

**DEPARTMENT OF FOREIGN AFFAIRS**

BIDS AND AWARDS COMMITTEE  
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**SUPPLEMENTAL / BID BULLETIN No. 4**

Project : Procurement of Janitorial Services for CY 2018  
Reference No. : PB-GS-13-2017  
ABC : PhP 65,000,000.00  
Date : 23 November 2017

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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. Invitation to Bid (Section I)**

1. The DFA-BAC has scheduled the following activities for the said Project:

<b>Deadline for Submission and Receipt of Bids</b>	<b>Bid Opening</b>
<b>07 December <del>29 November</del> 2017, Thursday <del>Wednesday</del>, 12:00 noon</b>	<b>07 December <del>29 November</del> 2017, Thursday <del>Wednesday</del>, 2:00 p.m.</b>

**II. Technical Specifications (Section VII)**

The Technical Specifications (Section VII) of the Bidding Documents is superseded by **ANNEX A** of this Supplemental/Bid Bulletin No. 1.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(Sgd.)  
**MARIA TERESA C. LEPATAN**  
BAC Chairperson

# ANNEX A

## TERMS OF REFERENCE FOR JANITORIAL SERVICES FOR C.Y. 2018

<b>I.</b>	<p><b>Background</b></p> <p>The Department of Foreign Affairs (DFA) outsources the cleaning of its indoor and outdoor facilities to a professional housekeeping/janitorial services company.</p>	
<b>II.</b>	<p><b>Objective</b></p> <p>To provide a safe and clean workspace for the Department personnel by securing outsourced professional housekeeping services that uses 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></p> <p>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, Regional Consular Offices (RCOs), all Metro Manila Passport Satellite Offices (SOs) and additional RCOs and SOs which may be opened during the duration of the contract.</li> </ol>	
<b>B.</b>	<p><b>Specific Duties and Responsibilities</b></p> <p>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 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/or Pag-Ibig to show its compliance, as part of its qualification.</p>	
<b>V.</b>	<p><b>Contractor's Obligations:</b></p> <p>The Contractor shall:</p>	
<b>A.</b>	<p><b>Training</b></p> <ol style="list-style-type: none"> <li>1. Certify that its janitorial staff are properly oriented/trained on proper housekeeping protocols;</li> <li>2. Ensure that its janitorial service personnel shall:</li> </ol>	

	<ol style="list-style-type: none"> <li>a. Have undergone basic orientation on gender sensitivity 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 issued by TESDA (Completion of the competency requirements under the Philippine TVET Qualifications and Certification System) to be submitted and presented during the actual opening of bid.</li> </ol>	
<b>B.</b>	<p><b>Observance of Government Regulations</b></p> <ol style="list-style-type: none"> <li>1. Pay and timely remit all government-mandated contributions of its janitorial staff, particularly Social Security System (SSS), Pag-IBIG and PhilHealth. Pay slips must be issued regularly to the employees including those assigned at RCOs.</li> <li>2. Comply with all Philippine labor laws, rules, and regulations, including DOLE D.O. 18-A, series of 2011, or D.O. 174, series of 2017, as applicable, and show valid certification/registration under either D.O.</li> </ol>	
<b>C.</b>	<p><b>Miscellaneous Equipment and Supplies</b></p> <ol style="list-style-type: none"> <li>1. Provide two (2) sets Biometric Finger Scanner, for the time in/out record of the janitorial staff, to be installed at the DFA main building and in OCA-Aseana with their own (1) supply of bond paper for the printing of the same;</li> <li>2. Provide its own (1) one unit of photocopying machine with (1) one year supply of photocopying paper to be placed at the Janitorial field office for printing of documents necessary for billing purposes;</li> <li>3. Have its own delivery vehicle to transport supplies from DFA Main building to OCA-ASEANA building and other Satellite Offices, including transporting of potted plants from DFA grounds garden (Greenhouse) to OCA-ASEANA building.</li> <li>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 included in the Department of Trade and Industry's (DTI) approved brands.</li> <li>5. Provide its janitorial staff with proper personal protective equipment relevant for the task, such as gloves and masks for those handling garbage or refuse.</li> <li>6. Provide at least three (3) sets of custom-fit uniforms, free of charge, for all its janitorial staff which should be worn together with proper ID at all times. In no case shall the janitorial staff be allowed to stay within the Department's premises after their regular duty, unless deemed necessary by the Supervisor or the Head of the Sanitation Section or with the approval of the AO of the concerned office.</li> </ol>	
<b>D.</b>	<p><b>Documentation</b></p> <ol style="list-style-type: none"> <li>1. Submit, upon award or before the signing of the contract, the following:</li> </ol>	

