

Technical Specifications for PPSC Janitorial Services

Item	Specifications																									
I.	Janitorial Manpower																									
	<p>The Contractor shall provide 10 Janitorial Personnel (Five females and five males inclusive of 1 working Janitorial Supervisor) who are:</p> <ul style="list-style-type: none"> a.) Of good moral character and without criminal or police records b.) Physically and mentally fit, as evidenced by a medical certificate c.) Duly trained and skilled to function as Janitorial Personnel <p>The Contractor shall be required to submit to PPSC a sworn statement or other pertinent documents as proof of compliance with the foregoing.</p>																									
	<p>The Contractor shall assign a Roving Supervisor, at no additional cost to the PPSC, aside from the Janitorial Supervisor, to monitor the performance of the Janitorial Personnel and handle the consolidation of daily timecards.</p>																									
II.	Tasks of Janitorial Manpower																									
	<p>The Janitorial Personnel shall perform the following:</p> <ul style="list-style-type: none"> a.) Maintain the cleanliness and orderliness of the office premises in accordance with the Service Level Agreement and the Housekeeping Plan to be submitted by the Contractor during the Contract implementation, taking into account the following: <ul style="list-style-type: none"> • Protection of PPSC properties from damage or destruction in connection with the janitorial activities rendered; • Preservation of confidentiality of PPSC records; and • Proper collection and disposal of garbage. b.) Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences, hauling of office furniture, fixtures and equipment, and other errand works within PPSC premises). 																									
III.	Materials to be provided by the Contractor																									
	<p>The Contractor shall provide, at a minimum, the following materials in good condition:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Item No.</th> <th style="width: 40%;">Description</th> <th style="width: 15%;">Quantity</th> <th style="width: 15%;">Unit</th> <th style="width: 20%;">Price</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="4"><u>On a Monthly Basis</u></td> </tr> <tr> <td style="text-align: center;">1</td> <td>Dishwashing Liquid (Powerclean)</td> <td style="text-align: center;">2 ½</td> <td style="text-align: center;">Gallons</td> <td style="text-align: right;">350.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Air Freshener (320 ml) – Glade</td> <td style="text-align: center;">10</td> <td style="text-align: center;">Bottles</td> <td style="text-align: right;">298.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Detergent Powder (2000 grams) (Surf)</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Boxes</td> <td style="text-align: right;">212.75</td> </tr> </tbody> </table>	Item No.	Description	Quantity	Unit	Price		<u>On a Monthly Basis</u>				1	Dishwashing Liquid (Powerclean)	2 ½	Gallons	350.00	2	Air Freshener (320 ml) – Glade	10	Bottles	298.00	3	Detergent Powder (2000 grams) (Surf)	5	Boxes	212.75
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4	Liquid bleach/ Zonrox (1000 grams) (Original)	7	Bottles	53.00
5	Liquid Hand Soap (500 ml)(Grist)	11	Bottles	98.00
6	Disinfectant Spray (400 grams) (Solbac)	10	Cans	520.00
7	Tissue (Big) (Jumbo Roll Tissue)	50	Rolls	105.00

8	Toilet Tissue (12 Rolls - 3 Ply)	50	Rolls	22.75
9	Multi-Purpose Cleaner (500 ml) - Mr. Muscle	10	Bottle	138.00
10	Garbage Bag (Extra Large)(Black 10pcs/roll)	5	Rolls	68.00
11	Garbage Bag (Medium) (Black 10pcs/roll)	5	Rolls	48.00
12	Garbage Bag (Small) (Black 10pcs/roll)	5	Rolls	32.00
13	Scotch Brite(100mmx75mmx30)	15	Pieces	68.00
14	Glass Cleaner (500 ml) (Mr. Muscle, 500ml)	10	Bottles	168.75
15	Scented Gel (180 grams) - Glade	25	Pieces	189.75
16	4" Round Rags (12 pcs.) (Offer: 36pcs/bundle)	30	Kilos	105.00
	On a Quarterly Basis			
17	Toilet Bowl Pump	10	Pieces	98.00
18	Mop Head	6	Pieces	105.00
19	Mop Handle	6	Pieces	275.00
20	Soft Broom	6	Pieces	175.00
21	Stick Broom	4	Pieces	35.00
22	Dust Pan	6	Pieces	73.00
23	Toilet Brush (18 cm.)	10	Pieces	68.00
24	Pale (Medium)	10	Pieces	320.00
25	Round Shape Water Dipper (Medium)	10	Pieces	55.00

Area of Posting

Post Area	7am to 4pm		9am to 6pm	Total of Janitors
Ground Floor & GSS	1		1	2
2 nd Floor	1		1	2
3 rd Floor	1	1 (OP) (Supervisor)	1	3

Handwritten marks and initials.