

## ***Section VII. Technical Specifications***

# Technical Specifications

Item	Description	Statement of Compliance	
<b>1.0</b>	<b>WORK GANG COMPOSITION</b>		
	In order to render the needed janitorial and allied services, the number of personnel required shall be as follows:  Total Number of Personnel : <b>13</b>		
1.1	Working Supervisor: 1		
1.2	Janitors: 12 (6 males and 6 females)		
<b>2.0</b>	<b>DEPLOYMENT</b>		
2.0.1	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.		
2.0.2	The Contractor agrees to undertake the availability of its services and personnel in the event there is a need to transfer or relocation of the assigned areas or offices. Any incidental expenses that may be incurred in view of such transfer or relocation shall be on the account of the contractor and without additional cost to PCOO.		
	<b>AREA</b>	<b>JANITOR</b>	<b>TIME</b>
	<b><i>PCOO Main Office</i></b>		
2.1	All offices in the main floor (including garbage collection in the morning)	1	6:00AM - 3:00PM
2.2	All offices in the main floor (including garbage collection in the afternoon)	1	8:00AM - 5:00PM
2.3	All common area, stairway, staff area, hallway, and female comfort rooms	1	6:00AM - 3:00PM
2.4	All common area, stairway, staff area, hallway, and male comfort rooms	1	8:00AM - 5:00PM
2.5	Office of the Secretary (will also serve as errand/utility personnel)	1	7:00AM - 4:00PM
2.6	Office of the Undersecretaries, Assistant Secretaries, Directors and other officials	2	8:00AM - 5:00PM
2.7	Offices of Support Group, Administration, Finance, and IT/EDP	2	8:00AM - 5:00PM
	<b><i>PCOO Extension Office: New Executive Building</i></b>		
2.8	NEB Ground Floor: MARO, PND, and Press Working Area, female comfort rooms	1	8:00AM - 5:00PM
2.9	NEB Ground Floor: MARO, PND, and Press Working Area, male comfort rooms	1	6:00AM - 3:00PM
	<b><i>PCOO Extension Office: Solano Office</i></b>		
2.10	All common area, stairway, staff area, hallway, and female comfort rooms	1	8:00AM - 5:00PM
2.11	All common area, stairway, staff area, hallway, and male comfort rooms	1	6:00AM - 3:00PM
	<b><i>PCOO Extension Office: BFB Building (FOI)</i></b>		
2.12	BFB Units 102, 103, and 104	1	7:00AM - 4:00PM

<b>3.0</b>	<b>OBLIGATION AND RESPONSIBILITIES OF THE CONTRACTOR</b>	
3.1	Supply the necessary labor, cleaning equipment, materials, and supervision for the daily upkeep & maintenance of the client's offices.	
3.2	Perform the following services janitorial services among others:	
3.2.1	<b>Daily Maintenance</b>	
	For each assigned area, the following should be properly and thoroughly cleaned everyday:	
	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, doors, and building posts	
	Restrooms	
	Stairway	
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 markers	
	Area under staircase	
3.2.3	<b>Monthly Maintenance</b>	
	Thorough general cleaning of all areas covered in this Section (Technical Specifications)	
	Cleaning and inspection of gutter/window glasses, lights doors and partitions	
	Signages on door offices	
	Shampooing of carpets	
3.2.4	<b>Miscellaneous Services (to be performed whenever required)</b>	
	Hauling/moving of office furniture's/equipment's and carrying of heavy boxes during office transfer/events, upon prior request	
	Serving of snacks/refreshments and other related tasks, during meeting and conferences of the client	
3.2.5	<b>Other Duties and Responsibilities</b>	
	Making available, at all times, of relievers and/or replacements, to ensure continuous and uninterrupted services, in case of absences;	
	Necessary supervision over work of its personnel;	
	Provision of uniform to the assigned janitors;	

	Compliance 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;		
	Assumption of 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 liable by the Contractor;		
	Liability for damage to or loss of property belonging to the client and of its employees; and		
	Assumption of responsibility with regard to the 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<sup>2</sup></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	Janitors: not less than 21 years old Supervisor: at least 35 years old		
4.5	No prior record of conviction or pending criminal case. Submission of a photocopy of NBI or PNP clearance is required.		
4.6	Duly trained and skilled to function as janitorial personnel.		
<b>5.0</b>	<b>CONTRACTUAL CONSIDERATION</b>		
	For and in consideration of above service, PCOO shall during the term of the Contract, pay the Service Provider an amount equivalent to the salaries and benefits mandated by law, inclusive of administrative overhead and VAT. In the event the minimum wage is increased or should an additional fringe benefits in favor of the personnel be promulgated either by law or decree or wage order subsequent to the execution of the Contract, the new rate shall be adjusted to conform with the law and shall be subject to a negotiation agreeable to both parties.		
<b>6.0</b>	<b>CONFIDENTIALITY CLAUSE</b>		
	The Janitors provided by the Janitorial Agency shall at all times maintain confidentiality of all documents and any information that they may have knowledge by virtue of their services to the PCOO and not to disclose to any third party all confidential information received from or entrusted by the client. The Janitors shall be prohibited from using the confidential information or documents received or entrusted by the Client for purposes other than compliance with its obligation as janitors		
<b>7.0</b>	<b>MINIMUM EQUIPMENT AND SUPPLY REQUIREMENTS</b>		
	<b>ITEM</b>	<b>UNIT</b>	<b>QUANTITY</b>
7.1	<b>Equipment</b>		
	Floor Polisher	units	5
	Vacuum Cleaner, Wet and Dry	units	2
	Glass Squeegee, Adjustable	units	6

<sup>2</sup> Provisions patterned after the Technical Specifications of Department of Budget and Management for its procurement of janitorial services on August 2020 (accessed from: <https://www.dbm.gov.ph/wp-content/uploads/Bids/ITB/ITB2020/Procurement-of-Janitorial-Services-for-DBM-ROV-for-the-duration-of-Three-Years.pdf>).

	Waste Receptacle of Push Cart for Garbage Collection	unit	1	
	Assorted Garden Tool	set	1	
	Water hose 3/4 Dia. 30 mts. w/ sprinkler	roll	1	
	Spatula	pieces	5	
7.2	<b>Janitorial Supplies (Monthly)</b>			
	Deodorant Cake	dozens	13	
	Red Wax	gallons	7	
	Pranela	pieces	34	
	Plastic Garbage Bag	pieces	300	
	Powder soap	kilograms	24	
	Disinfectant	gallons	6	
	Air freshener	cans	12	
	Wood enhancing polish liquid	cans	10	
	Emulsion Wax	gallons	14	
	Tissue Paper (ManComm CR)	pieces	300	
	Toilet Bowl Cleaner	gallons	7	
	Chlorine bleach	gallons	7	
	Steel wool tubes	tubes	8	
	Liquid hand soap	gallons	8	
	Fabric conditioner (500 ml)	bottles	5	
	Furniture Polish	gallons	4	
	Liquid humidifier fresher (100 ml)	bottles	2	
7.3	<b>Janitorial Supplies (Quarterly)</b>			
	Ceiling broom	pieces	4	
	Doormat	pieces	22	
	Dust Pan	pieces	13	
	Mop Head	pieces	23	
	Mop handle	pieces	19	
	Polishing Pad	pieces	17	
	Scrubbing Pad	pieces	17	
	Push Brush	pieces	6	
	Soft Broom	pieces	16	
	Stick Broom	pieces	15	
	Toilet Pump	pieces	8	
	Toilet bowl brush	pieces	11	
	Spray gun	pieces	13	
	Hand towel	pieces	10	
	Electric air humidifier	pieces	5	