



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel./Fax: 310-0032




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Section VII. Technical Specifications

Item	Specifications
THE SERVICE REQUIREMENTS	
1.	The undertaking shall consist in the provision and maintenance of the cleanliness and sanitation of the whole premises of PRC. It involves the provision of personnel, supplies and materials and equipment.
2.	The Contractor shall provide PRC with trained and qualified personnel complement of twenty-three (23) Janitors and one (1) Supervisor to be deployed in the Central Office.
3.	In the event the winning bidder is different from the incumbent contractor, the winning bidder shall absorb at least five (5) janitors from the existing contractor, if requested by PRC and PICC.
4.	The Contractor shall provide the PRC with a complete list of its personnel assigned to work in PRC. The Contractor shall not assign or allow working in the premises, janitors who are not acceptable to PRC. The Contractor shall give a written notice to the Chief, Administrative Division, whenever any of the janitors are to be removed or replaced.
5.	The Contractor shall provide relievers/replacements in case of absences of any assigned janitors to ensure continuous and uninterrupted service.
6.	The PRC reserves the right to request for an increase in the number of janitors assigned to the PRC or to request for their reassignment if the exigency of work so requires and to request for decrease in number of janitors in case of non-availability of funds.
7.	The Contractor shall submit for approval of the Chief of the Administrative Division a schedule of periodic general cleaning of areas herein covered for reference and guidance of PRC. All areas covered under the contract shall be maintained clean and sanitary at all times;
8.	Likewise, the Contractor shall deliver all the required supplies at the beginning of the period (month/quarter) to the Chief of the Supply and Property Division. Any withdrawal of supplies needed for the week shall be done through Requisition Issue Slip to be approved by the Chief of Administrative Division. The Contractor shall provide the type and required quantity of supplies and equipment needed for the maintenance of the cleanliness and orderliness of the office upon determination by the Administrative Division.
9.	The Contractor shall provide animal/pest control (i.e. Baygon) services at least monthly or whenever necessary during general cleaning.
10.	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 Chiefs of the Administrative Division and Supply and Property Division.



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11.	The Contractor shall provide at least ten (10) units of heavy duty floor polishers, five (5) units of vacuum cleaners, five (5) units of aluminum ladders, fifteen (15) units of glass squeegee/wiper, one (1) unit grass scissor, reasonable number of rugs, brooms, brushes and adequate amount of wax, waterless urinal cartridge/sealant, detergents, cleaning soap and the like. All supplies and materials to be used are of high-grade quality to ensure satisfactory cleanliness at all times.
12.	Janitors assigned shall render eight hours work every day, as indicated on the working time shift schedule per area provided by PRC.
13.	<p>The daily routine services to be rendered by janitors shall be:</p> <ol style="list-style-type: none"> Sweeping, dusting and polishing floor of all rooms, corridors, lobbies, stairs, fire exits, and entrances or areas as required by the Commission; Cleaning and wiping of all office tables, glass tops, furniture and fixtures, window ledges, Venetian blinds, counters, doorknobs and glass partition; Cleaning, sanitizing and removal of stains or spots from the floors, walls and other surfaces; Provide assistance in the cleaning on weekly basis of fans & air-con filters; Fetching water and filling of containers in the comfort rooms when water is not available; Assists in the carrying and moving of furniture and fixtures; Proper disposal of solid and liquid waste pursuant to R.A. 9003 otherwise known as "Ecological Solid Waste Management Act of 2000"; Upkeep of office potted plants and garden; Thorough general cleaning, washing and scrubbing of all the areas and comfort room facilities; Washing and cleaning of PRC service vehicles, as required; and Other related tasks as may be deemed necessary.
14.	<p>The monthly routine service to be rendered by the janitors shall include:</p> <ol style="list-style-type: none"> Dusting and removing of cobwebs from ceiling; To provide assistance in the general cleaning of air conditioning units; General polishing of outer surface of window glasses; General cleaning of draperies, blinds and window screens; Cleaning of gutters, awnings and the immediate surroundings of the buildings; Cleaning of ornamental plants and polishing of metal signs and fixtures; Provision of pest and termite control services; Thorough and general cleaning of all areas including stockrooms and vaults of all offices; Thorough shampooing of all carpets and rugs; Thorough cleaning of gutters and ledges; Replanting and replacement of potted plants; and Other related tasks as may be required by PRC.



