

**Technical Specifications
Supply of Janitorial Services
Ten (10) Personnel**

As a public utility and service oriented company, the Calamba Water District (CWD) takes pride in providing an exceptionally clean and safe environment for customers/concessionaires, visitors and employees and expects the janitorial services to demonstrate the same pride in their work performed.

The following information's are provided to assist the bidder in understanding the scope of services needed by the Calamba Water District.

1. Background / Experience:

The contractor must have at least five (5) years related work experience and no outstanding civil or criminal case.

2. Labor, Equipment and Supplies

The contractor shall provide all necessary labor, materials, equipment and supplies to satisfactorily perform the janitorial services for the following locations:

Six (6) Personnel

- CWD's Administration Building Lakeview Subdivision, Halang Calamba City
- CWD Motorpool & Gym located at Lakeview Subdivision, Halang Calamba City

One (1) Personnel

- CWD Warehouse Lakeview Subdivision, Halang Calamba City

One (1) Personnel

- Calamba Shopping Mall, Market Site Calamba City

One (1) Personnel

- CWD Extension Office Canlubang Calamba City

One (1) Personnel

- Bucal Pumping Station (Upper & Lower)

Delivered Monthly:

1. Powdered Soap (Tide)	16 kls	12. Cotton	8 rolls
2. Dishwashing Paste	12 pcs.	13. Deodorant Cake	40 pcs.
3. Air Freshener (Magic Tree)	3 pcs	14. Emulsion Wax	4 gals.
4. Detergent Bar Soap	3 bars	15. Lysol Disinfectant	5 gals.
5. Baygon Spray	8 pcs	16. Glade Air Freshener	8 cans
6. Alcohol Green Cross (500ml.)	8 btls.	17. Plastic Trash Bag	100 pcs
7. Toilet Bowl and Tile Cleaner	5 gals.	18. Plastic Garbage Bag (Black)	200 pcs.
8. Scotch Brite (Big)	28 pcs.	19. Steelwool	3 Tubes
9. Pledge	8 btls.	20. Round Rags (same design/color)	3 kls.
10. Glass Cleaner	2 gal.	21. Tissue Paper (3ply)	75 pcs.
11. Hand Wash Soap (Liquid)	2 gal.		

Delivered Quarterly:

1. Carpet Shampoo	2 gal.	6. Stripping Pad	8 pcs.
2. Zonrox	3 gal.	7. Mop Head Thick w/ Handle	12 pcs.
3. Soft Broom (thick)	12 pcs	8. Liquid Sosa	4 btls.
4. Doormat Cotton same design/color	30 pcs.	9. Muriatic Acid	2 gal.
5. Polishing Pad	8 pcs.		

Delivered Semi-Annualy:

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|--------------------------|---------|---------------------|--------|
| 1. Ceiling Broom | 6 pcs. | 5. Nylon Hand Brush | 6 pcs. |
| 2. Toilet Bowl Brush | 6 pcs. | 6. Dust Pan | 8 pcs. |
| 3. Rubber Gloves | 7 pairs | 7. Toilet Bowl Pump | 7 pcs. |
| 4. Nylon Brush w/ Handle | 6 pcs. | 8. Stick Broom | 7 pcs. |

LIST OF TOOLS AND EQUIPMENTS:

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|----------------------------------|---------|---------------------------------|---------|
| 1. Extension Cord (30 mtrs) | 4 sets | 7. Spatula | 10 pcs |
| 2. Glass Squeeze | 6 pcs. | 8. Vacuum Cleaner (Wet and Dry) | 2 units |
| 3. Long Knife (Bolo) Heavy Duty | 4 pcs. | 9. Water Hose (40 mtrs) | 3 set |
| 4. Floor Polisher (Heavy Duty) | 5 units | 10. Water Pail w/ Dipper (big) | 15 sets |
| 5. Plastic Trash Can (w/ sample) | 12 pcs. | 11. Grass Scissors | 2 pairs |
| 6. Basin (Stainless) 15" | 5 pcs | 12. Ornamental plants w/ pot | 20 sets |

3. Staffing

The contractor shall provide adequate personnel trained in proper cleaning and janitorial methods and techniques to properly and satisfactory maintain the cleanliness of building facilities, surroundings and equipment on a day-to-day basis in the entire duration of contract. "The contractor shall provide personnel reliever within the day in case of emergency/official leave of absence."

The janitorial employee required must be 23 to 35 years old, male/female, at least high school graduate and have one (1) to (2) years experience, trustworthy, physically and mentally fit.

Other mandatory requirements to be submitted by the janitorial employees to CWD through the contractor are as follows:

- NBI Clearance
- Police Clearance
- Medical Certificate
- Psychological Examination (Neuro Exam)
- Drug Test

One (1) of the ten (10) janitorial personnel required shall perform supervisory/coordinator works at the same time performs the routine works specified by the CWD at each floor of the building.

4. Uniform and Appearance Standards

The Contractor's employees shall be neat and clean in appearance. They shall wear uniform and other identification that clearly identifies them as employee of the Contractor.

5. Time and Schedule

Time	Monday to Friday	Saturday
6:00 am – 3:00 pm	3	
9:00 am – 6:00 pm	3	
8:00 am – 5:00 pm	4	10

The Contractor's employee shall report to work from Monday to Saturday and even during Holidays as per advice of CWD. The scheduled eight (8) hours of working being requested is necessity to the CWD. However, the Contractor is required to follow Department of Labor and Employment rules and regulation on overtime payment in excess of eight (8) hours normal work schedule.

6. Employee Acceptance by CWD

Calamba Water District will be the sole judge of the efficiency and acceptability of each janitorial employee's performance while on the site. CWD reserves the right to require the contractor to remove

any janitorial personnel from further duty at CWD, without cause and without the right to recover the damages by such janitorial personnel or by the Contractor from CWD. If CWD will require the removal of any janitorial personnel from duty, CWD will attempt to provide the Contractor reasons for the removal demand. However, it is not a requirement for CWD to explain the reasons to the Contractor, and as such the Contractor cannot contest this reason, but rather abide on the request of CWD to promptly remove and replace the concerned Contractor's employee.

7. Billing Schedule

The contractor shall submit their statement of account every 1st and 3rd week of the month and shall be paid by CWD at least seven (7) working days upon receipt.

8. Computation of Holidays

The Legal Holidays equivalent to twelve (12) days for one (1) year contract was included in the Approved Budget of Contract (ABC).

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. These are not to be interpreted as exclusive or all-inclusive. Other duties may be required and assigned as need arises.

Daily

1. Cleaning of office furniture's and fixtures (tables, computers, kitchen utensils, floors, stairs, elevators, wood/glass partition walls, dividers and equipments).
2. Mopping and polishing of floors and stairs.
3. Emptying cleaning and deodorizing of trashcans and making sure that garbage are collected by the garbage truck.
4. From time to time cleaning and disinfecting comfort rooms, water closet and rest room mirrors.
5. Turning off lights, air conditioning units during break time and after-office hours except those designated areas that should be remained On.
6. Collecting/segregating trash, paper, plastic or any garbage around the vicinity of CWD Office.
7. Watering Plants.
8. Cleaning of BPS lower office and surroundings & upper by collecting leaves, cutting grass and applying fertilizers on plants.

Weekly

1. General cleaning of the whole building and other specified areas by removing cobwebs, washing window blinds, cleaning electrical fans, aircon blades.
2. Vacuuming all carpeted rooms and hallways.
3. Cleaning building exteriors and general grounds keeping like pulling out grass and/or raking wild plants.
4. Bring out indoor plants to absorb sunlight and bring in to the office every 1st working day of the week.

Occasionally

1. Assist in preparing venue for programs/events within the office.
2. Assist in minor office maintenance.

For guidance and information of all concerned.