	<ol style="list-style-type: none"> <li>a. The résumés, NBI Clearance, Police Clearance and Medical Certificates of janitorial staff, including relievers, to the OAMSS-PMD Head of the Sanitation Section;</li> <li>b. The entire janitorial staff'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 staff under this contract are its regular employees.</li> </ol> <ol style="list-style-type: none"> <li>2. Submit every end of the month the consolidated Finger Scan print-out records of the janitorial personnel assigned at The Main building and OCA-ASEANA Building to the PMD-OAMSS AO and Head of Sanitation Section for certification. The Head of the Sanitation Section shall sign the daily attendance log sheets of all janitorial personnel. For those assigned at Satellite Offices and RCOs, the respective AOs shall certify the DTR of each janitorial personnel;</li> <li>3. Submit at the end of each week to the Head of the Sanitation Section for evaluation a report on the quality of services, contained in a checklist accomplished by the Contractor's supervisor upon conducting regular spot check. The checklist shall be countersigned by the concerned DFA offices' Property Officer or AO for validation.</li> </ol>	
<b>E.</b>	<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 DFA main building. For the delivery of supplies at OCA-ASEANA and Satellite Offices from DFA building, delivery personnel should present a Gate Pass signed by the Head of Sanitation or PPMD AO and the PPMD Director;</li> <li>2. Ensure that, every end of the month, all unconsumed supplies are removed from storage room # 1(Issuance) for transfer to storage #2 (Stock Room), while newly delivered supplies are to be placed at storage #1.</li> <li>3. Provide the necessary supplies on a regular basis as indicated in Annexes D and E. The supplies shall be subject to inspection upon delivery and spot audit/verification by the Department's Internal Auditor.</li> </ol>	
<b>F.</b>	<p><b>Others</b></p>	
	<ol style="list-style-type: none"> <li>1. Coordinate with the Unit Head of the General Services Section and/or the Administrative Officer (AO) of the respective offices where janitorial personnel are assigned for purposes of receiving feedback on the janitorial staff's performance;</li> </ol>	
	<ol style="list-style-type: none"> <li>2. Limit the number of relievers to a maximum of fifteen (15) persons/day for the Main building, ten (10) persons/day for OCA-Aseana, five (5)persons/day for the Satellite offices. All relievers are advised to proceed to their respective assigned field office for deployment. For Satellite Offices, relievers shall report directly to DFA Main building prior to deployment on a first-come-first-served basis. Relievers are only allowed to relieve corresponding janitorial personnel at their respective building of assignment.</li> </ol>	

	<p>3. Ensure that its janitorial service personnel shall:</p> <ol style="list-style-type: none"> <li>a. Report to OAMSS-EMS all broken fixtures in the comfort rooms, hallways and stairs, and other observations, which require immediate attention;</li> <li>b. Remain at their assigned stations during assigned work hours. No loitering shall be tolerated.</li> <li>c. Proceed to the rest area provided or designated by the Department during break time or rest period;</li> <li>d. Use the facilities of the DFA 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.);</li> <li>e. Strictly use only the stairs, the elevators at the south wing annex and the service elevator of the main building;</li> <li>f. Inform their supervisor in case of absence;</li> <li>g. Have qualified and security-cleared relievers when they file vacation, sick and maternity 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 OAMSS-PPMD; 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> </ol>	
<p><b>VI.</b></p>	<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> <ol style="list-style-type: none"> <li>a. withhold payment to the Contractor until the latter shall have delivered the stipulated quantity of supplies as verified by the Internal Auditor concerned, or</li> <li>b. apply the appropriated eduction to the payment due to the Contractor for a particular period based on the prevailing market value of the items.</li> </ol>	
<p><b>VII.</b></p>	<p><b>Reservation</b></p> <p>The Department reserves the right to amend the Terms and Conditions in the event that retrofitting of the DFA main building is implemented. 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 of its offer reflecting those for DFA Main Building, including South Wing Annex, OCA-ASEANA, Regional Consular Offices, and Satellite Offices, as indicated in Annex C.</p>	
<p><b>VIII.</b></p>	<p><b>Contract Duration</b></p> <p>The Contract shall commence on 01 January 2018 and end on 31 December 2018.</p>	