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15.	Miscellaneous services to be rendered by janitors that may be assigned by the Contractor shall include but not limited to the following: <ul style="list-style-type: none"> a. Miscellaneous work such as carrying, transporting or moving of furniture, equipment, supplies and records within PRC offices and offsite warehouse as may be assigned from time to time; b. Submission of regular reports to the Chief of the Administrative Division any damages noted in the area such as busted pipes and plumbing fixtures, electrical installations, broken furniture and fixtures which immediately needed repairs and also to include noted deficiencies in the area which needed to be replaced or acted upon.
SCHEDULE OF DELIVERY OF SUPPLIES AND MATERIALS	
1	<p>A. TO BE PROVIDED PER MONTH: (see Table A of "Annex A" for the Schedule of Distribution)</p> <p>B. TO BE PROVIDED ON A QUARTERLY BASIS: (see Table B of "Annex A" for the Schedule of Distribution)</p>
QUALIFICATIONS OF SUPERVISOR AND JANITORS	
1	<p>The supervisor and janitors to be assigned by the Winning Bidder must possess the following qualifications:</p> <ol style="list-style-type: none"> 1. Filipino citizen; 2. Not related to any PRB or PRC official/employee (regular, casual, contractual, job order) within the 3rd degree of affinity or consanguinity; 3. Of good moral character, with NBI Clearance and without previous record of any conviction of a criminal offense involving moral turpitude; 4. At least a high school graduate with Certification under oath that janitors are properly trained on janitorial services; 5. Not less than 18 years old but not more than 35 years old; and 6. Physically and mentally fit.
2	<p>Janitors and/or relievers shall submit their resume and other pertinent documents for employment to the Chief of Administrative Division before deployment. In addition, they shall submit the following:</p> <ol style="list-style-type: none"> 1. Medical certificate 2. NBI clearance 3. Police clearance 4. Affidavit under oath of no relationship (Item 1.2)
3	The janitors shall be provided by the Contractor with clean uniform with name tag and shall be worn at all times while on duty.
4	The janitors shall render satisfactory services from Monday through Friday or as may be required by PRC in the interest of the service.



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SUPERVISION AND ADMINISTRATION

1	The Contractor together with its employees agree to abide with the performance and janitorial requirements of PRC in general and in the office where they assigned at all times and comply promptly with directives, instructions and existing policies, programs, rules and regulations of PRC.
2	The janitors shall be under the supervision of the Chief of the Administrative Division. Before they assume their function, an orientation of the scope of responsibility, rules and regulations of PRC and related matters shall be conducted by the Administrative Division with the assistance of the Human Resource and Management Division. No janitor shall assume his post without the proper orientation.
3	Janitors assigned to restricted offices/areas where highly accountable assets and security documents are kept, shall be oriented on information security policies and rules, and shall perform their duties under close supervision of PRC officials concerned.
4	The Contractor shall execute a Certification under oath that the janitors are screened and declared physically and mentally fit before they are allowed to report to their assigned post.
5	Janitor found to be under the influence of alcohol and/or prohibited drugs shall be immediately relieved from his post. No janitor shall smoke inside the premises of PRC and/or while on duty. The Contractor shall immediately replace the erring janitor, otherwise, PRC shall deduct the cost of maintaining the post.
6	The chiefs of offices concerned shall immediately report to the Chief of the Administrative Division compliance on the physical condition of the janitors assigned, with emphasis on checking whether he is under the influence of liquor, other intoxicating substance or prohibited drugs.
7	The Contractor shall provide adequate and responsible supervision over its personnel and assume full responsibility for the proper and efficient performance of their duties. The Contractor shall designate a Supervisor who shall be responsible for the overall management and coordination of work to be performed as per contract provisions and shall act as the central point of contact with PRC. The Supervisor shall have the full authority to act for and in behalf of the Contractor while on duty.
8	PRC reserves the right to increase and/or decrease the number of janitors, including the right to increase/decrease or change the materials and supplies requirements as the necessity for the same arises. The Contractor shall correspondingly comply within twenty-four (24) hours upon receipt of a written notice.
9	Before the expiration, the Contract may be extended upon agreement of both parties on a month-to-month basis but not to exceed six (6) months, due to the exigency of the service, or should there be a delay in the selection and awarding of a replacement contractor in accordance with RA 9184 and its Implementing Rules and Regulations.



