



CONSULATE GENERAL OF THE REPUBLIC OF THE
PHILIPPINES AGANA

25 June 2021

NOTICE OF AWARD

Dear Sir/Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Philippine Consulate General in Agana, Guam, as contained in its Resolution No. 2021-29 dated 24 June 2021, the Consulate is awarding the procurement of cleaning services for its entire premises for two (2) separate days anytime between June and December 2021 to your firm, **Plan B Cleaning Services**, in the total amount of **Three Thousand Three Hundred Fifty Dollars (\$3,350.00) only**, including taxes and other lawful charges.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Patrick John U. Hilado".

PATRICK JOHN U. HILADO
Consul General and
Head of the Procuring Entity

Plan B Cleaning Services
162 Western Boulevard Unit 911
Tamuning, Guam 96913



Estimate Details

June 23, 2021

Plan B Cleaning Services is certified small and woman owned business serving Guam since 2017.

Scope of work :

A. Strip and wax of 5,000 sq. ft. Area

- Sweep vinyl floor area
- Apply stripper to the floor to degrease all existing dirt
- Mop the floor and let it dry
- Apply wax (2 quotes)

B. Office cleaning of 5,000 sq.ft. area

- Wipe and clean window interiors and entrance doors
- High dusting throughout the offices
- Dusting and wiping cabinets, partitions and counters
- Wipe down, dust off all the books in shelves/cabinets
- Wipe down, clean all tables and chairs
- Wipe down, clean glass doors and windows inside the office (Note: Outside window cleaning is not included.)

C. DRY Green Carpet cleaning services (Consul General's room)

- Vacuum all carpeted areas.
- Pre- treatment solution will be sprayed on heavily soiled traffic lanes and spots.
- HostDRY organic carpet cleaning compound will be spread to carpet by sprinkling by hand.
- HostDRY cleaning machine gently massage the sponges up and down to all carpet fibers.
- Carpeted area will be thoroughly vacuumed and/ or pile lifted to remove dirt and reduces allergens.

Upon completion, walkthrough with Philippine Consulate representative for inspection and final acceptance, correct any deficiency or discrepancy.

EXCLUSIONS

Items NOT clearly specified or NOT listed in the bill of materials are NOT included.

PAYMENTS

THIS PROPOSAL IS GOOD FOR 90 DAYS ONLY

Price :

- A. Strip and wax of 5,000 sq. ft. Area ----- \$ 2,175.00
 - B. Office cleaning of 5,000 sq.ft. area----- \$ 725.00
 - C. DRY Green Carpet cleaning services (Consul General's room)---- \$450.00
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TOTAL **\$ 3,350.00**

Payment Terms: 30 days

Any alteration or deviation from above specifications and conditions involving extra costs will be executed only upon written order, and will become an extra charge over and above estimate. All agreements are contingent upon delays beyond our control.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. Payments will be made as outlined above. Parties agree that Guam laws shall apply to this agreement and Guam shall have exclusive jurisdiction.

Contractor:

Plan B Corporation dba Plan B Cleaning Services

By: _____
Bernadette Espaldon
Its: _____
President/CEO
Date: _____

CLIENT:

Consulate General of the Republic of the Philippines

By: _____
Ms. Ruby R. Fernandez
Its: _____
Administrative Officer
Date: _____



CONSULATE GENERAL OF THE REPUBLIC OF THE
PHILIPPINES AGANA

29 June 2021

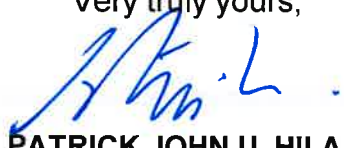
NOTICE TO PROCEED

Dear Sir/Madam:

Please be informed that, pursuant to the Notice of Award dated 25 June 2021, signed by the Consul General and Head of the Procuring Entity, the **Plan B Cleaning Services** is hereby given this Notice to Proceed to provide cleaning services for the entire premises of the Philippine Consulate General in Agana, Guam for two (2) separate days anytime between June and December 2021 in the total amount of **Three Thousand Three Hundred Fifty Dollars (\$3,350.00) only**, inclusive of all taxes and other lawful charges.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003".

Very truly yours,


PATRICK JOHN U. HILADO
Consul General and
Head of the Procuring Entity

Plan B Cleaning Services
162 Western Boulevard Unit 911
Tamuning, Guam 96913