IX.	<p><b>Terms of Payment</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered.</li> </ol> <p>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 the 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 the regular and special holiday unless otherwise instructed by the authorized office.</p> <ol style="list-style-type: none"> <li>2. Payments shall be made thirty (30) days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP).</li> <li>3. The payment shall be inclusive of all applicable taxes and other lawful charges.</li> </ol>	
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*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.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative]

[Position]

[Date]

## **Annex B**

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

# JANITORIAL DUTIES AND RESPONSIBILITIES

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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, Regional Consular Offices (RCOs), all Metro Manila Passport Satellite Offices (SOs) and additional RCOs and SOs which may be opened during the duration of the contract.

## II. Sundays and Holidays

The Contractor shall not require janitorial staff to report on Sundays and holidays that fall during workdays, unless the Department makes a special request for cleaning services as needed. The Contractor shall be solely responsible for overtime pay to the janitorial staff, 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. 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. 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. 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 in washbasins, urinals and toilet bowls;
4. Spraying of toilets and hallways with deodorant and air fresheners;
5. Refilling all liquid soap 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;
9. 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, including if declared a holiday:

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.
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-volume comfort rooms;
4. Other services related to janitorial services as needed by offices.

### **E. Equipment**

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 Internal audit.

1. Stainless Steel or Plastic Multi Fold paper towel Dispenser ( 11”w x 14.5”h x 4” d ) wall mounted
2. Facial acrylic Tissue Box Cover (rectangular)
3. Step-on Containers/Bins
4. “CAUTION” Sign
5. Color Coded Heavy Duty Waste Receptacles with wheels (95 gals. capacity)
6. Heavy Duty Floor Polisher (16”)

### **F. Supplies**

Janitorial supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the Internal audit.

1. Heavy Duty Floor Polisher (20”)
  2. Heavy Duty Floor Polisher (16”)
  3. Color Coded Heavy-Duty Waste Receptacles with wheels (95 gals. capacity)
  4. “CAUTION” Sign
  5. Step-on Containers/Bins
  6. Facial acrylic Tissue Box Cover (rectangular)
  7. Stainless Steel or Plastic Multi-Fold paper towel Dispenser ( 11”w x 14.5”h x 4” d ) wall mounted
1. Dust Mop/Flat Mop System
  2. Mop Handle
  3. Mop Head
  4. Toilet Bowl Plunger (heavy duty)

5. Dust Pan (heavy duty)
6. Toilet Bowl Brush (heavy duty)
7. Scrubbing Pad 16"x10" pads
8. Stripping Pad 16"x10" pads
9. Scrubbing Pad 20"x10" pads

## Offices and near 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. Spot-cleaning of all offices;
4. Cleaning and wiping of all office equipment, including telephone, intercom and others;
5. Scrubbing, waxing and polishing building floors, including the corridors;
6. Cleaning of glass windows, venetian blinds and curtain ledges, glass wall and façade;
7. 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 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.

### **C. Weekly**

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

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.

### **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 staff during special activities, such as office parties and office relocation;
5. Other services related to janitorial services as needed by offices.

#### **E. Equipment**

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 Internal audit.

1. Heavy-Duty Floor Polisher (20")
2. Heavy-Duty Floor Polisher (16")
3. Wet and Dry Industrial Vacuum Cleaner (32L)
4. Rubber made Pro Line Window Squeegee (heavy duty)
5. Push Cart (flat bed 250 kgs. capacity)
6. Color Coded Heavy-Duty Waste Receptacles with wheels (95 gals. capacity)
7. Multi-Functional Cleaning Janitorial Cart
8. Mop Squeezers
9. Step-on Containers/Bins
10. Biometric Finger Scanner
11. Facial acrylic Tissue Box Cover (rectangular)

#### **F. Supplies**

Janitorial supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the Internal audit.