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PAYMENT	
1	Payment for services rendered in accordance with the contract shall be made by the PRC directly to the Contractor on a monthly basis.
3	<p>Payment for services to the janitor shall be the amount appearing in the payroll of the Contractor and shall be made at the Accounting Division's office, during regular office hours.</p> <p>No amount shall be deducted from the salary of the janitor as payment/share for the equipment/supplies.</p> <p>Violation of this agreement shall be a ground for termination of contract and/or blacklisting.</p>
4	<p>Claims for payments by the Contractor shall be supported by the following documents:</p> <ol style="list-style-type: none"> Service Invoice; Statement of Account; Certification of completed delivery of janitorial services; Certification that the contractor complied with the applicable laws and labor standard; Notarized Sworn Statement of the representative to transact in behalf of the company; Summary report of attendance approved by the Chief of the Administrative Division; Duly accomplished Payroll; Certification from the Chiefs of the Administrative Division and Supply and Property Division that all supplies due for the period were delivered and within specification; Daily Time Schedule; Accomplishment Report for Overtime; Approved Office Order for Overtime/Permission to stay; Daily Time Records; and Janitorial Log Sheet. <p>In addition, the Contractor shall furnish/issue:</p> <ol style="list-style-type: none"> Monthly certification or provide proof that the janitors who have rendered services in PRC were paid in accordance with the provisions of the Minimum Wage Law, the New Labor Code and other pertinent laws and decrees. <p>On the certification issued, the individual janitor's signature should be obtained proving that their salaries have been received by them before PRC releases subsequent payments; and</p> <ol style="list-style-type: none"> Certified true copy of the monthly proof of payment/remittances from PAG-IBIG, SSS, PHILHEALTH, and other applicable deductions to the PRC-OFAS every 15th day of the following month.
5	All taxes payable to the government shall be borne by the Contractor.



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6	In case of increase of wage rate due to enactment of new laws, the Contractor may seek adjustment in writing, subject to the approval of the Commission.
7	The Contractor's Performance Bond shall be liable for any damages or losses that may arise directly or indirectly, attributable to the negligence or misbehavior or direct participation of the janitor assigned by the Contractor. In case the bond is not sufficient to cover such losses or damages, the Contractor shall pay the balance directly to the PRC.
8	The Contractor shall assume full responsibility on any claim for any compensation on injuries from accidents of the janitors assigned to PRC in connection with the performance of their duties and shall free PRC for any legal suit in connection therewith, there being no employer-employee relationships between PRC and the janitor.
9	The foregoing Terms and Conditions shall form part of the contract. Any violations of the bidding, and the contract, shall be sufficient grounds for the cancellation of the contract and/or blacklisting.
10	PRC reserves the right to terminate the contract after thirty (30) calendar days written notice to the Contractor after due verification of facts that the Contractor is not providing satisfactory services or not complying with the terms and conditions of the contract.
11	Attached as "Annex B" is the Breakdown of Cost of Janitorial Services per Janitor per Month.
12	Attached as "Annex C" is the Area of Assignment and Number of Janitor.

1. Compliance with the statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
2. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.
3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a) (ii) and/or GCC Clause 2.1 (a) (ii).

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



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"ANNEX A"

(SCHEDULE OF DISTRIBUTION OF SUPPLIES)

Table A. TO BE PROVIDED PER MONTH:

SUPPLIES	Unit	QUANTITY	Unit Cost	Total Cost
		Central Office		
Solvent Red wax	gallons	5		
Garbage plastic bags (size: XL)	pcs	800		
Disinfectant liquid-CR	gallons	12		
Toilet bowl cleaner	gallons	12		
Scrubbing pad	pcs.	8		
Stripping pad	pcs	8		
Liquid Anti-Bac 500 ml -CR (branded)	Tubes	12		
Working gloves	pcs	15		
Wood/Furniture Polish	gallons	3		
Mop head	pcs	30		
Franela	yards	10		
Round Rugs	kilos	5		
Wax Stripper	gallons	2		
Complete Wax	gallons	5		
Steel Wool	reams	12		
Powder Soap	Kilos	15		
Terranova	gallons	2		
Bleaching Solution (branded)	gallons	12		
Insecticide (branded)	tubes	12		
Furniture Polish/Cleaner (branded)	tubes	12		
Air Freshener (Offices)	tubes	12		
Hand soap (liquid)	gallons	12		
Disinfectant Spray	tubes	12		
All Wash Liquid	gallons	12		
Soft Broom	pcs.	15		
Stick Broom	pcs.	15		
Subtotal				



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Table B. TO BE PROVIDED ON A QUARTERLY BASIS:

SUPPLIES	Unit	QUANTITY	Unit Cost	Total Cost
		CO		
Dust pan	pcs	15		
Mop handle	pcs	15		
Toilet brush	pcs	15		
Push brush	pcs	5		
Ceiling brush	pcs	5		
Toilet pump	pcs	15		
Polishing brush	pcs	5		
Polishing pad	pcs	7		
Doomat	pcs	15		
Spray Gun	pcs	15		
Spatula	pcs	5		
Metal Polish	pcs.	1		
Polishing Pad	Pcs.	7		
Subtotal				

A. Monthly Supplies = ₱ _____/month

B. Quarterly Supplies = ₱ _____/quarter

Total = ₱ _____

Divide by the numbers of required janitors :

₱ _____/23 = ₱ _____/per janitor



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"Annex B"

MONTHLY RATE OF JANITORS

Breakdown of Cost of Janitorial Services per Janitor per Month

BASIS: DAILY WAGE: Php 491.00 **WORKING DAYS:** 262 days

PARTICULARS

SCHEDULE 1: AMOUNT PAID DIRECTLY TO JANITOR	
1.1 Average Monthly Rate (P _____ X 262 wd/12 mos)	
COLA (P _____ x 262 wd/12 mos)	
1.2 13 th Month Pay (P _____ /12 mos)	
1.3 Five Days Incentive Pay (P _____ x 5 days/12 mos)	
SUB TOTAL AMOUNT	P _____
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE JANITOR	
2.1 SSS Premium (Employer's Share)	
2.2 Philhealth Premium (MC 027-2013)	
2.3 Pag-Ibig Premium	
2.4 ECC	
SUB TOTAL AMOUNT	
SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT FOR SUPPLIES AND MATERIALS PER JANITOR	
3.1 Cost of Labor per month	
3.2 Administrative Overhead (10% of 3.1)	
3.3 Janitorial supplies	
TOTAL AMOUNT	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)	
4.1 VAT	
OVER ALL TOTAL AMOUNT per JANITOR	



