

## *Section VII. Technical Specifications*

Item	Description			
1.0	<b>WORK GANG COMPOSITION</b> In order to render the needed janitorial and allied services, the number of personnel required shall be as follows: <b>TOTAL NUMBER OF PERSONNEL: 13</b>			
1.1	Working Supervisor – 1			
1.2	Janitors - 12			
2.0	<b>DEPLOYMENT</b> The contractor shall render, undertake and perform janitorial and other allied services for and at the premises used by and under the responsibility of the Client, specifically in the areas identified below, with the corresponding personnel deployment.			
	<b>AREA (13 janitors)</b>	<b>JANITOR</b>	<b>SEX</b>	<b>TIME</b>
2.1	NEB BASEMENT: Motorpool, Property & Supply Section, Stock Room, Maintenance Section, All Corridors. NEB- ANNEX GROUND FLOOR: Maro, PND & transcription, Ground floor lobby & collection of garbage in the afternoon.	1	M	6am – 3pm
2.2	NEB-GROUND FLOOR: Entire Press Working Area, Photographers quarter & Cameraman, all lounges at ground floor.	2	M	7am -4pm
2.3	NEB-2 <sup>nd</sup> FLOOR: Osec & Extension Office. (Will also serves as utility-errand)	1	F	6:30am – 3:30pm
2.4	NEB-2 <sup>nd</sup> FLOOR: Office of the Undersecretary for Broadcasting and Mass Media, Briefing Room, Office of the Undersecretary for Good Governance, GOCCs, Administration and Finance, Office of the Undersecretary for Media Accreditation and Relations, Office of the Assistant Secretary for Special Concerns, Assistant Secretary for Legal Affairs, EDP, Lobby.	1	M	7:30am – 4:30pm
2.5	3 <sup>rd</sup> FLOOR NEB-ANNEX: Cashier, COA, Accounting, Budget, Personnel-training, Admin & Finance, GSD, Ladies rooms at Third floor.	1	F	6am – 3pm
2.6	4 <sup>th</sup> FLOOR NEB-ANNEX: All Offices at 4 <sup>th</sup> floor annex including conference room, pantry, Assistant Secretary for Operations and Legislative Affairs, Comfort room male.	1	M	7am – 4pm
2.7	All offices of 4 <sup>th</sup> floor Annex building, staff area, hallway at annex building comfort room female.	1	F	6:30am – 3:30pm
2.8	All stairway and hallways and collecting garbage in afternoon at NEB Building.	1	M	7:30am – 4:30pm
2.9	All Offices at 3 <sup>rd</sup> floor main building Office of the Secretary, Office of the Undersecretary for Legal Affairs, For Content, Dir. IV for Special Projects	1	M	6am – 3pm

<b>PCOO EXTENSION OFFICE OUTSIDE MALACAÑANG COMPOUND (FOI)</b>				
2.10	All 6-rooms w/ and terrace at second floor office.	1	M	6am – 3pm
2.11	All 5-rooms w/ Porch & Foyer at ground floor Office.	1	F	6am – 3pm
2.12	All comfort rooms at ground floor and second floor, stairway and grounds. Including collection of garbage.	1	M	7am – 4pm
<b>3.0 Obligations and responsibilities of the Contractor:</b>				
3.1	Supply the necessary labor, cleaning equipment, materials and supervision for the daily upkeep and maintenance of the client's offices.			
3.2	Perform the following services janitorial services, among other:			
3.2.1	<b>Daily Maintenance:</b>			
	For each assigned area, the following should be properly and thoroughly cleaned every day.			
	- Floors			
	- Tables, Chairs, steel and wooden cabinets			
	- Wright line cabinets, electric fan, telephone apparatus, refrigerators where these are allowed, Air-conditioner grills and casings, and other equipment.			
	- Waste basket			
	- Window sill, window panes, Venetian blinds, aluminum/stainless steel frames and glass doors.			
	- Wall, door and building ports			
	- Restroom			
	- Stairways			
3.2.2	<b>Weekly Maintenance</b>			
	A general cleaning of all areas should be done with emphasis on the following:			
	- Corners and inner areas of the rooms;			
	- Ceilings, lighting fixtures/diffusers and upper walls;			
	- Floors for floor wax applications and polishing;			
	- Rugs and carpets to be vacuumed;			
	- Gardens and other adjacent areas;			
	- Railings and marble façade including the NCC and CICT markers; and			
	- Areas under staircase.			
3.2.3	<b>Monthly Maintenance cleaning of the following:</b>			
	- Canopy roofing			
	- Roof gutters			
	- Signage's on doors offices			
	- Shampooing of carpets			
3.2.4	<b>Miscellaneous Services – to be performed whenever required.</b>			
	- Hauling/ moving of office furniture/equipment and carrying of heavy boxes during office transfer/events, upon prior request;			
	- Serving of snacks/refreshments and other related task, during meeting and conferences of the Client.			
3.2.5	<b>Other Duties and Responsibilities</b>			
	- Make available, at all times, reliever and/or replacements, to ensure continuous and uninterrupted services, in case of absences;			
	- Exercise the necessary supervision over work of its personnel;			
	- Provide uniform to the assigned janitors;			
	- Comply with the existing applicable labor laws, rules and regulations, and warrant the prompt payment of salaries and allowances to its employees, within the legal rate provided by law;			