1. Air Freshener Liquid
2. Air Freshener (downy)
3. Disinfectant Spray 19 oz (Lysol or Equivalent) ( Early Morning Breeze or as per end user choice)
4. Black Garbage Bags XXL
5. Biodegradable Garbage Bags (12" x 18", any color)
6. Transparent Biodegradable Garbage Bags XXL
7. Carpet Shampoo
8. Cleanser
9. Concentrated Dishwashing Soap
10. Fine Steel Wool
11. Flannel Cloth 1ft. x 1.5ft
12. Floor Maintainer (J &J)
13. Furniture Polish
14. Glass Cleaner
15. "Good Morning" Towels
16. Marble Crystallizer
17. Ordinary Round Rags
18. Scouring Pad
19. Sealer Wax (Over & Under J&J)
20. Stain Remover
21. Multi Fold Hand Towel Tissue Paper 23cm x 23cm (white) 250/Pk-16Pk/Cs
22. Facial Tissue
23. Wax Stripper
24. Disposable Safety Gloves

25. Dust Mop/Flat Mop System
26. Mop Handle
27. Mop Head
28. Ceiling Broom
29. Soft Broom
30. Dust Pan (heavy duty)

## Common Areas

### 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;
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;
8. Sweeping and washing of all stairs.

### 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 guarantee and ensure clean premises;
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. Sweeping, hose-washing and mopping (dry and wet) of all stairways, hallways, lobbies and corridors;
4. Clearing of 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 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, including if declared a holiday:

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.

#### **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 staff 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.
6. Other services related to housekeeping as needed by offices.

#### **E. Equipment**

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 Internal audit.

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

#### **F. Supplies**

Janitorial supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the Internal audit.

1. Air Freshener Liquid
2. Air Freshener (downy)
3. Disinfectant Spray 19 oz.(Lysol or Equivalent) (Early Morning Breeze or as per end user choice)
4. Black Garbage Bags XXL
5. Biodegradable Garbage Bags (12" x 18", any color)
6. Transparent Biodegradable Garbage Bags XXL O,R,CA,GN,GAR
7. Carpet Shampoo
8. Cleanser
9. Fine Steel Wool
10. Flannel Cloth 1ft. x 1.5ft
11. Floor Maintainer (J &J)
12. Furniture Polish
13. Glass Cleaner
14. "Good Morning" Towels

15. Marble Crystallizer
16. Ordinary Round Rags
17. Scouring Pad
18. Sealer Wax (Over& Under J&J)
19. Stain Remover
20. Wax Stripper
21. Red Wax
22. Disposable Safety Gloves
23. Safety Gloves (heavy duty) standard size
24. Dust Mop/Flat Mop System
25. Mop Handle
26. Mop Head
27. Ceiling Broom
28. Soft Broom
29. Dust Pan (heavy duty)
30. Polishing Pad 16"x10" pads
31. Polishing Pad 20"x10" pads
32. Scrubbing Pad 16"x10" pads
33. Stripping Pad 16"x10"
34. Scrubbing Pad 20"x10"

## Ground 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 parking spaces;
3. Cleaning of the DFA grounds and gardens, including the reflecting pool; and
4. 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 of indoor and outdoor plants and flowers;
6. 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, including if declared a holiday:

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 and brass/stainless signage at the DFA Main Building, OCA-Aseana, RCOs and SOs.

#### **D. Quarterly**

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

1. Removal, washing and reinstallation of lighting fixtures covered by diffusers in coordination with OAMSS-Engineering and Maintenance Section (EMS);
2. Provision of professionally-trained personnel to perform external glass window and façade cleaning at the OCA-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 staff during special activities, such as office parties and office relocation;
3. Provision of signs and barriers to effectively prevent accidents in the course of completing an assignment;
4. Other services related to housekeeping as needed by offices.

#### **F. Equipment**

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 Internal audit.

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

## **G. Supplies**

Janitorial supplies as listed, but not limited to the following, shall be delivered by the Contractor directly to the Department and inspected by the Internal audit:

1. Black Garbage Bags XXL
2. Biodegradable Garbage Bags (12" x 18", any color)
3. Transparent Biodegradable Garbage Bags XXL
4. Fine Steel Wool
5. Disposable Safety Gloves
6. Safety Gloves (heavy duty) standard size
7. Stick Broom
8. Spray Gun (heavy duty)
9. Push Brush 12" (heavy duty) wood handle
10. Metal Polish (metal cleaner)
11. Scrubbing Pad 16"x10" pads
12. Scrubbing Pad 20"x10" pads

# Gardeners

## **A. General**

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

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

## **B. Daily**

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

1. Watering of indoor and outdoor plants and flowers;
2. Damp-wiping of artificial plants and flowers, and cleaning of vases, pots and plant boxes;
3. Maintenance of the gardens, including pulling of weeds.

