



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 9470810

Procuring Entity DEPARTMENT OF EDUCATION - CARAGA

Title Procurement of Annual Rental of Ornamental Plants for all RO Functional Divisions and Common Indoor Areas and Monthly Maintenance and Upkeeping of all Plants, Gardens and Landscaped Areas of the Regi

Area of Delivery Agusan Del Norte

Solicitation Number:	2023-01-0092	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	General Repair and Maintenance Services		
Approved Budget for the Contract:	PHP 66,000.00	Document Request List	0
Delivery Period:	330 Day/s		
Client Agency:		Date Published	10/02/2023
Contact Person:	Fiel Y. Almendra Assistant Regional Director J.P. Rosales Avenue Butuan City Agusan Del Norte Philippines 8600 63-85-3428207 63-85-8752021 caraga@deped.gov.ph	Last Updated / Time	10/02/2023 00:00 AM
		Closing Date / Time	14/02/2023 09:00 AM

Description

Procurement of Annual Rental of Ornamental Plants for all RO Functional Divisions and Common Indoor Areas and Monthly Maintenance and Upkeeping of all Plants, Gardens and Landscaped Areas of the Regional Office FY 2023

11 months 2023 Annual Rental of Ornamental Plants for all RO Functional Divisions and common indoor areas, and Monthly Maintenance and Upkeeping of all plants, gardens, and landscaped areas

Terms:

1. The Service Provider shall provide, change, and replace Fresh Indoor Ornamental Plants every two (2) weeks on the Friday of the 2nd and 4th week of the month, during office hours, in such a manner so as not to cause any disruption in the day to day operations of concerned offices.
2. The Service Provider shall provide 35 potted Fresh Indoor Ornamental Plants of large varieties with large leaves not exceeding 4 feet in height for the following areas: ORD (2), ORD Conference Room (2), OARD (2), ASD-CAO (1), RPSU (1), Personnel Unit (1), Records Unit (1), AMU (1), GSU (1), Cash Unit (1), Finance-CAO (1), Budget (1), Accounting (1), ESSD (1), QAD (1), FTAD (1), CLMD (1), HRDD (1), Dorm Manager's Office (1), COA (1), LR (1), ICT (1), PAU (1), Legal Unit (1), PPRD (1), Main Lobby/ hallway (4), 2nd floor hallways (2), Executive House (1)
3. The Service Provider shall also provide three (3) Dish Gardens with an arrangement of three (3) to four (4) different kinds of fresh indoor plants placed in a decorative pot resembling a mini landscape to be placed each at the ORD, OARD, and main lobby center table
4. The Service Provider shall provide an experienced gardener to ensure the proper care and maintenance of the various fresh indoor ornamental plants located at various offices and areas, and if found wilted or withered, shall

immediately replace at no extra cost to DepEd Caraga Regional Office.

5. All essential tools and materials needed for the proper care and maintenance of the fresh indoor ornamental plants such as tools, fertilizers, garden soil, etc., shall be provided for by the Service Provider at no additional cost to DepEd Caraga.

6. Conduct of regular weekly inspection, care and maintenance , which includes cleaning, watering, re-soiling shall be undertaken by the Service Provider during office hours, in such a manner so as not to cause any disruption in the day to day operations of concerned offices.

7. Conduct of regular monthly maintenance and upkeeping of the gardens and landscaped areas including weeding, pruning, replanting of pruned plants, and cleaning of the areas

8. The General Services Unit shall be informed of all the activities to be undertaken by the Service Provider such as replacement of the plants, weekly maintenance, upkeeping of the gardens, for documentation purposes.

9. The Service Provider and all its workers shall at all times comply with all safety and security regulations of DepEd Caraga RO

10. Payment shall be made on a monthly basis upon submission by the service provider of its Monthly Billing Statement/Statement of Account

Created by Fiel Y. Almendra

Date Created 09/02/2023

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