	- Assume the full responsibility for any claim that its janitors or workers may have, by reasons of their employment, and that in case of accident, injury or illness incurred in the line of duty, the Client should not in any way be made liable by the contractor.		
	- Responsible for damage to or loss of property belonging to the client, of its employees; and		
	- Assume responsibility with regard to compliance with the requirements of the New Labor Code, the Social Security Act, and other laws pertaining to employer-employee relationship. The Client may require the contractor to show or produce papers, receipts of payment of SSS, Philhealth and other evidences to show compliance to the New Labor Code.		
<b>4.0</b>	<b>Personnel Requirements</b>		
4.1	- Must be a Filipino Citizen		
4.2	- At least with high school level of education		
4.3	- Physically and Mentally fit (medical certificate and psychological test result)		
4.4	- Not less than 21 years old. Supervisor should be at least 35 years old		
4.5	- Without previous record of neither conviction nor pending criminal case. Submission of a photocopy of either NBI or PNP clearance is required.		
4.6	- Height; Male at least 5'4, Female at least 5'		
<b>5.0</b>	<b>Minimum equipment and supply requirements:</b>		
<b>5.1</b>	<b>Equipment</b>		
	<b>ITEM</b>	<b>UNIT</b>	<b>QTY</b>
	Floor Polisher	Unit	5
	Vacuum cleaner, Wet and Dry	Unit	2
	Glass Squeegee, Adjustable	Unit	6
	Waste Receptacle of Push Cart for Garbage Collection	Unit	1
	Assorted Garden Tool	Set	1
	Water hose ¾ dia. 30 mts. w/ sprinkler	Roll	1
	Spatula	Pcs	5
<b>5.2</b>	<b>Janitorial Supplies (Monthly)</b>		
	Deodorant Cake	Doz	13
	Red Wax	Gals	7
	Pranela	Pcs	34
	Plastic Garbage Bag	Pcs	300
	Powder Soap	Kls	24
	Disinfectant	Gals	6
	Glade Air Freshner	Cans	12
	Pledge	Cans	10
	Emulsion wax	Gals	14
	Tissue Paper (Mancom Cr)	Pcs	300
	Toilet Bowl Cleaner	Gals	7
	Clorox/Chlorine	Gals	7
	Steel wool Tubes	Tubes	8
	Liquid Hand Soap	Gals	8
	Downy (500 ml)	Btcls.	5
	Furniture Polish	Gals	4
	Liquid humidifier freshner (100ml)	Btcls.	2

<b>5.3</b>	<b>Janitorial Supplies (Quarterly)</b>		
	Ceiling broom	Pcs	4
	Doormat	Pcs	22
	Dust Pan	Pcs	13
	Mop Head	Pcs	23
	Mop Handle	Pcs	19
	Polishing Pad	Pcs	17
	Scrubbing Pad	Pcs	17
	Push Brush	Pcs	6
	Soft Broom	Pcs	16
	Stick Broom	Pcs	15
	Toilet Pump	Pcs	8
	Toilet Bowl Brush	Pcs	11
	Spray Gun	Pcs	13
	Hand Towel	Pcs -	10
	Air Humidifier (electric operation)	Pcs	5