

**Technical Specifications
Supply of Janitorial Services
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 performance.

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.

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 at Lakeview Subdivision, Halang, Calamba City
- CWD Motorpool & Gym at Lakeview Subdivision, Halang, Calamba City
- CWD Warehouse at Lakeview Subdivision, Halang, Calamba City
- CWD Dispatching Area at 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)	18 kls	12. Cotton Clean 50gms	8 rolls
2. Dishwashing Paste (200g)	15 pcs	13. Deodorant Cake (Albatros)	40 pcs
3. Little Trees Car Freshener (Royal Fine)	15 pcs	14. Emulsion Wax	5 gals
4. Detergent Bar Soap (Tide)	3 bars	15. Lysol Disinfectant (liquid)	4 gals
5. Baygon Spray (500ml)	8 pcs	16. Glade Air Freshener (330ml)	12 cans
6. Alcohol Green Cross 70% Isopropyl (500ml)	14 btls	17. Plastic Trash Bag (Sando Bag-Medium)	100 pcs
7. Toilet Bowl and Tile Cleaner	4 gals	18. Plastic Garbage Bag (Black-XXL Size)	200 pcs
8. Scotch Brite (Big)	20 pcs	19. Steelwool	3 Tubes
9. Pledge (330ml)	8 btls	20. Round Rags	3 kls
10. Glass Cleaner	2 gals	21. Toilet Paper (3ply-Joy)	112 rolls
11. Hand Wash Soap (Liquid)	2 gals	22. Disinfectant Spray 340g Lysol	12 cans

Delivered Quarterly:

1. Carpet Shampoo	1 gal	6. Stripping Pad	8 pcs
2. Zonrox	3 gals	7. Mop Head Thick w/ 60" Metal Handle	12 pcs
3. Soft Broom (thick)	12 pcs	8. Mop Head	12 pcs
4. Rectangle Doormat Cotton same design/color	30 pcs	9. Liquid Sosa (Gleam)	4 ltrs
5. Polishing Pad	8 pcs	10. Muriatic Acid	2 gals

Delivered Semi-Annually:

1. Ceiling Broom	6 pcs	7. Dust Pan	3 pcs
2. Toilet Bowl Brush	6 pcs	8. Toilet Bowl Pump	3 pcs
3. Rubber Gloves	5 pairs	9. Stick Broom	3 pcs
4. Nylon Brush w/ Handle	4 pcs	10. Gloves Knitted	12 pairs
5. Hand Sanitizer 1000ml Antiseptic w/ Pump (Bactigel)	72 btls	11. Face Mask (Dental 50pcs./box)	6 boxes
6. Nylon Hand Brush (Wood, H4xW3.6xDq.3cm)	4 pcs	12. Sacks 50kgs capacity	120 pcs

LIST OF TOOLS AND EQUIPMENTS:

1. Extension Cord (30 mtrs)	4 sets	8. Water Hose (40 mtrs) w/ coupling	3 sets
2. Mop Squeezer	6 pcs	9. Water Pail w/ Dipper (Big)	25 sets
3. Long Knife (Bolo) Heavy Duty	4 pcs	10. Grass Scissors	2 pairs
4. Floor Polisher (Heavy Duty)	4 units	11. Ornamental Plants w/ Pot	20 sets
5. Plastic Trash Can (w/ sample)	12 pcs	12. Rake Heavy Duty (Kalaykay)	5 pcs
6. Basin (Stainless) 15"	5 pcs	13. Grasscutter Machine 2hp	1 unit
7. Spatula	2 pcs		

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 reliver within the day in case of emergency/official leave of absence."

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	2	
9:00 am – 6:00 pm	3	
8:00 am – 5:00 pm	3	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 work being requested is necessity to the CWD. However, the Contractor is required to follow Department of Labor and Employment rules and regulations on overtime payment in excess of eight (8) hours normal work schedule.

6. Health Concerns

In the event that a janitorial personnel has been infected with coronavirus and/ or other illness, the Service Provider will be accountable for them and will give the needed support to the concerned personnel.

7. 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 demand of removal. 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.

8. 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.

9. 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. Moping 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. Spraying disinfectant after office hour in each department/ office of the CWD.
9. 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 it 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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