## **C. Weekly**

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

1. Taking out of indoor plants for sunlight exposure and appropriate plants maintenance every Friday afternoon;
2. Trimming of ornamental plants and Bermuda grass;
3. Applying insecticides and cutting of dry leaves.

#### **D. 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 staff during special activities, such as office parties and office relocation;
3. Provision of signs and barriers to effectively prevent accidents in the course of completing an assignment;
4. Cleaning of conference rooms, auditorium and other common areas before and after events/meetings/functions.
5. Other services related to housekeeping as needed by offices.

#### **E. Equipment**

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 Internal audit.

1. Concrete Buggies (8cu. ft. capacity) Pneumatic Wheels
2. Electric Pressure Washer 1700-PSI 1.2 GPM
3. Garden water hose with sprinkles (heavy duty)
4. Aluminum Extension Ladder 20' (extra heavy duty)
5. Push Cart (flatbed 250 kgs. capacity)
6. Color Coded Heavy Duty Waste Receptacles with wheels (95 gals. capacity)
7. Multi-Functional Cleaning Janitorial Cart
8. Improvised Garbage Push Cart (heavy duty)
9. Gardening Scissors (heavy duty)
10. Sharpening tools (carborundum)
11. Gas Engine Grass Cutter (heavy duty with spare nylon blade)
12. Trowel and Soil Scope
13. Pruning Shears
14. Spade/Shovel
15. Fertilizer (14-14-14)
16. Fertilizer (Urea)
17. Insecticide for ornamental plants
18. Hacksaw Frame with spare blade
19. Wood Saw (heavy duty)
20. Grinding dish 4" diameter

#### **F. Supplies**

Janitorial supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the Internal audit.

1. Black Garbage Bags XXL
2. Biodegradable Garbage Bags (12" x 18", any color)
3. Transparent Biodegradable Garbage Bags XXL
4. Disposable Safety Gloves
5. Safety Gloves (heavy duty) standard size
6. Stick Broom
7. Spray Gun (heavy duty)
8. Dust Pan (heavy duty)
9. Push Brush 12" (heavy duty) wood handle

## Personnel Assigned as Movers

### A. Daily

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

1. Clearing of obstruction in all corridors, lobbies, entrances, stairways, and fire exits;
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. Assist in preparing in events within the building.
4. Damp-wiping of artificial plants and flowers, and cleaning of vases, pots and plant boxes.
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, including if declared a holiday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities.
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;
3. Cleaning of conference rooms, auditorium and other common areas before and after events/meetings/functions.
4. Other services related to housekeeping as needed by offices.

### D. Equipment

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 Internal audit.

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
25. Dust Pan (heavy duty)

## Satellite Offices (SO)

### 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;
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 carry-out the following several cleaning services on a weekly basis, every Saturday, including if declared a holiday:

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 host's waste management;
3. 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;
4. Spraying of toilets and hallways with deodorant and air fresheners;
5. Refilling all liquid soap dispensers;
6. Cleaning of receptacles and waste containers;
7. Lining of waste bins with appropriate plastic bags and changing them as necessary.
8. Cleaning all surface areas such as floors, ramps, walls, windows, window ledges, window panels, mirrors, vertical blinds, railings, doors, ceilings, work surfaces, etc.;

9. 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;
10. Cleaning of receptacles and waste containers.
11. Watering of indoor and outdoor plants and flowers;
12. Damp-wiping of artificial plants and flowers, and cleaning of vases, pots and plant boxes.

### **C. Weekly**

The Contractor shall provide the following services on a weekly basis, every Saturday, including if declared a holiday:

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.
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. Other services related to housekeeping as needed by office.

### **E. Equipment**

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 Internal audit.

1. Heavy Duty Floor Polisher (16")
2. Vacuum Cleaner
3. Rubber made Pro Line Window Squeegee (heavy duty)
4. Mop Squeezers
5. Aluminum ladder 6 feet
6. Grass Scissor
7. Pruning Knives
8. Mop Handle

### **F. Supplies**

Janitorial supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the Internal audit.

