

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City

**PURCHASE ORDER**

OFFICE OF THE SOLICITOR GENERAL  
**15 JAN 2026**  
 FINANCIAL MANAGEMENT SERVICE  
 YETC 834

Supplier: **DEARJOHN SERVICES, INC.**  
 Address: Unit G, Dearjohn 2 Bldg., #27 Presidents Avenue, BF Homes Paranaque City  
 TIN: 212-163-807-000 Bank: LBP - Century Park Hotel-H. Plaza Branch  
 Account No.: 1771-0484-19 Fax:  
 Telephone: 8478-1750 Email address: info@dearjohnsi.com

P.O. # **026-01-004**  
 Date: January 14, 2026  
 Mode of Procurement: Public Bidding

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL** Delivery Term: w/in Fifteen (15) days upon receipt of NTP

Date of Delivery: Payment Term: Per billing (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	year	<b>PROCUREMENT OF JANITORIAL SERVICES FOR THE YEAR 2026</b> <i>Inclusion:</i> Twenty-Six (26) Janitors and One (1) Working Supervisor <i>Duration:</i> January 15, 2026 to January 14, 2027 <b>Scope of Work:</b> -Provide cleanliness and maintenance services to the OSG for eight (8) hours a day, six (6) days a week, from Monday to Saturday -Janitors and Supervisor shall work only for eight (8) hours a day, five (5) days a week Other Scope of Work (See attached Terms of Reference): A. Duties and Responsibilities of the Supervisor B. Building Housekeeping • Daily Janitorial Activities • Weekly Janitorial Activities • Monthly Janitorial Activities • Semi-Annual Janitorial Activities C. Ground Maintenance D. Special Services E. List of Cleaning Supplies, Tools and Equipment to be provided by the Contractor The following documents shall be deemed to form & construed as part of this agreement: Contract Agreement Philippine Bidding Documents - Schedule of Requirements - Technical Specifications / Terms of Reference - General and Special Conditions of Contract Eligibility Requirements, Technical and Financial Proposal Performance Security Notice of Award Notice to Proceed Other documents as may be required by laws	1	Php 8,984,011.32 VAT Included	Php 8,984,011.32

Total Amount in Words: **Eight Million Nine Hundred Eighty Four Thousand Eleven Pesos & 32/100** Php 8,984,011.32


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

Very truly yours,

**JESSICA L. CASTRO**  
 CAO, Administrative Division

**EDITHA R. BUENDIA**  
 Director IV HRMAS

Conforme: **BERNADETTE P. GARIN**  
 (Signature over printed name)  
**JAN 14 2026**  
 (Date)

Funds Available:   
 ALOBS: 02-101101-2026-01-021  
 Amount: ₱ 8,984,011.32  
**ARIEL J. UBINA**  
 Chief Accountant

This is to certify that this procurement was posted at Philgeps in compliance with RA 12009

**CHRISTIAN D. BUAT**  
 Admin Assistant I, Administrative Division