

# Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

Item	Description			Statement of Compliance
<b>1.0</b>	<b>WORK GANG COMPOSITION</b>			
To render the needed janitorial and allied services, a total number of <b>13</b> personnel composed of the following are required:				
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>NUMBER OF JANITOR</b>	<b>TIME</b>	
<i><b>PCOO Main Office</b></i>				
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	
<i><b>PCOO Extension Office: New Executive Building</b></i>		<b>NUMBER OF JANITOR</b>	<b>TIME</b>	
2.8	NEB Ground Floor: MARO, PND, and Press Working Area, female	1	8:00AM -	

	comfort rooms		5:00PM	
2.9	NEB Ground Floor: MARO, PND, and Press Working Area, male comfort rooms	1	6:00AM - 3:00PM	
	<b>PCOO Extension Office: Solano Office</b>	<b>NUMBER OF JANITOR</b>	<b>TIME</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>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 of the office			
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:			
	<ul style="list-style-type: none"> <li>a. Floors</li> <li>b. Tables, chairs, steel, and wooden cabinets</li> <li>c. Wright line cabinets, electric fan, telephone apparatus, refrigerators where these are allowed. Air-conditioner grills and casings and other equipment.</li> <li>d. Waste basket</li> <li>e. Window sill, window panes, venetian blinds aluminum/stainless steel frames and glass doors.</li> <li>f. Wall, doors, and building posts</li> <li>g. Restrooms</li> <li>h. Stairways</li> </ul>			
3.2.2	<b>Weekly Maintenance</b>			
	A general cleaning of all areas should be done with emphasis on the following:			
	<ul style="list-style-type: none"> <li>a. Corners and inner areas of the rooms</li> <li>b. Ceilings, lighting fixtures/diffusers and upper walls</li> <li>c. Floors for floor wax applications and polishing</li> <li>d. Rugs and carpets to be vacuumed</li> <li>e. Gardens and other adjacent areas</li> <li>f. Railings and marble façade including the markers</li> <li>g. Area under staircase</li> </ul>			
3.2.3	<b>Monthly Maintenance</b>			
	<ul style="list-style-type: none"> <li>a. Thorough general cleaning of all areas covered in this Section (Technical Specifications)</li> <li>b. Cleaning and inspection of gutter/window glasses lights doors and partitions</li> <li>c. Signages on door offices</li> <li>d. Shampooing of carpets</li> </ul>			
3.2.4	<b>Miscellaneous Services (to be performed whenever required)</b>			

	<ul style="list-style-type: none"> <li>a. Hauling and moving of office furniture/ equipment and carrying of heavy boxes during office transfer/events, upon prior request</li> <li>b. Serving of snacks/refreshments and other related tasks, during meeting and conferences of the client</li> </ul>	
3.2.5	<b>Other Duties and Responsibilities</b>	
	<ul style="list-style-type: none"> <li>a. Making available, at all times, of relievers and/or replacements, to ensure continuous and uninterrupted services, in case of absences;</li> <li>b. Necessary supervision over work of its personnel;</li> <li>c. Provision of uniform to the assigned janitors;</li> <li>d. 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;</li> <li>e. Assumption of full responsibility for any claim that its janitors or workers may have, by reasons of their employment, and that incase of accident, injury or illness incurred in the line of duty, the Client should not in any way be liable by the Contractor;</li> <li>f. Liability for damage to or loss of property belonging to the client and of its employees; and</li> <li>g. 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</li> </ul>	
<b>4.0</b>	<b>PERSONNEL REQUIREMENTS<sup>2</sup></b>	
4.1	Must be a Filipino citizen	
4.2	With at least high school level of education ( <i>documentary proof shall be submitted as post qualification requirement</i> )	
4.3	Physically and mentally fit ( <i>medical certificate and psychological test result shall be submitted as post qualification requirement</i> )	
4.4	Age Requirement: Supervisor: at least 35 years old Janitors: not less than 21 years old	
4.5	No prior record of conviction or pending criminal case. ( <i>Submission of a photocopy of NBI or PNP clearance is required as post qualification requirement</i> )	
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	

<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>).

	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>7.1</b>	<b>Equipment</b>	
	Floor Polisher	units
	Vacuum Cleaner, Wet and Dry	units
	Glass Squeegee, Adjustable	units
	Waste Receptacle of Push Cart for Garbage Collection	unit
	Assorted Garden Tool	set
	Water hose 3/4 Dia. 30 mts. w/ sprinkler	roll
	Spatula	pieces
<b>7.2</b>	<b>Janitorial Supplies (Monthly)</b>	
	Deodorant Cake	dozens
	Red Wax	gallons
	Pranela	pieces
	Plastic Garbage Bag	pieces
	Powder soap	kilograms
	Disinfectant	gallons
	Air freshener	cans
	Wood enhancing polish liquid	cans
	Emulsion Wax	gallons
	Tissue Paper (ManComm CR)	pieces
	Toilet Bowl Cleaner	gallons
	Chlorine bleach	gallons
	Steel wool tubes	tubes
	Liquid hand soap	gallons
	Fabric conditioner (500 ml)	bottles
	Furniture Polish	gallons
	Liquid humidifier fresher (100 ml)	bottles

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	

Conforme:

Name of Bidder : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of : \_\_\_\_\_  
 Company : \_\_\_\_\_