1. Powder detergent soap
2. Ordinary Rags

3. Soft Broom
4. Stick Broom
5. Toilet Bowl Cleaner
6. Cleanser
7. Air Freshener Liquid
8. Mop Head
9. Deodorant Cake
10. Furniture Polish
11. Trash Bag XXL black
12. Tissue Roll
13. Carpet Shampoo
14. All Purpose Cleaner
15. Floor Wax
16. Dust Pan
17. Spray Gun
18. Push Brush
19. Bowl Brush
20. Hand Brush
21. Ceiling Broom
22. Metal Polish

## Regional Consular Offices (RCO)

### 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;
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. 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 in washbasins, urinals and toilet bowls;
4. Spraying of toilets and hallways with deodorant and air fresheners;
5. Refilling all liquid soap dispensers;
6. Cleaning of receptacles and waste containers;
7. Lining of waste bins with appropriate plastic bags and changing them as necessary.
8. Cleaning all surface areas such as floors, ramps, walls, windows, window ledges, window panels, mirrors, vertical blinds, railings, doors, ceilings, work surfaces, etc.;
9. 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;
10. Cleaning of receptacles and waste containers.
11. Watering of indoor and outdoor plants and flowers;
12. 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, including if declared a holiday:

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.
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 staff during special activities, such as office parties and office relocation;
5. Other services related to housekeeping as needed by offices.

### **E. Equipment**

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 Internal audit.

1. Heavy Duty Floor Polisher (16")
2. Vacuum Cleaner
3. Rubber made Pro Line Window Squeegee (heavy duty)
4. Mop Squeezers
5. Aluminum ladder 6 feet



6. Grass Scissor
7. Pruning Knives
8. Mop Handle

#### **F. Supplies**

Janitorial supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the Internal audit.

1. Powder detergent soap
2. Ordinary Rags
3. Soft Broom
4. Stick Broom
5. Toilet Bowl Cleaner
6. Cleanser
7. Air Freshener Liquid
8. Mop Head
9. Deodorant Cake
10. Furniture Polish
11. Trash Bag XXL black
12. Tissue Roll
13. Carpet Shampoo
14. All Purpose Cleaner
15. Floor Wax
16. Dust Pan
17. Spray Gun
18. Push Brush
19. Bowl Brush
20. Hand Brush
21. Ceiling Broom
22. Metal Polish

Prepared by: Engineering and Maintenance Section (EMS)

# Annex C

## DEPLOYMENT SCHEDULE OF JANITORIAL PERSONNEL

(MONDAY – SATURDAY – Main Building) Note: Change to Offices

**Site inspection shall 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 (OUIER & APEC, ElpidioQuirinoHall)	2		1	
12th Floor (OUP & OUA)	3	2	1	
11th Floor ( OSEC, OCRC,CHIEF COORD,CPG)	3	2	1	
10th Floor ( UNIO, ITCRD, ACTION CENTER)	3	2	1	
9th Floor (OMEAA, OSPPC, VFACOM)	2	2	1	
8th Floor ( ASPAC, ASEAN)	4	2	1	
7th Floor (OAA & OEA)	2	2	2	
6th Floor (Protocol, PISU, SpecialProjects,TCCP )	3	2	1	
6th Floor South wing (OUCSCC, OAVS)	2			
4th Floor ( Cash Division, Accounting, Fiscal, IA/Cashier, FSA, COA)	6	2	2	
3rd Floor (OPAS, Personnel, RIU, CSC, OLAMWA, OUMWA, OLA, Honorary)	7	2	2	
2nd Floor (Clinic/IAS,DLLU, BFSE,MOAO,OAMSS,Day Care)	4	2	2	
Ground Floor Lobby,Unesco,Chapel,Press	2	2	1	
South wing Ground Floor (OIS)	1			
PABX	1			
General Records and Pouch Section	1			

Consular Records Division	1			
Property (Property Mover)	1	1		
Elevators/Stairway/F.Exit		1		
GSD ( Transportation )	1			
Engineering Section	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>59</b>	<b>33</b>	<b>21</b>	<b>2</b>
<b>Total</b>				<b>115</b>

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

<b>Floor</b>	<b>6:00 am – 3:00 pm</b>	<b>7:00 am – 4:00 pm</b>	<b>11:00 am – 8:00 pm</b>
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 – Encoding	1		1
2nd Floor – Courtesy Lane	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	
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)
SM Manila	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>REGIONAL CONSULAR OFFICERS (RCOs)</b>	<b>Description</b>	<b>No. of Manpower</b>
CAR-RCO Baguio	Janitor/Janitress	Two (2)
RCO La Union	Janitor/Janitress	Two (2)
RCO Tuguegarao	Janitor/Janitress	Two (2)
RCO Batangas	Janitor/Janitress	Two (2)
RCO San Fernando	Janitor/Janitress	Three (3)
RCO Lucena	Janitor/Janitress	Two (2)

