

- Valid business registration and permits to operate a laundry service.
- Proven experience in institutional or commercial laundry services.
- Availability of appropriate equipment and trained personnel.
- Capacity to handle bulk laundry loads on a regular basis.
- Willingness to comply with the office's documentation and billing procedures.

6. Deliverables

- Regular and timely laundry service throughout CY 2026.
- Monthly billing statements with detailed service breakdown.
- Properly cleaned, pressed, and packaged laundry items.

7. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with technical and service requirements.
- Cost-effectiveness and transparency of pricing.
- Service reliability and turnaround time.
- Experience and references from similar engagements.
- Quality assurance and handling procedures.

Terms of Reference (ToR)

Provision of Laundry Services for CY 2026

1. Background

The Philippine Ports Authority – PMO SOCSARGEN requires regular laundry services to maintain the cleanliness and hygiene of office linens and other washable items used in daily operations and office activities. To ensure consistent service quality, the office intends to engage a qualified laundry service provider for Calendar Year 2026.

2. Objective

To procure reliable and professional laundry services for the cleaning, drying, pressing, and proper handling of office-issued washable items throughout CY 2026.

3. Scope of Work

The selected service provider shall be responsible for the following:

- **Laundry Services:**
 - Wash, dry, and press various items including but not limited to:
 - Tablecloths and curtains
 - Linens
 - Towels
 - Bedsheets and Pillow Case
 - Other washable office textiles
 - Ensure proper handling of fabrics to avoid damage, discoloration, or shrinkage.
 - Use appropriate detergents and cleaning agents that are safe and effective.
- **Packaging and Labeling:**

Return laundered items neatly folded or pressed, properly packaged, and labeled by item as applicable.

4. Duration of Contract

The contract shall cover the period from **January 1, 2026 to December 31, 2026**.

5. Supplier Qualifications

Interested service providers must meet the following criteria: