



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Facsimile: 5-310-0037 / email: bac@prc.gov.ph



REGULAR MEMBERS:

ARISTOGERSON T. GESMUNDO
Chairman

OMAIMAH E. GANDAMRA
Vice-Chairperson

WILMA T. UNANA
Member

CRISANTO L. DECENA
Member

CARLA ANGELINE B. UJANO
Member

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MARIA LIZA M. HERNANDEZ
Vice-Chairperson

ARJAY R. ROSALES
Member

HENRIETTA P. NARVAEZ
Member

PROVISIONAL MEMBERS:

TEODORO X. MENDOZA II
Provisional Member, Non-IT Projects

RICHARD M. ARANIEGO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

YVETTE V. PEREZ
Member

MARGIERY D. DULIN
Member

MARIA ENRICA D. JUBAY
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CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
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JOEL P. IGNACIO
Member

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity (Number of /Janitors)	Timeline
1	The Contractor shall provide:		UPON RECEIPT OF NOTICE TO PROCEED (NTP)
	a) Supervisor	1 Male	
	b) Janitors who will be deployed at the PRC Central Office and PICC, as follows:	19 -Male 8 - Female Total= 27	
	PRC Main Building		
	b.1. Office of the Chairman, Conference Room (T-TH)	1 Female	
	b.2. Office of the Commissioner I, Conference Room (M-W-F)	1 Female	
	b.3. Office of the Commissioner II, bridge connecting Main and Annex building	1 Male	
	b.4. Office of the Assistant Commissioner, 2 nd floor public female CR	1 Female	
	b.5. Office of the Director for Regulations Office, ICT Division, Records, 2 nd floor male CR, and Fire Exit	1 Male	
	b.6. Professional Registration Division (Window 13 -23), COR	1 Male	
	b.7. Renewal Section NCR (window 1 - 12), Lobby Cash Division	1 Female	
	b.8. Customer Service Center Public Entrance, Lobby Area	1 Male	
	b.9. Flagpole Area, parking Area, Sidewalk of PRC Building	1 Male	
	b.10. Ground Floor Male CR (Main Building), Lobby near Cashier 33-36	1 Male	
	b.11. Ground Floor Female CR (Main Building), Medical Clinic	1 Female	
b.12. Rating Division, Examiners' Lounge and all CR's in the area, PAPRB	1 Male		
b.13. Main Building Stairways, 3 rd Floor Public CRs, ASSEC, Comm. Sec., ARD Digitization Room	1 Male		
PRC Annex Building		UPON RECEIPT OF NOTICE TO PROCEED (NTP)	
b.14. Licensure/ Examination Division, confidential Room, Hallway	1 Male		
b.15. Budget Division, Accounting, 2 nd Floor Hallway	1 Female		



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	b.16. Property Division, Records Management Division, Hallway	1 Male	
	b.17. Administrative Service, hallway, RSD, PMD	1 Male	
	b.18. Application Section (NCR), FAD-NCR 2 nd Floor, COA	1 Male	
	b.19. Stairways Annex Bldg., Bulwagang Nubla, 5 th floor Public CRs, SLAI, Application Section 5 th Floor	1 Female	
	b.20. HRDD, IAD, GSD, 3 rd floor Female CR	1 Female	
	b.21. 3 rd floor Male CR, Shredding Area Digitization, M/F CRs ACD	1 Male	
	b.22. BAC, BAC Conference Room, 5 th floor CRs, Hallways	1 Female	
	PRC PICC Office		UPON RECEIPT OF NOTICE TO PROCEED (NTP)
	b.23. PRC - PICC - CPDD - ACD	1 Male	
	b.24. PRC – PICC - Registration Area	1 Male	
	b.25. PRC – PICC – Legal Division, Male/ female C.R.	1 Male	
	b.26. PRC – PICC (D-211, D-216, PRB Meeting Rooms D-100)	1 Male	
	b.27. PRC - PICC (D301 – IAD-PRB-SPRB-PIMRU-TDD, Male/ female C.R.)	1 Male	
2	The Contractor shall provide the type and quantity of supplies and equipment as stipulated herein which shall be of high-grade quality to ensure and maintain maximum cleaning results. The delivery of supplies shall be certified by the Chief of the General Services Division and Procurement and Supply Division		UPON RECEIPT OF NOTICE TO PROCEED (NTP)
	The Contractor shall make available the following Equipment:		
	1. Heavy duty and modern floor polishers	at least Ten (12) units	
	2. Vacuum cleaners	Five (7) units	
	3. Aluminum ladders	Two (2) units	
	4. Glass squeegee/wiper	Fifteen (15) units	
	5. Grass scissor	Two (2)	



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		units	
6.	Janitorial safety signs	Five (5) units	
7.	Janitorial cleaning safety signs	Five (5) units	
The Contractor shall provide the following Supplies on a monthly basis:			UPON RECEIPT OF NOTICE TO PROCEED (NTP)
1.	Solvent Red wax	8 gals	
2.	Garbage plastic bags (size: XL)	1200 pcs	
3.	Disinfectant liquid – CR	15 gals	
4.	Toilet bowl cleaner	12 gals	
5.	Deodorant Cake	60 pcs	
6.	Liquid Anti-Bac 500 ml-CR (branded)	15 bottles	
7.	Working gloves	40 pcs	
8.	Mop head (nylon)	40 pcs	
9.	Franella	15 yards	
10.	Round Rugs	5 kilos	
11.	Wax Stripper	1 gal	
12.	Complete Wax	8 gals	
13.	Powder Soap	15 kilos	
14.	Bleaching Solution (branded)	25 gals	
15.	Insecticide (branded)	15 cans (at least 600 ml)	
16.	Furniture Polish/Cleaner (branded)	15 cans (at least 330 ml)	
17.	Air Freshener (branded)	20 cans (at least 280 ml)	
18.	Hand soap (liquid)	25 gals	
19.	Disinfectant Spray	20 cans (at least 330 ml)	
20.	All Wash-Liquid	20 gals	
21.	Soft broom	15 pcs	
22.	Stick broom	10 pcs	
The Contractor shall provide the following supplies on a quarterly basis:			UPON RECEIPT OF NOTICE TO PROCEED (NTP)
1.	Dust pan	12 pcs	
2.	Mop handle (stainless)	40 pcs	
3.	Toilet brush	15 pcs	
4.	Push brush	5 pcs	



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5. Ceiling Broom	2 pcs	
6. Toilet pump	10 pcs	
7. Polishing brush w/ Bracket	4 pcs	
8. Polishing pad (Black)	5 pcs	
9. Doormat	20 pcs	
10. Spray Gun	20 pcs	
11. Spatula	8 pcs	
12. Metal Polish	2 pcs	
13. Polishing Pad (Brown)	15 pcs	

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROVISION OF JANITORIAL SERVICES IN CENTRAL AND NCR OFFICES FOR CY2022

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY