

Section VI. Schedule of Requirements

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

PROCUREMENT OF JANITORIAL SERVICES FOR VISAYAS MEDIA HUB (VMH) LOCATED IN MANDAUE CITY, CEBU (PROCUREMENT/CONTRACT NO. 2025-04-030)		
Item No.	Description	Delivery Schedule
1	Procurement of Janitorial Services for Visayas Media Hub (VMH) Located in Mandaue City, Cebu (Procurement/Contract No. 2025-04-030)	<ul style="list-style-type: none"> • The Service Provider shall submit within seven (7) calendar days from receipt of Notice to Proceed the following: <ul style="list-style-type: none"> A. Employee file of each janitorial personnel with the attachment of Certificate of Good Moral with no Criminal Record from the Service Provider and copy of Resume of the personnel to be deployed. B. The list of the pool of reliever/s of the agency ready to be deployed whenever needed • Deployment of personnel shall commence 5 working days upon approval of the list of personnel sent by the GSD • Contract Period shall be for twelve (12) months

Conforme:

Full Name and Signature of
Bidder/Authorized Rep

:

Designation

:

Name of Company

:

Section VII. Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

‘Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and crossreferenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).’

Item	Specification	Bidder's Statement of Compliance
	<ul style="list-style-type: none"> • DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER A. MANPOWER COMPLEMENT • The Contractor shall provide Eighteen (18) janitorial personnel, including one (1) working Janitorial Supervisor who will be assigned to monitor and supervise janitorial attendants, who: <ul style="list-style-type: none"> • Must be a Filipino citizen; • Has good moral character and without criminal or police records; • Are fit to work, as evidenced by a medical certificate issued within the last two (2) months (specify that the janitorial personnel are fit to work); and • Underwent basic housekeeping training. • The Service Provider shall submit within seven (7) calendar days from receipt of Notice to Proceed the employee file of each janitorial personnel with the attachment of Certificate of Good Moral with no Criminal Record from the Service Provider and copy of Resume of the personnel to be deployed. • The list of the pool of reliever/s of the agency ready to be deployed whenever needed must be submitted within seven (7) calendar days from receipt of Notice to Proceed. 	

- The Service Provider shall assign janitorial personnel according this tour of duties:

Item	Area	Janitor	Time
Visayas Media Hub - Brgy. Subangdaku, Mandaue City, Cebu			
1	All offices/rooms on the Ground floor (including garbage collection)	3	6:00AM - 3:00PM
2	All offices/rooms on the Second and Third floor (including garbage collection)	4	8:00AM - 5:00PM
3	All common areas, stairways, staff area, hallway, and female comfort rooms	3	6:00AM - 3:00PM
4	All common areas, stairways, staff areas, hallway, and male comfort rooms	3	8:00AM - 5:00PM
6	All offices on the Fourth floor (including garbage collection)	3	8:00AM - 5:00PM
7	All offices on the Fifth floor (including garbage collection)	2	8:00AM - 5:00PM

- A roving Supervisor from its own account, separate from the Janitorial Supervisor, to monitor the performance of the janitors and handle the consolidation of daily timecards periodically in preparation for the monthly billing to the PCO.
- The PCO has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice to the Service Provider. Likewise, the PCO may increase or decrease the number of janitors as may be necessary. In such an event, any corresponding adjustment in the cost shall not exceed the contract price.
- The Service Provider shall not reshuffle personnel without the prior clearance/approval of the GSD-BMS which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matters of disciplinary action toward the personnel of the Contractor, the GSD-BMS shall cooperate with the Service Provider or vice versa by means of mutual consultation.

	<ul style="list-style-type: none"> • The Service Provider shall make available relievers and/or replacements at all times in case of absence of the assigned personnel to ensure continuous and uninterrupted services. <p>Curriculum Vitae/ Resume of reliever/s must be provided and endorsed by the Service Provider to the PCO GSD-BMS of the assigned personnel on or before the scheduled time of work.</p> <p>Moreover, no trainees shall be allowed as a reliever even if they are allowed and identified as such.</p> <ul style="list-style-type: none"> • 	
	<p>B. SUBMISSION OF HOUSEKEEPING PLAN</p> <ul style="list-style-type: none"> • The Service Provider shall submit comprehensive housekeeping plan and ensure that janitors perform the janitorial services in accordance with the Housekeeping Plan to be submitted by the Service Provider during contract implementation, considering the following: • Maintain the cleanliness and orderliness of the office premises in accordance with the Service Standards and Conditions and the Housekeeping Plan to be submitted by the Service Provider during contract implementation, taking into account the following: <ol style="list-style-type: none"> 1. Protection of PCO properties from damage or destruction in connection with the janitorial activities rendered; 2. Preservation of confidentiality of PCO records; and 3. Proper collection and disposal of garbage. • Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other errands within PCO premises). 	
	<p>C. PROVISION OF CLEANING TOOLS, EQUIPMENT, SUPPLY, AND MATERIALS</p>	

- The Service Provider shall provide, at the minimum, the following cleaning tools and equipment which are brand new or in good condition:

Item	Description	Quantity
Equipment		
1	Floor Polisher	5 Units
2	Vacuum Cleaner, Wet and Dry	2 Units
3	Glass Squeegee, Adjustable	6 Units
4	Waste Receptacle of Push Cart for Garbage Collection	1 Unit
5	Assorted Garden Tool	1 Set
6	Water hose 3/4 Dia. 30 mts. w/ sprinkler	1 Roll
7	Spatula	5 Pieces

- The Service Provider shall make available every first day of the month for the duration of the contract the following minimum consumables supplies and items for the satisfactory performance of the service based on the quantities indicated hereunder:

Item	Description	Quantity
Janitorial Supplies (Monthly)		
8	Deodorant Cake	13Dozen
9	Red Wax	7 Gallons
10	Pranela	34 Pieces
11	Plastic Garbage Bag, XL size	300 Pieces
12	Powder soap	24 Kilograms
13	Disinfectant	6 Gallons
14	Air freshener	12 Cans
15	Wood-enhancing polish liquid	10 Cans
16	Emulsion Wax	14 Gallons
17	Tissue Paper (Common CR)	300 Pieces
18	Toilet Bowl Cleaner	7 Gallons
19	Chlorine bleach	7 Gallons
20	Steel wool tubes	8 Tubes
21	Liquid hand soap	8 Gallons
22	Fabric conditioner (500 ml)	5 Gallons
23	Furniture Polish	4 Gallons
24	Rubber Latex Reusable Gloves	15 pairs

- The Service Provider shall make available and replace every quarterly for the duration of the contract the following

supplies and items for the satisfactory performance of the service based on the quantities indicated hereunder:

Janitorial Supplies (Quarterly)		
25	Ceiling broom	4 Pieces
26	Doormat	22 Pieces
27	Dust Pan	13 Pieces
28	Mop Head	23 Pieces
29	Mop handle	19 Pieces
30	Polishing Pad	17 Pieces
31	Scrubbing Pad	17 Pieces
32	Push Brush	6 Pieces
33	Soft Broom	16 Pieces
34	Stick Broom	15 Pieces
35	Toilet Pump	8 Pieces
36	Toilet bowl brush	11 Pieces
37	Spray gun	13 Pieces
38	Hand towel	10 Pieces

- The maintenance, repair, and loss of tools and equipment necessary and incidental to the performance of obligations herein required shall be promptly replaced within 48 hours from the time it is reported due to defectiveness or unserviceability with no additional cost to PCO.
- Delivery of the required supplies, materials, tools, and equipment will be at the project site, which shall coincide with the first day of the posting of janitors on each assignment to be inspected by the authorized representative of the PCO.
- The Service Provider shall also provide, as purchased by the PCO, additional equipment to be used by the janitorial personnel during the contract period. The equipment shall remain in the custody of PCO after the contract expires.

	<p>D. HOURS OF WORK</p> <ul style="list-style-type: none"> • The Service Provider shall provide cleanliness and maintenance services to the PCO for eight (8) hours a day, six (6) days a week, from Monday to Saturday; • Each Janitor and the Supervisor shall work only for eight (8) hours a day, five (5) days a week. The Service Provider shall be responsible for preparing the weekly schedule of its employees; and • In case the PCO GSD-BMS determines that due to extraordinary circumstances that require work in excess of the prescribed total number of cumulative hours in a week or month, the Janitor and/or Supervisor who render work will be compensated for the number of hours in excess of the prescribed total number of cumulative hours in a week or month. The PCO GSD-BMS shall signify the need for work during extraordinary circumstances through a formal written authorization form approved and signed by the PCO General Services Division, stating with particularity therein the extraordinary circumstances that require work. Compensation is subject to written documentation and certification of the number of hours in excess of the prescribed total number of cumulative hours in a week or month. 	
	<p>E. DOCUMENTARY REQUIREMENTS</p> <ul style="list-style-type: none"> • The Service Provider shall submit a sworn statement that it is compliant with the Labor Laws and Other Social Legislations as mandated by Section 25.2 of the Implementing Rules and Regulations of Republic Act (R.A.) No. 9184 or the Government Procurement Reform Act. • The Service provider shall provide certifications from the proper government agencies that it is has no deficient payment from the Social Security System, Pag-ibig Fund and Philhealth Insurance monthly contributions as mandated by law, as well as income taxes (if applicable) of the employees to be assigned at the PCO as part of its post qualification <p>The Price Schedule Form must contain a breakdown of cost of the labor wages and monthly government contributions, while the information for the other applicable fees such as admin fees, billing rate and taxes shall be provided by the winning supplier.</p>	

