

Nheila Malingap
General Manager
Dragon Nest Group
108th Avenue
Ayala, Makati City

Dear Ms. Nheila,

I appreciate the opportunity to speak with you last week and enjoyed learning more about your business. In our conversation, we discussed your cleaning needs and how **Malinis Cleaning Services** can help you.

As specialists in Flooring and General Cleaning services for over 25 years, we pride ourselves in providing clients with professional service, guaranteed quality and the highest level of efficiency.

I am pleased to provide the following quote per your request. The attached cost summary is based on our conversation of your current needs.

Adjustments can be made as we customize your services.

I look forward to discussing your project with you in more detail shortly.

Please contact me directly anytime you have additional questions or requests.

Sincerely,
Bong Huangco
Owner
Malinis Cleaning Service

Project: Facility Cleaning
Prepared for: Nheil Malingap
General Manager
Prepared by: Jivan Mozo
Surveyor

Description

As specialists in Flooring and General Cleaning Services for over 25 years, Malinis Cleaning Services has provided clients with professional service, guaranteed quality and the highest level of efficiency.

Malinis Cleaning Services proposes cleaning services to Dragon Nest Group.

Survey Number: 143-444

Surveyor: Jivan Mozo

Services Provided:

Malinis Cleaning Services will provide the following services to Dragon Nest Group.. Services listed here include pre-production, production and post-production services unless otherwise covered under a separate agreement.

Area: 1st Floor 10,000 sq. ft.

Task	Frequency per week
Empty All Office Trash Receptacles High Dust Offices	5x
Vacuum Traffic Areas	4x
Fully Vacuum All Carpets	1x
Clean & Disinfect Restrooms	5x

Area: 2nd Floor 12,500 sq. ft.

Task	Frequency per week
Empty All Office Trash Receptacles High Dust Offices	5x
High dust Offices	1x
Vacuum Traffic Areas	4x
Fully Vacuum All Carpets	1x
Clean & Disinfect Restrooms	5x

Area: Lobby 2,500 sq. ft.

Task	Frequency per week
Empty All Trash Receptacles	5x
Clean Elevator	3x
Clean Entrance Glass and Door Jams Sweep Entrance Steps	5x
High Dust Ledges	3x
Polish Reception Desk	5x
Dust Mop Floor	5x
Full Mop Floor	3x
Clean & Disinfect Restrooms	6x

Project Schedule

Area	Task	Frequency
1st and 2nd Floor	Bonnet Carpet	3x
1st and 2nd Floor	Extract Carpet	1x
Lobby	Top Scrub and recoat	3x

Service Cost

Weekly Service Cost:	P10,000
Monthly Service Cost:	P 50,000
Annual Service Cost:	P 600,000
Annual Cost Per Square Foot:	P 24
Area considered in this proposal:	P 25, 000 sq. Ft.

Standard Disclaimer: The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.

Contract and Terms:

Setup Fee:	100% first month of contract signing
Fees Recurring Monthly:	100% of current monthly package fee plus Any additional billed hours from prior month. Due upon receipt of monthly invoice.
Fees Recurring Quarterly/Yearly:	To be billed on Monthly invoice
Customized/ Extra reports :	To be billed on Monthly invoice

Minimum Term of Contract

This contract shall extend for 12 calendar months, commencing on the first day of the month following completion of the conversion process. Thereafter, Contractor shall provide services described herein on a continuing monthly basis at the current fee schedule. Contractor shall disclose the current fee schedule a minimum of 30 days prior to the end of the initial contract term. In the event that both parties agree to a new contract for a period of 12 or more months, fees shall be determined at the time of signing the new contract.

Cancellation of Contract

Either party may terminate this contract with 90 days notice. If Client notifies Contractor of termination prior to end of 12-month initial term, Client shall pay for all contracted services through the end of the 90-day notice period or to the end of the initial term of contract, whichever period is longer.

No pre-payment penalties shall be assessed for advanced payment.

A late payment fee of 15% of total due will be assessed on any account past due by 30 days.

Final terms and conditions of Work to Be Performed will be provided in the Contract for Services.

Company History

Malinis Cleaning Services started at 1991. Our company was launched with the intent of filling several voids in the cleaning industry. We pride ourselves on providing excellent customer service and support with unparalleled knowledge of cleaning coupled with utilization of the latest technology in our industry.

For many years businesses have struggled to meet the increasing demands of maintaining acceptable quality levels in their facilities while decreasing operating costs. Although the cleaning industry has slowly changed to try and meet these needs, manufacturers and suppliers are usually not capable of providing the services and expertise needed to reach their goals.

To meet these needs we provide comprehensive facility survey, unitizing of cleaning tasks, hands on process training, manager and employee certification, schedule writing, on location equipment repair and long-term support for our customer facilities. Our exclusive systems provide customers with the desired end result... a clean, cost effective facility!

Our Regional headquarters is located in Teacher's Village, quezon City with branch offices throughout the Luzon to serve you better with faster response and the ability to be on your site as needed.

Products Offered

Floor Maintenance
Window cleaning
General Surface cleaning
Restroom Sanitation
Kitchen Sanitation
Walkway cleaning and repair

Services

Our services start with a thorough analysis of your business needs and goals for your company. We then an appropriate cleaning schedule and level of service to fit your needs and budget. Finally we pull it all together with your location.

How to Contact - If you need to contact us for any reason you can reach us at:
Malinis Services Inc at 163 Teacher's Village , Quezon City
Phone: 02-622-0297 E-Mail: info@Malinis.com URL:
www.MalinisCleaningInc.com

Client contact: George Malingap
Owner
Phone: 02-622-0295
E-mail: gmalingap@malinis.com

Qualifications:

Any person or part timers can offer to clean your office site for you, or sweep and vacuum floors, or even take out the daily trash. But, you get what you pay for. Experience and security means everything and it is the good name of your company, and your success or failure that is on the line.

Malinis Cleaning Services is known for unparalleled efficiency, professionalism and support for our customers. We strive to make you look your best in all of your professional office presence.

With over 25 years experience in the cleaning and maintenance industry we have both the breadth and the depth of knowledge and best practices that you need for success.

Our work can be found around the block and around the country since 1991. We use nothing short of state of the art equipment and our staff is dedicated to being the best through continuing education and products that take them to the limits and beyond.

We have worked with clients such as; Makati Medical Hospital, Herrera Cruise Line, Smart Communications, Adamson, Carlo Business Services, and many others.

Our automated systems are presently being utilized by hospitals, school systems, industrial facilities and contract cleaners throughout Luzon.

When nothing short of the best will do, it is the experience that counts !

The following are some of our clients who have agreed to be references. Feel free to contact any of our references about their experience with Gen-Serv Maintenance Supply. For more details see our web site references page at: www.MalinisCleaningInc.com

Team Gabi

Omel Cruz

Operations Manager Phone: 02-435-5678 E-mail: ocruz@tg.com

Square Foot Cleaned: 38,000

Types of Services Provided: Hard wood and cement floor cleaning and maintenance, carpet

cleaning, general office, restroom and kitchen cleaning. Dates of Service:

January 1992- Present

Mino Plaza

Paolo Merza

Owner

Phone: 02-567-7654

E-mail: Paolo.Merza@MinoPlaza.com

Square Foot Cleaned: 120,000

Types of Services Provided: Hard wood cleaning and maintenance, carpet cleaning

general office, restroom, workout facility and kitchen cleaning. Dates of Service:

March 1998- Present

Graphic Solutions

Lebron James

Office Administrator

Phone: 02-981-7891

E-mail: L.James@GraphicSolutions.com

Square Foot Cleaned: 15,800

Types of Services Provided: Cement floor cleaning and maintenance, carpet cleaning, general

Office, restroom, and kitchen cleaning. Outdoor area cleaning. Dates of Service:

June 1999- Present

Contract:

THIS AGREEMENT is made this <> day of February, <>, by and between Gen-Serv Maintenance Supply ("Company") and Syntax Offices ("Customer"). Each of the undersigned parties understands that both parties have a desire to establish an employment, consulting or other business relationship between the Company and the Customer.

General Provisions

Governing Body.

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey. Exclusive jurisdiction and venue shall be in the Camden County, New Jersey superior courts.

Entire Agreement. This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof. The prevailing party in any action to enforce this Agreement shall be entitled to costs and attorneys' fees.

Binding Effect. This Agreement shall be binding upon and inure to the benefit of Customer and Developers and their respective successors and assigns, provided that Developers may not assign any of his obligations under this Agreement without Customer's prior written consent.

EXECUTED as of the date first written above.

Dragon Nest Group

By: _____

Title: _____

Date signed: _____

Malinis Service Inc

By: _____

Title: _____

Date signed: _____