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MONTHLY RATE OF SUPERVISOR

Breakdown of Cost of Janitorial Services per Supervisor per Month

BASIS: DAILY WAGE: ₱ _____ WORKING DAYS: 262 days

PARTICULARS

SCHEDULE 1: AMOUNT PAID DIRECTLY TO SUPERVISOR	
1.1 Average Monthly Rate (₱ _____ x 262/12) COLA (₱ _____ x 262/12)	
1.2 13th Month Pay (₱ _____ /12)	
1.3 Five Days Incentive Pay (₱ _____ x 5 days/12)	
SUBTOTAL AMOUNT	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE SUPERVISOR	
2.1 SSS Premium (Employer's Share)	
2.2 Philhealth Premium (MC 027-2013)	
2.3 Pag-ibig Premium	
2.4 ECC	
SUBTOTAL AMOUNT	
SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT FOR OVERHEAD/PROFIT	
3.1 Cost of Labor Per month	
3.2 Overhead/profit (10% of 3.1)	
TOTAL AMOUNT	
SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)	
4.1 VAT	
OVER ALL TOTAL AMOUNT PER SUPERVISOR	₱ _____

SUMMARY OF ABC COMPUTATION

Particulars	(a) No. of personnel	(b) Price Per personnel	(c) No. of Months	(d) Total (a*b*c=d)
Working Supervisor	1	₱ _____ /mos.	12	
Janitors		₱ _____ /mos.	12	
General Cleaning for Supervisor (twice a month during Saturdays)	1	[(mos.) wd-per day] X 2 (days)	12	
General Cleaning for Janitors (twice a month during Saturdays)	(2 nd Saturday of the month)	[(mos.) wd-per day]	12	
	(4 th Saturday of the month)	[(mos.) wd-per day]	12	
TOTAL BID PRICE PER YEAR VAT INCLUSIVE =				



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"ANNEX C"

AREA OF ASSIGNMENT and NUMBER OF JANITOR

AREA OF ASSIGNMENT	NUMBER OF JANITOR	REQUIRED GENDER
MAIN BUILDING		
1. Office of the Chairman and Conference Room including the CR's	1	Female
2. Office of the Commissioner I	1	Female
3. Office of the Asst. Commissioner including the CR's	1	Female
4. Office of the Commissioner II including CR's and Hallway (including bridge way and fire exit connecting Main and Annex Building)	1	Female
5. Office of the Director for Regulations Office, ICT Division, stairways, 2 nd floor Male CR, and Fire Exit	1	Male
6. Legal Division and International Affairs Division including the 2 nd floor Female CR	1	Female
7. PRC Grounds, Flag pole area, Parking Area, Sidewalk fronting PRC Building including parked unserviceable PRC vehicles.	1	Male
8. Customer Service Center, Shredding Area, Public Assistance.	1	Male
9. Registration Division (Renewal), Lobby, Cash Division, including Stairways.	1	Male
10. Registration Division (Initial Registration), Lobby, Cash Unit.	1	Male
11. Ground Floor Male CR (Main Building), including Male CR near Shredding Area.	1	Male
12. Ground Floor Female CR (Main Building), including Female CR near Shredding Area.	1	Female
13. Rating Division including Examiners' Lounge and all CR's in the area.	1	Female
14. PICC	1	Male
ANNEX BUILDING		
15. Examination Division, Confidential Room, Hallway.	1	Male
16. 2 nd Floor, Annex Building (OFAS, Accounting Division and Budget Division, Cash Disbursing.	1	Male
17. Standards & Inspection Division and Records Management Division.	1	Male
18. Administrative Division, PIMRU, Medical/Dental, Supply & Property Division, Hallways.	1	Male
19. 3 rd Floor, Annex Building (Application Division, ESD/TDRSQ).	1	Male
20. 4 th Floor, Annex Building (including CR's).	1	Male
21. 5 th Floor, Annex Building (HRMD, Auditorium including all CR's).	1	Male
22. COA, PMD, front stairways including elevator, 3 rd Floor public CR's	1	Male
23. QMSS/BAC Office, WES Area, Employees CR's, Motorpool Unit, Stairways (backdoor)	1	Male

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