry bill of the CONTRACTOR;

19. The payment for laundry services for any given month shall be made within the first fifteen (15) days of the succeeding month after presentation of the corresponding bills duly supported by delivery receipt, countersigned by the Supervisor of Laundry Unit and the Head of Linen Section of the UP-PGH or duly authorized representative at the rates specified in the Contract;

20. It is understood that laundry services may increase or decrease depending on the actual demand of the hospital;

21. It is agreed that no employer-employee relationship in any manner, or form is deemed created between UP-PGH and the CONTRACTOR, including the latter's personnel and agents assigned to perform the services stipulated in the Contract;
22. The CONTRACTOR shall faithfully pay wages, compensation and other benefits to its employees or personnel in accordance with the minimum wage and other laws related to wages and compensation of its employees;
23. As a pre-condition for the payment of the services provided by the CONTRACTOR to UP-PGH, the former shall submit to the latter a duly sworn certification that all employees of the CONTRACTOR have duly received their corresponding wages and other compensation due them as provided for by the law. Failure of the CONTRACTOR to submit the above-named certification earlier than five (5) days prior to the date of payment by UP-PGH as provided under the Contract shall give the latter the right to unilaterally rescind, revoke or terminate the CONTRACT or withhold payment to the CONTRACTOR until the latter have complied with this provision.
24. To secure the faithful performance of all its obligations pursuant to the Contract, the CONTRACTOR shall post a Performance Bond in favor of UP-PGH which may be in the form of cash equivalent to five percentage (5%) of the total contract price, Philippine Currency or in the form of surety (General Insurance Fund) issued by GSIS equivalent to thirty percentage (30%) of the total contract price within ten (10) calendar days upon receipt of Notice of Award and before the signing of the Contract.
25. Violation of any or all of the above terms and condition by the CONTRACTOR shall give UP-PGH the right to rescind, revoke or preterminate the Contract and forfeit the performance bond in favor of UP-PGH without prejudice to the filing by UP-PGH of the appropriate court action as warranted by the circumstances in the proper court of the City of Manila.

Approved by:

Dean LEONARDO R. ESTACIO, JR., PhD
Chairperson, Bids and Awards Committee 1