



REPUBLIC OF THE PHILIPPINES
Department Of Health



National Center for Mental Health

TERMS OF REFERENCE FOR OUTSOURCING OF LAUNDRY SERVICE (WASH, DRY, IRON AND FOLD) CY 2024

I. REQUIREMENTS

The National Center for Mental Health has the requirements for laundry of patients uniforms (camisa, shorts, duster, shirt and jogging pants) as well as other hospital linens like beddings, curtains, towels, table cover and seat cover.

II. SCOPE OF WORK

1. Daily collection of soiled linens and patients uniforms at different pavilions of the National Center for Mental Health (NCMH), from Monday to Sunday including holidays.
 - a. Time of collection: 8:00-11:00 AM
 - b. The service provider shall provide the vehicle for pick-up of soiled linens and patients uniforms in the pavilions.
 - c. The service provider shall assign at least one (1) representative to attend to the counting of soiled or dirty linens and patients uniforms and the same shall be listed accordingly.
 - d. The service provider will issue invoice indicating the number of kilos collected daily multiplied by price per kilo. The price per kilo is P26.40.
 - e. The Service provider shall provide the weighing scale (100 kgs.) with one (1) backup.
2. Daily delivery of washed/ dried/ ironed/ folded clean linens and patients uniforms at the Laundry Section, NCMH from Monday to Sunday including holidays.
 - a. Time of delivery: 8:00-11:00 AM
 - b. The service provider shall provide the vehicle for delivery of washed and cleaned linens and patients uniforms to the different pavilions.
3. Packaging: The service provider shall deliver the washed, dried, ironed and folded clean linens and patients uniforms in plastic laundry bag with proper labelling.
4. The linens and patients uniforms should be properly washed and cleaned and should be free from stain and unpleasant odor. To ensure this, the material to be used in washing shall include the following:
 - a. Detergent with antibacterial component
 - b. Stain remover like Sodium Hypochlorite and Hydrogen Peroxide
 - c. Fabric conditioner

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5. Linens and patients uniforms which are unsatisfactorily laundered as may be assessed by the NCMH shall be returned to the service provider for re-washing, drying, ironing, folding and packaging without additional cost to NCMH.
6. In case of loss or damage by the service provider due to negligence of its employees or workers, the service provider has the obligation to replace lost or damaged item within thirty (30) days from the collection of the same quality and material or shall pay the amount which corresponds to the purchase price of the item.
7. The NCMH will have unfettered right to inspect the premises, process of laundry, finished product at any time within contract period and the service provider will cooperate with the authorities.
8. Total ABC PHP ^{9K} 9,504,000.00 (^{2K} 360,000 kilos x ^{26K} 26.40) Contract covered: January 2024 to December 2024.

Prepared/Submitted by:

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