



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel/Fax: 310-0037



ARISTOGERSON T. GESMUNDO
Chairman

ARJAY IL ROSALES
Vice-Chairman

MARIA LIZA M. HERNANDEZ
Member

HENRIETTA P. NARVAEZ
Member

MARIE JANE L. EDQUIZ
Member

KAREN M. MAGSALIN
Provisional Member, Non-IT Projects

GREGORIO B. DELORD
Provisional Member, IT Projects

SECRETARIAT:

ROMEL B. RUIZ
Secretary

MARGIERO D. DULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
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 #	Description	Quantity (Number of Janitors)	Delivered, Weeks/Months (TIMELINE)
1.	The Contractor shall provide:		Upon Notice to Proceed
	a) Supervisor	1 Male	
	b) Janitors who will be deployed at the PRC Central Office and PICC, as follows:	16 -Male 7- Female Total= 23	
MAIN BUILDING			
	b.1. Office of the Chairman and Conference Room including the CR's	1 Female	
	b.2. Office of the Commissioner I	1 Female	
	b.3. Office of the Asst. Commissioner including the CR's	1 Female	
	b.4. Office of the Commissioner II including CR's and Hallway (including bridge way and fire exit connecting Main and Annex Building)	1 Female	
	b.5. Office of the Director for Regulations Office, ICT Division, stairways, 2 nd floor Male CR, and Fire Exit	1 Male	
	b.6. Legal Division including the 2 nd floor Female CR	1 Female	
	b.7. PRC Grounds, Flag pole area, Parking Area, Sidewalk fronting PRC Building including parked unserviceable PRC vehicles	1 Male	
	b.8. Customer Service Center, Shredding Area, Public Assistance,	1 Male	
	b.9. Registration Division (Renewal), Lobby, Cash Division including Stairways.	1 Male	
	b.10. Registration Division (Initial Registration), Lobby, Cash Unit.	1 Male	
	b.11. Ground Floor Male CR (Main Building), including Male CR near Shredding Area.	1 Male	
	b.12. Ground Floor Female CR (Main Building), including Female CR near Shredding Area.	1 Female	
	b.13. Rating Division including Examiners' Lounge and all CR's in the area.	1 Female	
	b.14. PICC	1 Male	



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ANNEX BUILDING			Upon notice to proceed
	b.15. Examination Division, Confidential Room, Hallway.	1 Male	
	b.16. 2 nd Floor, Annex Building (OFAS, Accounting, Budget, Disbursing).	1 Male	
	b.17. Standards & Inspection Division and Records Management Division.	1 Male	
	b.18. Administrative Division, PIMRU, Medical/Dental, Supply and Property Division, Hallways.	1 Male	
	b.19. 3 rd Floor, Annex Building (Application, ESD/TDRSO).	1 Male	
	b.20. 4 th Floor, Annex Building (including CR)	1 Male	
	b.21. 5 th Floor, Annex Building (HRMD, Auditorium, including CR).	1 Male	
	b.22. COA, PMD, front stairways including elevator, 3 rd Floor Public CR's	1 Male	
	b.23. QMSS/BAC, WES Area, Employees CR (Male & Female), Motorpool Unit, stairways (backdoor)	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 Administrative Division and Supply and Property Division		Upon notice to proceed
	<i>The Contractor shall make available the following Equipment:</i>		
	1. Heavy duty and modern floor polishers	at least Ten (10) units	
	2. Vacuum cleaners	Five (5) units	
	3. Aluminum ladders	Two (2) units	
	4. Glass squeegee/wiper	Fifteen (15) units	
	5. Grass scissor	Two (2) units	
	<i>The Contractor shall provide the following Supplies on a monthly basis:</i>		
	1. Solvent Red wax	5 gals	Upon notice to proceed
	2. Garbage plastic bags (size: XL)	800 pcs	
	3. Disinfectant liquid – CR	12 gals	
	4. Toilet bowl cleaner	12 gals	
	5. Scrubbing pad	8 pcs	
	6. Stripping pad	8 pcs	
	7. Liquid Anti-Bac 500 ml-CR (branded)	12 Tubes	



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8. Working gloves	15 pcs
9. Wood/Furniture Polish	3 gals
10. Mop head	30 pcs
11. Franela	10 yards
12. Round Rugs	5 kilos
13. Wax Stripper	2 gals
14. Complete Wax	5 gals
15. Steel Wool	12 reams
16. Powder Soap	13 kilos
17. Terranova	2 gals
16. Bleaching Solution (branded)	12 gals
17. Insecticide (branded)	12 tubes (at least 600 ml)
18. Furniture Polish/Cleaner (branded)	12 tubes (at least 330 ml)
19. Air Freshener (branded)	12 tubes (at least 280 ml)
20. Hand soap (liquid)	12 gals
21. Disinfectant Spray	12 tubes (at least 330 ml)
22. All Wash-Liquid	12 gals
23. Soft broom	15 pcs
24. Stick broom	15 pcs
The Contractor shall provide the following supplies on a quarterly basis:	
1. Dust pan	15 pcs
2. Mop handle	15 pcs
3. Toilet brush	15 pcs
4. Push brush	5 pcs
5. Ceiling Broom	5 pcs
6. Toilet pump	15 pcs
7. Polishing brush w/ Bracket	5 pcs
8. Polishing pad (Black)	7 pcs
9. Doormat	15 pcs
10. Spray Gun	15 pcs
11. Spatula	5 pcs
12. Metal Polish	1 pc
13. Polishing Pad (Brown)	7 pcs

Upon notice
to proceed

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROVISION OF JANITORIAL SERVICES (2017)

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