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**SUPPLEMENTAL / BID BULLETIN No. 2**

Project : Procurement of Janitorial Services for FY 2019  
Reference No. : PB-GS-02-2019  
ABC : PhP 43,900,000.00  
Date : 17 May 2019

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This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

- I. Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental/Bid Bulletin No. 2 after considering inputs from End-User, BAC Members and prospective bidder.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(sgd.)  
**IMELDA M. PANOLONG**  
BAC Chairperson

# ANNEX A

## Technical Specifications

### Procurement of Janitorial Services for FY 2019

<b>I.</b>	<p><b>Background</b> The Department of Foreign Affairs (DFA) intends to procure services for the cleaning of its indoor and outdoor facilities from a professional janitorial services company.</p>	
<b>II.</b>	<p><b>Objective</b> To provide a safe and clean workspace for the Department personnel by securing outsourced professional janitorial services that use up-to-date and environment-friendly cleaning tools and procedures.</p>	
<b>III.</b>	<b>Scope of Work</b>	<b>Statement of Compliance</b>
<b>A.</b>	<p><b>General</b> The Contractor shall conduct services in the following areas:</p> <ol style="list-style-type: none"> <li>1. DFA Main Building (except the Foreign Service Institute premises and the DFA library);</li> <li>2. South Wing Annex Building (except the Foreign Service Institute premises);</li> <li>3. Roberts Street (area between Libertad Street and Williams Street only);</li> <li>4. Roxas Boulevard Service Road in front of Parking Plaza;</li> <li>5. DFA Covered Court; and</li> <li>6. All Consular Offices to include OCA–ASEANA Building, Consular Offices (COs) within and outside Metro Manila and additional COs which may be opened during the duration of the Contract</li> </ol>	
<b>B.</b>	<p><b>Specific Duties and Responsibilities</b> The Contractor and its personnel shall comply with the specific duties and responsibilities as provided in Annex B (Janitorial Duties and Responsibilities).</p>	
<b>IV.</b>	<p><b>Contractor’s Obligations:</b> The Contractor shall:</p>	
<b>A.</b>	<p><b>Training</b></p> <ol style="list-style-type: none"> <li>1. Certify that its janitorial service personnel are properly oriented/trained on proper janitorial protocols;</li> <li>2. Ensure that its janitorial service personnel shall: <ol style="list-style-type: none"> <li>a. Have undergone basic orientation on gender sensitivity, office decorum, and anti-sexual harassment policies; and</li> <li>b. Have passed a competency exam to determine technical capability. Each janitorial personnel must have a Certificate of Competency</li> </ol> </li> </ol>	

	<p>issued by TESDA (Completion of the competency requirements under the Philippine TVET Qualifications and Certification System).</p> <p>3. Submit the abovementioned certification/s to the Department prior to the deployment of the janitorial service personnel.</p>	
<b>B.</b>	<p><b>Observance of Government Regulations</b></p> <p>1. Pay and timely remit all government-mandated contributions of its janitorial service personnel, particularly Social Security System (SSS), Pag-IBIG and PhilHealth. Pay slips must be issued regularly to the employees including those assigned at COs.</p> <p>2. Comply with all Philippine labor laws, rules, and regulations, including DOLE Department Order(D.O.) 18-A, series of 2011, and D.O. 174, series of 2017, as applicable, and provide valid certification/registration of the applicable D.O.</p> <p>3. All certifications proving compliance shall be attached in the Bid Documents.</p>	
<b>C.</b>	<p><b>Miscellaneous Equipment and Supplies</b></p> <p>1. Provide two (2) sets of Biometric Finger Scanner, for the time in/out record of the janitorial service personnel, to be installed at the DFA Main Building and in DFA Aseana;</p> <p>2. Provide its own one (1) unit of photocopying machine with one (1) year supply of photocopying paper to be placed at the Janitorial field office in the DFA Main Building for printing of documents necessary for billing purposes;</p> <p>3. Provide a delivery vehicle to transport supplies from DFA Main building to DFA ASEANA building and other COs within Metro Manila, including transport of potted plants from DFA grounds garden (Greenhouse) to DFA ASEANA building;</p> <p>4. Provide extra cleaning supplies, tools and equipment, not mentioned in the contract or Annexes D or E if the need arises, at no additional cost to the Department. The supplies must be environment-friendly and non-hazardous to health.</p> <p>5. Provide its janitorial service personnel with proper personal protective equipment relevant for their tasks, such as but not limited to, gloves and masks for those handling garbage and other refuse.</p> <p>6. Provide at least three (3) sets of custom-fit prescribed uniforms, free of charge, for all its janitorial service personnel which should be worn together with proper ID at all times. The Contractor shall require janitorial</p>	

	<p>service personnel to wear only prescribed uniforms for all days of the week.</p> <p>7. In no case shall the janitorial service personnel be allowed to stay within the Department's premises after their regular duty, unless deemed necessary by their Supervisor or OAMSS' Head of the Sanitation Section or with the approval of the Administrative Officer(AO) of the concerned office.</p>	
<p><b>D.</b></p>	<p><b>Documentation</b></p> <ol style="list-style-type: none"> <li>1. Submit, upon award and/or before the signing of the contract, the following: <ol style="list-style-type: none"> <li>a. The résumés, valid NBI Clearance, Police Clearance and Medical Certificates of janitorial service personnel, including relievers, to the OAMSS' Head of the Sanitation Section;</li> <li>b. The entire janitorial service personnel's updated health certificates with vaccination history, especially for Hepatitis B and other communicable but preventable diseases; and</li> <li>c. A certification that its janitorial service personnel under this contract are its regular employees.</li> </ol> </li> <li>2. Submit every end of the month the consolidated Finger Scan print-out records of the janitorial service personnel assigned at the DFA Main building and DFA ASEANA Building to the OAMSS <del>PPMD</del> <b>Engineering and Maintenance Division (EMD)</b> Head and Head of Sanitation Unit for certification and signature. For those assigned at COs, the respective Officers-in-Charge (OIC) and/or AOs shall certify the DTR of each janitorial service personnel;</li> <li>3. Submit at the end of each week to the Head of the Sanitation Unit for evaluation, the daily quality of services checklist, accomplished by the Contractor's supervisor upon conduct of daily spot checks.</li> </ol>	
<p><b>E.</b></p>	<p><b>Delivery/ Supplies</b></p> <ol style="list-style-type: none"> <li>1. Have a prepared Delivery Receipt to be presented and countersigned by the assigned guard on duty at any of the DFA gates during deliveries of janitorial supplies to the DFA Main Building. For the delivery of supplies at DFA ASEANA and COs from DFA Main Building, delivery personnel should present a Gate Pass signed by the Head of Sanitation Unit, <b>EMD</b> Head, and Intelligence and Security Unit (ISU) Representative.</li> <li>2. Ensure that, every end of the month, all unconsumed supplies are removed from storage room # 1 (Issuance) for transfer to storage room #2 (Stock</li> </ol>	

	<p>Room), while newly delivered supplies are to be placed in storage room #1.</p> <p>3. Provide the necessary supplies as indicated in the schedule in Annexes D and E. The supplies shall be subject to inspection upon delivery and spot audit/verification by Office of Financial Management Services – Financial Resources Management Division (OFMS-FRMD).</p>	
<b>F.</b>	<b>Others</b>	
	1. Coordinate on a regular basis with the OAMSS’ Head of the General Services Section for purposes of receiving feedback on the janitorial service personnel’s performance;	
	2. Limit the number of relievers to a maximum of fifteen (15) persons/day for the Main building, ten (10) persons/day for DFA Aseana, and six (6)persons/day for the COs within Metro Manila.	
	<p>3. All relievers are advised to proceed to the assigned field office prior to deployment. Relievers are only allowed to relieve corresponding janitorial service personnel at their respective building of assignment.</p> <p>The Contractor shall submit to OAMSS-<b>EMD</b> at the beginning of the Contract, and whenever necessary, a short list of priority relievers recommended for each building of the Department with their proximity of residence taken into consideration.</p>	
	4. Ensure that its janitorial service personnel shall:	
	<p>a. Report to <b>OAMSS-EMD</b> all broken fixtures in the comfort rooms, hallways and stairs, and other observations, which require immediate attention;</p> <p>b. Remain at their assigned stations during assigned work hours. No loitering shall be tolerated;</p> <p>c. Proceed to the rest area provided or designated by the Department during break time;</p> <p>d. Use the facilities of the Department properly in accordance with the facilities’ intended use (e.g. dishes should not be washed in the comfort rooms, mops should not be washed at the urinals and washbasins, etc.);</p> <p>e. Strictly use only the stairs, the elevators at the south wing annex and the service elevator of the main building;</p>	

	<ul style="list-style-type: none"> <li>f. Inform their supervisor in case of absence;</li> <li>g. Have a designated reliever when they file for leaves;</li> <li>h. Be subject to reshuffle every quarter of the year or as often as necessary. Concerned offices which may want to retain their respective assigned janitorial personnel must submit written request from the Administrative Officer to <b>OAMSS-EMD</b>; and</li> <li>i. Be subject to search, every time they enter and leave the premises, by security guards as precaution or deterrence against property losses.</li> </ul>	
<b>V.</b>	<p><b>Contractor's Qualifications</b></p> <p>The Contractor must have existed as an agency offering janitorial services for at least eight (8) years from the date of the opening of bids, and must have all the appropriate permits to engage in such business.</p> <p>The Contractor shall be compliant with all government regulations pertaining to labor laws and standards, and submit current clearances from DOLE, SSS, PhilHEALTH and Pag-Ibig to show its compliance, as part of its qualification.</p>	
<b>VI.</b>	<p><b>Penalties</b></p> <p>In case of Contractor's failure to deliver the supplies in the quantity and schedule specified in Annexes D and E, the Department, at its discretion, shall either:</p> <ul style="list-style-type: none"> <li>a. withhold payment to the Contractor until the latter has delivered the stipulated quantity of supplies as verified by the OFMS-FRMD concerned, or</li> <li>b. apply the appropriate deduction to the payment due to the Contractor for a particular period based on the prevailing market value of the items.</li> </ul>	
<b>VII.</b>	<p><b>Reservation</b></p> <p>The Department reserves the right to amend the Contract in the event that retrofitting of the DFA main building is implemented and during the opening of new COs. Thus, all charges applicable to the main building, as reflected in the Contractor's cost breakdown, shall be deducted from the monthly billing.</p> <p>For this purpose, the Contractor shall provide a price breakdown, as indicated in Annex F, of its offer reflecting those for DFA Main Building, including South Wing Annex, DFA ASEANA, and Consular Offices as indicated in Annex C.</p>	
<b>VIII.</b>	<p><b>Contract Duration</b></p> <p>The Contract shall commence on 1 June 2019 and end on 31 December 2019.</p>	
<b>IX.</b>	<p><b>Confidentiality Clause</b></p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to the commencement of the service.</p>	

<b>X.</b>	<b>Terms of Payment</b> The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered. Payment of janitorial services shall be based on the actual number of days as reflected in the DTR of personnel. The daily schedule of janitorial services shall be from Monday to Saturday. During regular and special holidays, the Contractor shall not require their personnel to report to work. The Department shall not be obliged to pay the services rendered during regular and special holidays unless otherwise instructed in writing by OAMSS. Provision on overtime and holiday pay rates during these circumstances should be considered in the Bid Price. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice and complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.	
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## Annex B

Office of Asset Management and Support Services (OAMSS)  
Property, Procurement and Maintenance Division (PPMD)

# JANITORIAL DUTIES AND RESPONSIBILITIES

Prepared by: Engineering and Maintenance **Division(EMD)**

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## I. Coverage

The Contractor shall conduct services in the following areas:

1. DFA Main Building (except the Foreign Service Institute premises and the DFA library)
2. South Wing Annex Building (except the Foreign Service Institute premises)
3. Roberts Street (area between Libertad Street and Williams Street only),
4. Roxas Boulevard Service road in front of Parking Plaza
5. DFA Covered Court
6. All Consular Offices to include OCA–ASEANA Building, Consular Offices (COs) within and outside Metro Manila and additional COs which may be opened during the duration of the Contract.

## II. Sundays and Holidays

The Contractor shall not require janitorial service personnel to report on Sundays and holidays that fall during workdays, unless the Department makes a special written request for cleaning services as needed. The Contractor shall be solely responsible for overtime pay to the janitorial service personnel, in compliance with labor laws and standards, for such services including Saturdays if declared a holiday.

## III. Janitorial Service Personnel's Duties and Responsibilities by Area:

### Restrooms and near fire exits

#### A. General

Cleaning shall cover, but not be limited to, the following:

1. Wall-washing;
2. Sanitizing of washrooms and toilets;
3. Washing, mopping, disinfecting and drying of the building floors, including sidewalls, doors, partitions, sidings, stairways and other parts/portions of the building premises; and
4. Cleaning of garbage cans, sorting of garbage, and the disposal of garbage from the DFA premises to the nearest city waste disposal site.

## **B. Daily**

The Contractor shall provide the following services from Monday to Saturday:

1. Sweeping, mopping, spot-scrubbing and polishing of all floors. The areas with heavy foot traffic (e.g. the main lobby entrance ways and waiting areas) shall be serviced continuously during office hours to guarantee and ensure clean premises;
2. Emptying and cleaning of all garbage bins, waste paper containers, and disposing of garbage at designated areas in accordance with the Department's waste segregation plan;
3. Cleaning, sanitizing and minor de-clogging of toilets and washrooms, which include the use of special and disinfecting agents(e.g. muriatic acid or equivalent) in washbasins, urinals and toilet bowls;
4. Spraying of toilets and hallways with deodorizer and air fresheners;
5. Refilling all liquid handsoap dispensers;
6. Cleaning of receptacles and waste containers;
7. Lining of waste bins with appropriate plastic bags and changing them as necessary;
8. Watering of indoor and outdoor plants and flowers;and
9. Damp-wiping of plants and flowers, and cleaning of vases, pots and plant boxes.

## **C. Weekly**

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities;
2. Thorough cleaning, scrubbing, dusting, and damp-wiping of vertical surfaces such as walls, partitions, windows, doors, glass walls;
3. Thorough cleaning, sanitizing, and disinfecting of all washrooms, lavatories, water closets, urinals, wash basins and toilets;
4. General cleaning (washing with detergent) of trash cans/garbage bins; and
5. Washing and drying of all rubber matting.

## **D. Miscellaneous Works**

1. Deodorizing of office/rooms and other areas;
2. Reporting to concerned offices defects requiring immediate attention and action, such as leaking faucets and busted bulbs, among others;
3. Assignment of additional janitors to high-traffic comfort rooms; and
4. Other services related to janitorial services as needed by Offices.

## **E. Equipment and Supplies**

Janitorial equipment/tools as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD:

1. Floor mats for DFA Main lobby, South Wing and DFA Aseana entrances;
2. Stainless Steel or Plastic Multi Fold paper towel Dispenser (11" w x 14.5" h x 4" d ) wall mounted;
3. Facial acrylic Tissue Box Cover (rectangular);
4. Step-on Containers/Bins;
5. "CAUTION" floor signs;
6. Brand new hand dryers;
7. Color Coded Heavy Duty Waste Receptacles with wheels (95 gals. capacity);
8. Heavy Duty Floor Polishers (16");
9. Dust Mop/Flat Mop Systems;
10. Mop Handles;
11. Mop Heads;
12. Toilet Bowl Plungers (heavy duty);
13. Dust Pans (heavy duty);
14. Toilet Bowl Brushes (heavy duty)
15. Scrubbing Pads 16"x10";
16. Stripping Pads 16"x10"; and
17. Scrubbing Pads 20"x10".

## Offices and Consular Offices (COs)

### A. General

Cleaning shall cover, but not be limited to, the following:

1. Wall-washing;
2. Cleaning and sanitizing of washrooms and toilets;
3. Washing, mopping, disinfecting and drying of the building floors, including sidewalls, doors, partitions, sidings, stairways and other parts/portions of the building premises;
4. High-dusting of walls and ceilings;
5. Dusting and polishing of furniture and fixtures;
6. Spot-cleaning of all offices;
7. Cleaning and wiping of all office equipment, including telephone, intercom and others;
8. Scrubbing, waxing and polishing building floors, including the corridors;
9. Cleaning of glass windows, venetian blinds and curtain ledges, glass wall and façade; and
10. Cleaning of garbage cans, sorting of garbage, and the disposal of garbage from the DFA premises to the nearest City waste disposal site.

### B. Daily

The Contractor shall provide the following services on a daily basis, Monday to Saturday:

1. Sweeping, mopping, spot-scrubbing and polishing of all floors;
2. Cleaning all surface areas such as floors, ramps, walls, windows, window ledges, window panels, mirrors, vertical blinds, railings, doors, ceilings, work surfaces, etc.;
3. Emptying and cleaning of all garbage bins, waste paper containers, and disposing of garbage at designated areas in accordance with the Department's and the host's waste segregation plan;
4. Cleaning, wiping, disinfecting, dusting, damp-wiping and/or polishing of furniture, office tables, glass tops, fixtures, equipment, appliances, light diffusers, window ledges, counters and glass partitions and doors/door knobs;
5. Cleaning of receptacles and waste containers;
6. Cleaning, sanitizing and minor de-clogging of toilets and washrooms, which include the use of special and disinfecting agents in washbasins, urinals and toilet bowls;
7. Spraying of toilets and hallways with deodorant and air fresheners;
8. Refilling all liquid soap dispensers;
9. Lining of waste bins with appropriate plastic bags and changing them as necessary;
10. Watering of indoor and outdoor plants and flowers; and
11. Damp-wiping of artificial plants and flowers, and cleaning of vases, pots and plant boxes.

### **C. Weekly**

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities;
2. Thorough cleaning, scrubbing, dusting, and damp-wiping of vertical surfaces such as walls, partitions, windows, doors, glass walls;
3. Damp-wiping and cleaning of venetian/roll-up blinds;
4. General cleaning (washing with detergent) of trash cans/garbage bins;
5. Cleaning and polishing of internal and external parts of windows and panels;
6. Vacuuming and shampooing of carpets, rugs and upholstered chairs/furniture;
7. Thorough dusting-off and cleaning of office furniture and equipment;
8. Thorough cleaning, sanitizing, and disinfecting of all washrooms, lavatories, water closets, urinals, wash basins and toilets;
9. General cleaning (washing with detergent) of trash cans/garbage bins; and
10. Washing and drying of all rubber matting.

### **D. Miscellaneous Works**

1. Moving of office supplies, furniture and equipment within the building or areas of responsibilities;
2. Deodorizing of office/rooms and other areas;
3. Reporting to concerned offices defects requiring immediate attention and action, such as leaking faucets and busted bulbs, among others;
4. Posting of additional janitorial service personnel during special activities, such as office parties and office relocation; and
5. Other services related to janitorial services as needed by offices.

## **E. Equipment and Supplies**

Janitorial equipment/tools and supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD:

1. Heavy-Duty Floor Polisher (16");
2. Wet and Dry Industrial Vacuum Cleaner (32L);
3. Rubber made Pro Line Window Squeegee (heavy duty);
4. Push Cart (flatbed 250 kgs. capacity);
5. Color Coded Heavy-Duty Waste Receptacles with wheels (95 gals. capacity);
6. Multi-Functional Cleaning Janitorial Cart;
7. Mop Squeezers;
8. Aluminum Ladder (6 ft.);
9. Grass Scissor;
10. Pruning Knives;
11. Step-on Containers/Bins;
12. Biometric Finger Scanner;
13. Facial acrylic Tissue Box Cover (rectangular);
14. Air Freshener Liquid;
15. Air Freshener (downy);
16. Disinfectant Spray 19 oz (Lysol or Equivalent) (Early Morning Breeze or as per end user choice);
17. Black Garbage Bags XXL;
18. Biodegradable Garbage Bags (12" x 18", any color);
19. Transparent Biodegradable Garbage Bags XXL;
20. Carpet Shampoo;
21. Cleanser;
22. Concentrated Dishwashing Soap;
23. Fine Steel Wool;
24. Flannel Cloth 1ft. x 1.5ft;
25. Floor Maintainer (J &J);
26. Furniture Polish;
27. Glass Cleaner;
28. "Good Morning" Towels;

29. Marble Crystallizer;
30. Ordinary Round Rags;
31. Scouring Pad;
32. Sealer Wax (Over & Under J&J);
33. Stain Remover;
34. Multi Fold Hand Towel Tissue Paper 23cm x 23cm (white) 250/Pk-16Pk/Cs;
35. Facial Tissue;
36. Wax Stripper;
37. Disposable Safety Gloves;
38. Dust Mop/Flat Mop System;
39. Mop Handle;
40. Mop Head;
41. Ceiling Broom;
42. Soft Broom;
43. Dust Pan (heavy duty);
44. Powder detergent soap;
45. Ordinary Rags;
46. Stick Broom;
47. Toilet Bowl Cleaner;
48. Deodorant Cake;
49. Tissue Roll;
50. All Purpose Cleaner;
51. Floor Wax;
52. Spray Gun;
53. Push Brush;
54. Bowl Brush;
55. Hand Brush and
56. Metal Polish.

## Common Areas and Fire Exits

### A. General

Cleaning shall cover, but not be limited to, the following:

1. High-dusting of walls and ceilings;
2. Dusting and polishing of furniture and fixtures;
3. Scrubbing, waxing and polishing building floors, including the corridors and stairs;
4. Washing, mopping, disinfecting and drying of the building floors, including sidewalls, doors, partitions, sidings, stairways and other parts/portions of the building premises;
5. Shampooing and vacuuming of all carpeted areas;

6. Cleaning of glass windows, venetian blinds and curtain ledges, glass walls and façade;
7. Cleaning of the interior and exterior of the elevators; and
8. Sweeping and washing of all stairs.
- 9.

## **B. Daily**

The Contractor shall provide the following services on a daily basis, Monday to Saturday:

1. Sweeping, mopping, spot-scrubbing and polishing of all floors. The areas with heavy foot traffic (e.g. the main lobby entrance ways and waiting areas) shall be serviced continuously during office hours to ensure cleanliness at all times;
2. Cleaning of all surface areas such as floors, ramps, walls, windows, window ledges, window panels, mirrors, vertical blinds, railings, doors, ceilings, work surfaces, etc.;
3. Sweeping, hose-washing and mopping (dry and wet) of all stairways, hallways, lobbies and corridors;
4. Clearing of any obstruction in all corridors, lobbies, entrances, stairways, and fire exits;
5. Spraying of toilets and hallways with deodorant and air fresheners;
6. Cleaning and sanitizing of the elevators;
7. Watering of indoor and outdoor plants and flowers;
8. Damp-wiping of plants and flowers, and cleaning of vases, pots and plant boxes;
9. Emptying and cleaning of all garbage bins, waste paper containers, and disposing of garbage at designated areas in accordance with the Department's waste segregation plan;
10. Cleaning, wiping, disinfecting, dusting, damp-wiping and/or polishing of furniture, office tables, glass tops, fixtures, equipment, appliances, light diffusers, window ledges, counters and glass partitions and doors/door knobs; and
11. Cleaning of receptacles and waste containers.

## **C. Weekly**

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities;
2. General cleaning (waxing and polishing, spot-scrubbing, dirt and stain removal) of all horizontal surfaces such as floors, ramps, corridors, lobbies and stairways, including railings;
3. Cleaning and polishing of internal and external parts of windows and panels;

4. Dusting of lighting fixtures suspended from the ceiling;
5. Vacuuming and shampooing of carpets, rugs and upholstered chairs/ furniture;
6. Washing and drying of all rubber mattings;
7. Thorough cleaning, scrubbing, dusting, and damp-wiping of vertical surfaces such as walls, partitions, windows, doors, glass walls;
8. Damp-wiping and cleaning of venetian/roll-up blinds; and
9. General cleaning (washing with detergent) of trash cans/garbage bins;

#### **D. Miscellaneous Works**

1. Deodorizing of office/rooms and other areas;
2. Reporting to concerned offices defects requiring immediate attention and action, such as leaking faucets and busted bulbs, among others;
3. Posting of additional janitorial service personnel during special activities, such as office parties and office relocation;
4. Provision of signs and barriers to effectively prevent accidents in the course of completing an assignment;
5. Cleaning of conference rooms, auditorium and other common areas before and after events/meetings/functions; and
6. Other services related to housekeeping as needed by offices.

#### **E. Equipment and Supplies**

Janitorial equipment/tools and supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD.

1. Heavy-Duty Floor Polisher (16");
2. Wet and Dry Industrial Vacuum Cleaner (32L);
3. Marble Wall Polisher with pad holder;  
Description:  
180 mm Electric Wet Polishing Machine (HB-CP002)  
Makita Type, 180m Wheel, Professional Type CA;
4. Rubber made Pro Line Window Squeegee (heavy duty);
5. Vacuum Cleaner;
6. Aluminum Extension Ladder 20' (extra heavy duty);
7. Color Coded Heavy-Duty Waste Receptacles with wheels (95 gals. capacity);
8. Multi-Functional Cleaning Janitorial Cart;
9. Improvised Garbage Push Cart (heavy duty);
10. "CAUTION" Sign;
11. Mop Squeezers;
12. Step-on Containers/Bins
13. Crow bar (heavy duty);
14. Facial acrylic Tissue Box Cover (rectangular);
15. Air Freshener Liquid;

16. Air Freshener (downy);
17. Disinfectant Spray 19 oz. (Lysol or Equivalent) (Early Morning Breeze or as per end user choice);
18. Black Garbage Bags XXL;
19. Biodegradable Garbage Bags (12" x 18", any color);
20. Transparent Biodegradable Garbage Bags XXL O,R,CA,GN,GAR;
21. Carpet Shampoo;
22. Cleanser;
23. Fine Steel Wool;
24. Flannel Cloth 1ft. x 1.5ft;
25. Floor Maintainer (J &J);
26. Furniture Polish;
27. Glass Cleaner;
28. "Good Morning" Towels;
29. Marble Crystallizer;
30. Ordinary Round Rags;
31. Scouring Pad;
32. Sealer Wax (Over & Under J&J);
33. Stain Remover;
34. Wax Stripper;
35. Red Wax;
36. Disposable Safety Gloves;
37. Safety Gloves (heavy duty) standard size;
38. Dust Mop/Flat Mop System;
39. Mop Handle;
40. Mop Head;
41. Ceiling Broom;
42. Soft Broom;
43. Dust Pan (heavy duty);
44. Polishing Pad 16"x10" pads;
45. Polishing Pad 20"x10" pads;
46. Scrubbing Pad 16"x10" pads;
47. Stripping Pad 16"x10" and
48. Scrubbing Pad 20"x10".

## Ground and Garden Maintenance

### A. General

Cleaning shall cover, but not be limited to, the following:

1. Cleaning of garbage cans, sorting of garbage, and the disposal of garbage from the DFA premises to the nearest City waste disposal site;
2. Cleaning and washing of all DFA open spaces;
3. Cleaning of the DFA grounds and gardens, including the reflecting pool;
4. Clearing of storm drains and manholes;

5. Maintenance of indoor and outdoor plants, including the propagation of existing plants at the green house;
6. Cleaning of the DFA grounds and gardens, including the reflecting pool; and
7. Clearing of storm drains and manholes.

#### **B. Daily**

The Contractor shall provide the following services on a daily basis, Monday to Saturday:

1. Sweeping of driveways, premises of buildings, parking areas and surroundings;
2. Emptying and cleaning of all garbage bins, waste paper containers, and disposing of garbage at designated areas in accordance with the Department's waste segregation plan;
3. Emptying and cleaning of ashtrays and sand urns in smoking-designated areas;
4. Collection of garbage from receptacles to trash storage areas for segregation and disposal to the city waste disposal site;
5. Watering and rotation of indoor and outdoor plants and flowers;
6. Damp-wiping of plants and flowers, and cleaning of vases, pots and plant boxes; and
7. Maintenance of the gardens, including de-weeding.

#### **C. Weekly**

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Washing and cleaning of the DFA Parking Plaza and basement parking spaces;
2. Thorough cleaning of areas around the building, including gutters, parking spaces, green house, and surroundings, etc.;
3. General cleaning (washing with detergent) of trash cans/garbage bins;
4. Polishing of all DFA seals, Coat-of-Arms and brass/stainless signage at the DFA Main Building, DFA Aseana, and COs;
5. Taking out of indoor plants for sunlight exposure and appropriate plants maintenance every Friday afternoon;
6. Trimming of ornamental plants and Bermuda grass; and
7. Applying insecticides and cutting of dry leaves.

#### **D. Quarterly**

The Contractor shall provide the following services on a quarterly basis:

1. Removal, washing and reinstallation of lighting fixtures and diffusers in coordination with OAMSS-**EMD**; and

2. Provision of professionally-trained personnel to perform external glass window and façade cleaning at the DFA ASEANA Building. Safety gear and insurance to be provided by the Contractor.

#### **E. Miscellaneous Works**

1. Reporting to concerned offices defects requiring immediate attention and action, such as leaking faucets and busted bulbs, among others;
2. Posting of additional janitorial service personnel during special official activities and events, such as office parties and office relocation;
3. Provision of signs and barriers to effectively prevent accidents in the course of completing an assignment; and
4. Other services related to housekeeping as needed by offices.

#### **F. Equipment and Supplies**

Janitorial equipment/tools and supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD:

1. Concrete Buggies (8cu. ft. capacity) Pneumatic Wheels;
2. Electric Pressure Washer 1700-PSI 1.2 GPM;
3. Aluminum Extension Ladder 20' (extra heavy duty);
4. Push Cart (flatbed 250 kgs. capacity);
5. Color Coded Heavy-Duty Waste Receptacles with wheels (95 gals. capacity);
6. Multi-Functional Cleaning Janitorial Cart;
7. Spatula 1",2",3",4" (heavy duty);
8. Improvised Garbage Push Cart (heavy duty);
9. Sharpening tools (carborundum);
10. Pot Hole Digger (for cleaning of drainage system);
11. "CAUTION" Sign;
12. Mop Squeezers;
13. Screw Driver (heavy duty);
14. Pliers 8";
15. Long Nose 8";
16. Diagonal Cutter 8';
17. Ball Hammer 1";
18. Claw Hammer (heavy duty);
19. Hacksaw Frame with spare blade;
20. Wood Saw (heavy duty);
21. Crow bar (heavy duty);
22. Flat Chisel;
23. Electric Drill with set of Bit (masonry and steel);
24. Electric Grinder 4" diameter;

25. Wire Brush 4" diameter;
26. Grinding dish 4" diameter;
27. Metal Cutting dish 4" diameter;
28. Garden water hose with sprinkles (heavy duty);
29. Gas Engine Grass Cutter (heavy duty with spare nylon blade);
30. Trowel and Soil Scope;
31. Pruning Shears;
32. Spade/Shovel;
33. Black Garbage Bags XXL;
34. Biodegradable Garbage Bags (12" x 18", any color);
35. Transparent Biodegradable Garbage Bags XXL;
36. Fine Steel Wool;
37. Disposable Safety Gloves;
38. Safety Gloves (heavy duty) standard size;
39. Stick Broom;
40. Spray Gun (heavy duty);
41. Push Brush 12" (heavy duty) wood handle;
42. Metal Polish (metal cleaner);
43. Scrubbing Pad 16"x10" pads;
44. Scrubbing Pad 20"x10" pads;
45. Fertilizer (14-14-14);
46. Fertilizer (Urea);
47. Insecticide for ornamental plants;

## Personnel Assigned as Movers

### A. Daily

Cleaning shall cover, but not be limited to, the following:

1. Clearing of any obstruction in all corridors, lobbies, entrances, stairways, and fire exits;
2. Cleaning of all surface areas such as floors, ramps, walls, windows, window ledges, window panels, mirrors, vertical blinds, railings, doors, ceilings, work surfaces, etc.;
3. Assist in preparing in events within the building;
4. Damp-wiping of plants and flowers, and cleaning of vases, pots and plant boxes; and
5. Moving of office supplies, furniture and equipment within the building premises.

### B. Weekly

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities; and
2. Thorough dusting-off and cleaning of office furniture and equipment.

### **C. Miscellaneous Works**

1. Moving of office supplies, furniture and equipment within the building premises;
2. Cleaning of conference rooms, auditorium and other common areas before and after events/meetings/functions; and
3. Other services related to housekeeping as needed by offices.

### **D. Equipment and Supplies**

Janitorial equipment/tools as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD.

1. Concrete Buggies (8cu. ft. capacity) Pneumatic Wheels;
2. Heavy Duty Floor Polisher (16");
3. Aluminum Extension Ladder 20' (extra heavy duty);
4. Push Cart (flatbed 250 kgs. capacity);
5. Multi-Functional Cleaning Janitorial Cart;
6. Improvised Garbage Push Cart (heavy duty);
7. Mop Squeezers;
8. Furniture Polish;
9. Floor Maintainer (J &J);
10. Marble Crystallizer;
11. Ordinary Round Rags;
12. Stain Remover;
13. Disposable Safety Gloves;
14. Safety Gloves (heavy duty) standard size;
15. Cleanser;
16. Transparent Biodegradable Garbage Bags XXL;
17. Biodegradable Garbage Bags (12" x 18", any color);
18. Black Garbage Bags XXL;
19. Disinfectant Spray 19 oz (Lysol or Equivalent);
20. Air Freshener (downy);
21. Dust Mop/Flat Mop System;
22. Mop Handle;
23. Mop Head;
24. Soft Broom and
25. Dust Pan (heavy duty).

## Annex C

### DEPLOYMENT SCHEDULE OF JANITORIAL PERSONNEL (MONDAY – SATURDAY – Main Building) ~~Note: Change to Offices~~

**Site inspection may be provided by the Department to the prospective bidders prior to the submission of bids.**

Floor	6:00 am – 3:00 pm	7:00 am – 4:00 pm	11:00 am – 8:00 pm	1:00 pm – 10:00 pm
14th Floor (UIER & Elpidio Quirino Hall)	2		1	
12th Floor (UP & UA)	3	2	1	
11th Floor ( OSEC, OCRC, CHIEF COORD, CPG, USCR)	3	2	1	
10th Floor ( UNIO, ITCRD, ACTION CENTER)	3	2	1	
9th Floor (OMEAA, OPPC, VFACOM)	2	2	1	
8th Floor (ASPAC & ASEAN)	4	2	1	
7th Floor (OAA & OEA)	2	2	2	
6th Floor (OP, OPD, DFALF, TCCP)	3	2	1	
6th Floor South wing (UCSCC & OVS)	2	1		
4th Floor (OFMS & COA)	6	2	2	
3rd Floor (HRMO, CSC, UMWA, OLA)	7	2	2	
2nd Floor (Clinic, IAS, DLLU, BFSE, MOAO, OAMSS, Day Care)	4	3	2	
Ground Floor (Lobby, UNESCO, Chapel, Media Room, Prayer Room, Auditorium)	2	2	1	
South wing Ground Floor (ISU)	1			
PABX	1			
General Records and Pouch Section	1			
Consular Records Division	1			
Property (PPMD)	1	1		

Elevators/Stairway/F.Exit		1		
EMS	1	1		
Roberts St. / Basketball Court/Transportation	1			
Gardeners	2	2		
Movers	2	4	2	
Garbage Collector/ Segregating Team	1	1	1	2
Basement	1		1	
Supervisor/Storekeeper	2	2	1	
<b>Sub-Total</b>	<b>58</b>	<b>36</b>	<b>21</b>	<b>2</b>
<b>Total</b>				<b>117</b>

**DEPLOYMENT SCHEDULE OF JANITORIAL PERSONNEL  
(MONDAY – SATURDAY – DFA ASEANA)**

Floor	6:00 am – 3:00 pm	7:00 am – 4:00 pm	11:00 am – 8:00 pm
4th Floor – MRP	1		1
CIC, REL., R. Deck. Terrace	1		1
4th Floor – Authentication	1		1
3rd Floor – ASU, VISA, FSPCC	1		1
ASEC, & Ex Dir Offices	1		1
Ground Floor – Releasing	1		
2nd Floor – Encoding	1		1
2nd Floor – Courtesy Lane	1		1
Elevator	1		
Ground Floor – Authentication	1		1
Passport Director, Ground Floor Clinic	1		1
CAPAC, Agency/Hallway	1		1
Ground Floor Lobby	1		1
Grounds/Garden	1		
Lobby CR	1		1
Ground Processing	1		1
Hallway Grounds	1		
Surroundings/Garden	2		1
4th Floor CR, Fire Exit, EDP, CRD	2		2
Releasing/Waiting Area	1		
Male Public CR	1		1
Female Public CR	1		1
4th Floor Male CR/Fire Exit	1	1	
3rd Floor Male CR/Hallway		1	
2nd Floor Female CR/Fire Exit		1	

2nd Floor Male CR/Fire Exit		1	
Passport Director CR/Lobby		1	
2nd Floor Lobby			1
Supervisor	1		1
<b>Sub-Total</b>	<b>26</b>	<b>5</b>	<b>20</b>
<b>TOTAL</b>			<b>51</b>

<b>METRO MANILA/NCR OFFICES</b>	<b>Description</b>	<b>No. of Manpower</b>
SM Mega Mall	Janitor/Janitress	Six (6)
SM Robinsons Galleria	Janitor/Janitress	Four (4)
NCR West	Janitor/Janitress	Six (6)
Alabang Town Center	Janitor/Janitress	Four (4)
Ali Mall	Janitor/Janitress	Four (4)
Robinsons-Novaliches	Janitor/Janitress	Four(4)
<b>Total Personnel</b>		<b>28</b>

<b>CONSULAR OFFICES +17 (COs)</b>	<b>Description</b>	<b>No. of Manpower</b>
CO Baguio	Janitor/Janitress	Two (2)
CO La Union	Janitor/Janitress	Two (2)
CO Tuguegarao	Janitor/Janitress	Two (2)
CO Batangas	Janitor/Janitress	Two (2)
CO San Fernando	Janitor/Janitress	Three (3)
CO Lucena	Janitor/Janitress	Two (2)
CO Puerto Princesa	Janitor/Janitress	Two (2)
CO Legazpi	Janitor/Janitress	Two (2)
CO Iloilo	Janitor/Janitress	Two (2)
CO Bacolod	Janitor/Janitress	Two (2)
CO Cebu	Janitor/Janitress	Three (3)
CO Tacloban	Janitor/Janitress	Three (3)
CO Zamboanga	Janitor/Janitress	Two (2)
CO Cagayan de Oro	Janitor/Janitress	Two (2)
CO Davao	Janitor/Janitress	Four (4)
CO Butuan	Janitor/Janitress	Two (2)
CO General Santos	Janitor/Janitress	Two (2)
CO Cotabato	Janitor/Janitress	Two (2)
CO Calasiao, Pangasinan	Janitor/Janitress	Three (3)
CO Dumaguete	Janitor/Janitress	Four (4)
Satellite Office Angeles	Janitor/Janitress	Two (2)
San Nicolas Ilocos Norte	Janitor/Janitress	Three (3)
Santiago Isabela	Janitor/Janitress	Three (3)
Dasmaringas, Cavite	Janitor/Janitress	Two (2)
San Pablo, Laguna	Janitor/Janitress	Six (6)

Misamis Occidental	Janitor/Janitress	Three (3)
Tagum, Davao D.N.	Janitor/Janitress	Three (3)
Malolos, Bulacan	Janitor/Janitress	Three (3)
Antipolo Rizal	Janitor/Janitress	Two (2)
Paniqui, Tarlac	Janitor/Janitress	Two (2)
<b>Total Personnel</b>		<b>77</b>
<b>Grand Total Personnel</b>		<b>273</b>

## II. Annex D

### JANITORIAL EQUIPMENT AND SUPPLIES FOR DFA MAIN

*(Janitorial supplies must be delivered by the Contractor directly to the Department and inspected by OFMS)*

Equipment (To be delivered YEARLY)	Quantity
Power Lifter 12 meters high	1 unit
Heavy duty floor polisher (16")	Thirty-Three (33) units
Concrete buggies (8cu. ft. capacity) with pneumatic wheels	Two (2) pcs
Wet and Dry Industrial Vacuum Cleaner (32L)	Two (2) units
Marble Wall Polisher w/pad holder <b>Description:</b> 180 mm Electric Wet Polishing Machine (HB-CP002) Makita Type, 180m Wheel, Professional Type	Two (2) units
Rubber made Pro Line Window Squeegee (heavy duty)	Thirty (30) pcs
Vacuum Cleaner	Fifteen (15) units
Electric Pressure Washer 1700-PSI 1.2 GPM	Two (2) units
Garden water hose with sprinkles (heavy duty)	Three (3) rolls, 100m
<b>Aluminum Step Ladder:</b> 4 ft. 6 ft. 8 ft. 18 ft. Aluminum Extension Ladder 20' (extra heavy duty)	Three (3) pcs Three (3) pcs Three (3) pcs One (1) pc One (1) pcs
Push Cart (flat bed 250 kgs. capacity)	Twenty Six (26) pcs
Color Coded Heavy Duty Waste Receptacles with wheels (95 gals. capacity)	Fifty-one (51) units: Seventeen (17) units each of green (nabubulok), blue (dinabubulok), yellow (recyclable)
Multi-Functional Cleaning Janitorial Cart	Two (2) sets
Spatula 1",2",3",4" (heavy duty)	Fifty (50) pcs
Improvised Garbage Push Cart (heavy duty)	Two (2) unit
Gardening Scissors (heavy duty)	Six (6) pcs
Sharpening tools ( Carborundum)	One (1) pc

Trowel and soil scope	Six (6) pcs
Pot Hole Digger (for cleaning of drainage system)	Two (2) pcs
Pruning Shears	Two (2) pcs
“CAUTION” Sign	Fifty (50) pcs
Mop Squeezers	Sixty (60) set
Step-on Containers/Bins	One Hundred Thirty (130) units
Biometric Finger Scanner	Two (2) units
Spade/Shovel	Two (2) pcs
Facial acrylic Tissue Box Cover (rectangular)	150 boxes
Stainless steel or plastic multi-fold paper towel dispenser ( 11”w x 14.5”h x 4” d ) wall mounted	Ninety (90)sets
Fertilizer (14-14-14)	1 sack (50 kgs)
Fertilizer (Urea)	1 sack (50 kgs)
Insecticide for ornamental plants	1 gal
Hand Dryer	69 Units
<b>Heavy Duty Floor Matting (for Entrance &amp; Exit) Blue 10 ft x 4ft</b>	<b>4 Pcs</b>
<b>Tools for Janitorial:</b>	
Screw Driver (heavy duty)	One (1) set
Pliers 8”	One (1) pc
Long nose 8”	One (1) pc
Diagonal cutter 8”	One (1) pc
Ball hammer 1”	One (1) pc
Claw hammer (heavy duty)	One (1) pc
Hacksaw frame with spare blade	One (1) pc
Wood saw (heavy duty)	One (1) pc
Crow bar (heavy duty)	One (1) pc
Flat chisel	One (1) pc
Electric drill with set of bit (masonry and steel)	One (1) set
Electric grinder 4” diameter	One (1) unit
Wire brush 4” diameter	Ten (10) pcs
Grinding dish 4” diameter	Two (2) pcs
Metal cutting dish 4” diameter	Five (5) pcs
Hand wash soap dispenser	One hundred Fifty (150) pcs

<b>Supplies (To be delivered MONTHLY)</b>	<b>Quantity</b>
Spray gun (malls & by area)	5 pcs
Air freshener (downy or equivalent) (mild)	500 pcs of sachet 22 ml
Disinfectant spray 19 oz( lysol or equivalent) (early morning breeze scent or as per end user choice)	50 tubes/19 oz
<b>Black garbage bags xxl</b>	<b>5000 pcs</b>
Biodegradable garbage bags (12” x 18”, any color)	2000 pcs
Transparent biodegradable garbage bags xxl	2000 pcs

Carpet shampoo	5 gals
Chlorox Bleach	40 gals
Concentrated liquid handsoap	150 gals
Concentrated dishwashing soap	40 gals
Deodorant cake	500 pcs
Emulsion wax (complete j&j <b>or equivalent</b> )	10 gals
Fine steel wool	150 rims
Flannel cloth 1ft. X 1.5ft	100 pcs
Floor maintainer (j &j <b>or equivalent</b> )	10 gals
Furniture polish	5 gals
Glass cleaner	5 gals
“Good Morning” towels	10 doz.
Marble crystallizer	3 gals
Ordinary round rags	30 kls
Powdered detergent	200 kgs
Scouring pad	50 pcs
Sealer wax ( Over & Under, J&J or equivalent)	10 gals
Stain remover	1 gals
Toilet bowl cleaner	30 gals
Bathroom tissue roll	150 packs of 48 rolls
Multi fold hand towel tissue paper 23cm x 23cm (white) 250/pk-16pk/cs	3,000 packs or 125 boxes x 16 packs
Facial tissue	100 boxes of 72 pcs/box
Wax stripper	4 gals
Red wax	1 gal
Safety gloves (heavy duty) standard size	200 pairs
Furniture polish/tube	20 pcs
Face mask	2 boxes (50pcs/box)

<b>SUPPLIES (To be delivered QUARTERLY)</b>	<b>Quantity</b>
Dust mop/flat mop system	20 pcs
Mop handle	100 pcs
Mop head	200 pcs
Ceiling broom	10 pcs
Soft broom	150 pcs
Stick broom	50 pcs
Spray gun (heavy duty)	200 pcs
Toilet bowl plunger (heavy duty)	20 pcs
Dust pan (heavy duty)	50 pcs
Toilet bowl brush (heavy duty)	30 pcs
Push brush 12" (heavy duty) wood handle	20 pcs
Metal polish (metal cleaner)	100 pcs
Polishing pad 16"x10" pads	10 pcs
Polishing pad 20"x10" pads	5 pcs

Scrubbing pad 16"x10" pads	10 pcs
Stripping pad 16"x10" pads	10 pcs
Scrubbing pad 20"x10" pads	5 pcs
Hand brush	50 pcs

1. **JANITORIAL EQUIPMENT/ SUPPLIES FOR CONSULAR OFFICES (COs)**

<b>MONTHLY SUPPLIES</b>	<b>Quantity</b>
Powder detergent soap	4 kls.
Ordinary rags	3 kls.
Soft broom	3 pcs.
Stick broom	4 pcs.
Toilet bowl cleaner	1 gal.
Cleanser	5 kls.
Air freshener liquid	1 gal.
Mop head	1 doz.
Deodorant cake	1 doz.
Furniture polish	4 tubes
Trash bag XXL black	52 pcs.
Tissue roll	16 rolls
Carpet shampoo	1 gal.
All purpose cleaner	1 gal.
Floor wax	3 packs

<b>Every six months</b>	<b>Quantity</b>
Dust pan	6 pcs.
Spray gun	2 pcs.
Push brush	3 pcs.
Bowl brush	4 pcs.
Hand brush	4 pcs.
Ceiling broom	1 pc.
Metal polish	2 tins

<b>EQUIPMENT/TOOLS</b>	<b>Quantity</b>
Vacuum	1 unit
Grass scissor (heavy duty)	2 units
Pruning knives	2 units
Mop handle	6 units
Floor polisher 16"	1 unit
Mop squeezer	1 set
Aluminum ladder 6 feet	1 pc
Glass squeegee heavy duty	1 pc

### III. Annex E

*(For inclusion in the Financial Proposal/Price Breakdown)*

MONTHLY/QUARTERLY MINIMUM REQUIRED SUPPLIES AND MATERIALS				
ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL
1.	Spray Gun (malls & by area)	5 gals		
2.	Air Freshener (Downy or equivalent) (mild)	500 pcs of sachet 22 ml		
3.	Disinfectant Spray 19 oz(Lysol or Equivalent) (Early Morning Breeze or as per end user choice)	50 tubes/19 oz		
4.	<b>Black Garbage Bags XXL</b>	<b>5000 pcs</b>		
5.	Biodegradable Garbage Bags (12" x 18", any color)	2000 pcs		
6.	Transparent Biodegradable Garbage Bags XXL	2000 pcs		
7.	Carpet Shampoo	5 gals		
8.	Bleaching agent	40 gals		
9.	Concentrated Dishwashing	40 gals		
10.	Concentrated Liquid Hand soap	150 gals		
11.	Deodorant Cake	500 pcs		
12.	Emulsion Wax (Complete J&J or equivalent)	10 gals		
13.	Fine Steel Wool	150 rims		
14.	Flannel Cloth 1ft. x 1.5ft	100 pcs		
15.	Floor Maintainer (J&J or equivalent)	10 gals		
16.	Furniture Polish	5 gals		
17.	Glass Cleaner	5 gals		
18.	"Good Morning" Towels	10 doz.		
19.	Marble Crystallizer	3 gals		
20.	Ordinary Round Rags	30 kg		
21.	Powdered Detergent	200 kg		
22.	Scouring Pad	50 pcs		
23.	Sealer Wax ( Over& Under J&J or equivalent)	10 gals		
24.	Stain Remover	1 gal		
25.	Toilet Bowl Cleaner	30 gals		

26.	Bathroom Tissue Roll	150 packs of 48 rolls		
27.	Multi Fold Hand Towel Tissue Paper 23cm x 23cm (white) 250/Pk-16Pk/Cs	3,000 packs or 125 boxes x 16 packs		
28.	Facial Tissue	100 boxes of 72 pcs/box		
29.	Wax Stripper	4 gals		
30.	Red Wax	1 gal		
31.	Furniture Polish/Tube	20 pcs		
32.	Safety Gloves (heavy duty) standard size	200 pairs		
33.	Face Mask	2 boxes (50 pcs/box)		
	<b>QUARTERLY SUPPLIES</b>			
34.	Dust Mop/Flat Mop System	20 pcs		
35.	Mop Handle	100 pcs		
36.	Mop Head	200 pcs		
37.	Ceiling Broom	10 pcs		
38.	Soft Broom	150 pcs		
39.	Stick Broom	50 pcs		
40.	Spray Gun (heavy duty)	200 pcs		
41.	Toilet Bowl Plunger (heavy duty)	20 pcs		
42.	Dust Pan (heavy duty)	50 pcs		
43.	Toilet Bowl Brush (heavy duty)	30 pcs		
44.	Push Brush 12" (heavy duty) wood handle	20 pcs		
45.	Metal Polish (metal cleaner)	100 pcs		
46.	Polishing Pad 16"x10" pads	10 pcs		
47.	Polishing Pad 20"x10" pads	5 pcs		
48.	Scrubbing Pad 16"x10" pads	10 pcs		
49.	Stripping Pad 16"x10" pads	10 pcs		
50.	Scrubbing Pad 20"x10" pads	5 pcs		
51.	Hand Brush	50 pcs		
<b>TOTAL COST OF SUPPLIES</b>				

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” 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. 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. 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).

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]

**ANNEX F**  
**Janitorial Services 2019**  
**Bid Proposal**  
*(Please see next page.)*