RCO Puerto Princesa	Janitor/Janitress	Two (2)
RCO Legazpi	Janitor/Janitress	Two (2)
RCO Iloilo	Janitor/Janitress	Two (2)
RCO Bacolod	Janitor/Janitress	Two (2)
RCO Cebu	Janitor/Janitress	Three (3)
RCO Tacloban	Janitor/Janitress	Three (3)
RCO Zamboanga	Janitor/Janitress	Two (2)
RCO Cagayan de Oro	Janitor/Janitress	Two (2)
RCO Davao	Janitor/Janitress	Four (4)
RCO Butuan	Janitor/Janitress	Two (2)
RCO General Santos	Janitor/Janitress	Two (2)
RCO Cotabato	Janitor/Janitress	Two (2)
RCO CalasiaoPangasinan	Janitor/Janitress	Three (3)
RCO Dumaguete	Janitor/Janitress	Four (4)
Satellite Office Angeles	Janitor/Janitress	Two (2)
<b>Total Personnel</b>		<b>50</b>
<b>Grand Total Personnel</b>		<b>244</b>

## Annex D

### 1. JANITORIAL EQUIPMENT AND SUPPLIES FOR DFA MAIN

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

Equipment (To be delivered YEARLY)	Quantity
Heavy duty floor polisher (20")	Five (5) units
Heavy duty floor polisher (16")	Thirty (30) 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
<b>Vacuum Cleaner</b>	<b>Fifteen (15) units</b>
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
<b>Push Cart (flat bed 250 kgs. capacity)</b>	<b>Twenty Six (26) pcs</b>
Color Coded Heavy Duty Waste Receptacles with wheels (95 gals. capacity)	Fifty-one (51) units: Seventeen (17) units each of green (nabubulok), blue (di-nabubulok), 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
<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
<b>Wire brush 4” diameter</b>	<b>Ten (10) pcs</b>
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>
<b>Spray gun (malls &amp; by area)</b>	<b>5 pcs</b>
Air freshener (downy) (mild)	500 pcs of sachet 22 ml
Disinfectant spray 19 oz( lysol or equivalent) <b>(early morning breeze scent or as per end user choice)</b>	50 tubes/19 oz

Black garbage bags xxl	2000 pcs
Biodegradable garbage bags (12" x 18", any color)	2000 pcs
Transparent biodegradable garbage bags xxl	2000 pcs
Carpet shampoo	5 gals
Chlorox	40 gals
Concentrated liquid handsoap	150 gals
Concentrated dishwashing soap	40 gals
Deodorant cake	500 pcs
Emulsion wax (complete j&j)	10 gals
Fine steel wool	150 rims
Flannel cloth 1ft. X 1.5ft	100 pcs
Floor maintainer (j &j)	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
<b>Sealer wax ( Over &amp; Under, J&amp;J or equivalent)</b>	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

2. **JANITORIAL EQUIPMENT/ SUPPLIES FOR REGIONAL CONSULAR OFFICES (RCOs)**

<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

## Annex E

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

<b>MONTHLY/QUARTERLY MINIMUM REQUIRED SUPPLIES AND MATERIALS</b>				
ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1.	Spray Gun (malls & by area)	5 gals		
2.	Air Freshener (downy) (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.	Black Garbage Bags XXL	2000 pcs		
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.	Chlorox	40 gals		
9.	Concentrated Dishwashing Soap	40 gals		
10.	Concentrated Liquid Hand soap	150 gals		
11.	Deodorant Cake	500 pcs		
12.	Emulsion Wax (complete J&J)	10 gals		
13.	Fine Steel Wool	150 rims		
14.	Flannel Cloth 1ft. x 1.5ft	100 pcs		
15.	Floor Maintainer (J &J)	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 kls		
21.	Powdered Detergent	200 kgs		
22.	Scouring Pad	50 pcs		
23.	Sealer Wax ( Over& Under J&J)	10 gals		
24.	Stain Remover	1 gals		
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 MONTHLY SUPPLIES</b>				