

Technical Specifications
Supply of Janitorial Services for CY2022
Eleven (11) 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 Service Provider must have at least five (5) years related work experience and no outstanding civil or criminal case. Further, to renew the contract, it shall maintain a **very satisfactory** level of performance throughout the duration of the contract based on a prescribed set of performance criteria below.

- (a) Quality of Services Delivered
- (b) Time Management
- (c) Management and Suitability of Personnel
- (d) Contract Administration and Management
- (e) Provision of Regular Progress Report

2. Labor, Equipment and Supplies

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

Six (7) Personnel

- CWD's Administration Building & Park Lot Lakeview Subdivision, Halang Calamba City
- CWD Motorpool & Gym/ BAC Office located at Lakeview Subdivision, Halang Calamba City
- CWD Warehouse Lakeview Subdivision, Halang Calamba City
- CWD Dispatching Area 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 (2) Personnel

- Bucal Pumping Station (Upper & Lower Area)

Delivered Monthly:

1. Powdered Soap (Tide)	16 kgs	14. Emulsion Wax	4 gals
2. Dishwashing Paste (200g)	15 pcs	15. Lysol Disinfectant (Liquid)	4 gals
3. Little Trees Car Freshener (Royal Fine)	3 pcs	16. Glade Air Freshener (320ml)	8 cans
4. Detergent Bar Soap (Tide)	3 bars	17. Plastic Trash Bag (sando bag-Medium)	100 pcs
5. Baygon Spray (500ml)	8 tubes	18. Plastic Garbage Bag (Black-XXL Size)	200 pcs
6. Alcohol Green Cross 70% Isopropyl (500ml.)	16 btls	19. Steelwool	4 tubes
7. Toilet Bowl and Tile Cleaner	4 gals	20. Round rugs	3 kgs
8. Scotch Brite (Big)	28 pcs	21. Toilet paper (3ply-Joy)	112 rolls
9. Pledge (330ml)	8 btls	22. Face mask (dental-50pcs/box)	2 boxes
10. Glass Cleaner	2 gals	23. Disinfectant Spray 340g (Lysol)	11 cans
11. Hand Wash Soap (Liquid)	4 gals		
12. Cotton clean 50gms	8 rolls		
13. Deodorant cake (Albatros)	35 pcs		

Delivered Quarterly:

1. Carpet Shampoo	2 gals	6. Stripping Pad	8 pcs
2. Zonrox	3 gals	7. Mop Head Thick w/ 60" Metal Handle	8 sets
3. Soft Broom (thick)	10 pcs	8. Liquid Sosa (1lit Gleam)	2 btls
4. Rectangle Doormat Cotton same design/color	30 pcs	9. Muriatic Acid	2 gals
5. Polishing Pad	6 pcs		

Delivered Semi-Annually:

1. Ceiling Broom	6 pcs	8. Toilet Bowl Pump	6 pcs
2. Toilet Bowl Brush	8 pcs	9. Stick Broom	6 pcs
3. Rubber Gloves	5 pairs	10. Plastic straw	10 rolls
4. Nylon Brush w/ Handle	4 pcs	11. Gloves Knitted	24 pairs
5. Nylon Hand Brush (Wood, H4xW3.6xDq.3cm)	4 pcs	12. Sack 50kgs capacity	50 pcs
6. Hand Sanitizer 1000ml Antiseptic w/ Pump (Bactigel)	36 btls		
7. Dust Pan	8 pcs		

LIST OF TOOLS AND EQUIPMENTS:

1. Extension Cord (30 mtrs)	4 sets	9. Water Hose (40 mtrs) w/ coupling	3 sets
2. Glass Squeezer	3 pcs	10. Water Pail w/ Dipper (Big)	10 sets
3. Long Knife (Bolo) Heavy Duty	2 pcs	11. Grass Scissors	2 pairs
4. Floor Polisher (Heavy Duty)	4 units	12. Ornamental Plants w/Pot	20 sets
5. Basin Stainless 15"	4 pcs	13. Grasscutter Machine	1 unit
6. Plastic Trash Can (w/ sample)	10 pcs	14. Rake Heavy Duty (Kalaykay)	2 units
7. Spatula	5 pcs		
8. Vacuum Cleaner	1 unit		

3. Staffing

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

In the event that a Janitorial personnel has been infected with coronavirus and/ or other illness, the contractor will be accountable for them and will give the needed support to the concern personnel.

The janitorial employee required must be of legal age, 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
- Rapid Test Result/ Certificate (COVID 19 Virus)

One (1) of the eleven (11) 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 Service Provider employee shall be neat and clean in appearance. They shall wear uniform and other identification that clearly identifies them as employee of the Service Provider.

5. Time and Schedule

Time	Monday to Friday	Saturday
6:00 am – 3:00 pm	3	
7:00 am – 4:00 pm	3	
9:00 am – 6:00 pm	2	
8:00 am – 5:00 pm	3	
7:00 am – 4:00 pm		11

The Service Provider 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 and sanitizing of office furniture’s and fixtures (tables, computers, kitchen utensils and the like).
2. Cleaning & disinfection of floors, stairs, elevators, wood/glass partition walls, dividers and equipment.
3. Moping and polishing of floors and stairs.
4. Emptying cleaning and deodorizing of trashcans and making sure that garbage are collected by the garbage truck.

5. Cleaning and disinfecting comfort rooms, water closet and rest room mirrors from time to time.
6. Turning off lights, air conditioning units during break time and after-office hours except those designated areas that should be remained On.
7. Collecting/segregating trash, paper, plastic or any garbage around the vicinity of CWD Office.
8. Watering Plants.
9. Spraying disinfectant after office hour in each department/office of the CWD.
10. 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.

SPECIFICATIONS:

1. Air Freshener (Magic Tree) – Little Trees Car Freshener (Royal Fine)
2. Cotton – Cleene 50g
3. Plastic Trash Bag – Sando Bag (Medium Size)
4. Plastic Trash Bag (Black – XXL Size)
5. Mop Head Thick w/ Handle – Cotton/Microfiber 6”x17’ with handle 60”
6. Liquid Sosa – Gleam (1 ltr)
7. Hand Sanitizer Antiseptic w/ Pump – Contains 68% Ethyl Alcohol w/ 1L pump dispenser (Bactigel)
8. Nylon Hand Brush – wood/plastic, H4 x W3.6 x D9.3cm; Weight 47g
9. Alcohol – Green Cross 70% Isopropyl (500 ml)
10. Face Mask (Dental) – Disposable, 50pcs/box with ear loop
11. Sacks – 50 Kgs capacity
12. Rectangle Doormat Cotton same design/color
13. Kawasaki Grass Cutter, 2 hp, Model# TD-40

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