JANITORIAL SERVICES FOR VISAYAS MEDIA HUB LOCATED IN MANDAUE CITY, CEBU PRICE SCHEDULE FORM			
PARTICULARS	SUPERVISOR	JANITOR	JANITOR
	6:00AM - 3:00PM	6:00AM - 3:00PM	8:00AM - 5:00PM
Daily Rate	690.00	501.00	501.00
Number of Days per Year	312	312	312
A. Direct Labor Cost			
1. Basic Pay	17,940.00	13,026.00	13,026.00
2. 13th Month Pay	1,495.00	1,085.50	1,085.50
3. Service Incentive Leave	287.50	208.75	208.75
Sub-Total	19,722.50	14,320.25	14,320.25
B. Government Contributions			
1. SSS Premium	1,800.00	1,300.00	1,300.00
2. PhilHealth Premium	897.00	651.30	651.30
3. State Insurance Fund (ECC)	30.00	10.00	10.00
4. Pag-IBIG Fund	200.00	200.00	200.00
Sub-Total	2,927.00	2,161.30	2,161.30
Admin Fee			
Billing Rate			
VAT			
TOTAL CONTRACT PER MONTH			

	<p>F. GENERAL MATTERS</p> <ul style="list-style-type: none"> • The Service Provider agrees that the PCO, through the GSD-BMS, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider. • The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules, and regulations. • The Service Provider shall provide the janitorial personnel their monthly pay slip containing the necessary information on it. • The Service Provider shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Service Provider. • The Service Provider shall have no previous record on delinquency on payment of Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), Home Development Mutual Fund or Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industrial at Gobyerno (Pag-IBIG) and Employees Compensation Commission (ECC) premiums and shall secure and submit clearance certificates from the foregoing agencies as part of the Supplier's Post Qualification • The Service Provider shall provide the personnel with appropriate uniforms, protective gear and ensure that they shall observe proper personal hygiene and appear neat and clean at all times. • The Service Provider shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing the work. • The Service Provider shall ensure the confidentiality of information. • 	
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>SCOPE OF SERVICE</p> <ul style="list-style-type: none"> ● HOURLY PERIODIC ROUTINE ● Clean, sanitize and deodorize restrooms and washrooms to include toilet bowls, urinals, sinks, wash basins and lavatories; ● Mop restroom floors with disinfectant cleaners; ● Monitor and refill water supply and other supplies such as hand soap, liquid soap, tissue paper, etc. at the restrooms and designated areas/locations as often as needed. <p>B. DAILY PERIODIC ROUTINE</p> <p>(Offices, Hallways, Lobbies and other Common Areas)</p> <ul style="list-style-type: none"> ● Sweep and mop all floors of offices, stairways, corridors, hallways, lobbies, walkways and waiting areas with household bleach and water solution or disinfectant cleaners at least three times (3x) a day; ● Clean/wipe, sanitize and disinfect frequently touched surfaces and objects such as tables, chairs, doors, doorknobs, light switches, glass windows/doors, telephones and handrails, countertops, staircases using .5% bleach solution at least twice a day; ● Polish floors, hallways, stairways, corridors and lobbies ; ● Dust/wipe, and sanitize office furniture and fixtures, office equipment, tables/desks, chairs, doors, windows, walls, staircases, and railings; ● Clean, sweep and dust driveways, office premises and common areas; ● Collect, segregate and dispose trash/garbage from offices and restrooms at least three times a day (3x) or as the need arises; ● Clean and sanitize booths before and after every use; ● Clean, sanitize and deodorize garbage bins; ● Water, tend and dust/wipe indoor plants; ● Report of all discovered broken/missing lights, malfunctioned plumbing fixtures, damaged furniture, fixtures and equipment, and necessary repair works; and ● Perform other related janitorial jobs that may be required from time to time and as may be requested during special events. <p>(Outdoor, Driveway, Parking Area, and Perimeter Area)</p> <ul style="list-style-type: none"> ● Sweep and clean all ground areas of litters, dirt, garbage and leaves; 	

	<ul style="list-style-type: none"> • Pick-up trash, empty garbage bins, segregate and dispose wastes properly per DENR rules and regulations; • Clean, disinfect and deodorize garbage dumping/pick-up area every after pick-up; and • Water, trim and tend outdoor plants. <p>C. WEEKLY PERIODIC ROUTINE</p> <ul style="list-style-type: none"> • Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs; • Wash, sanitize and deodorize trash bins; • Defrost, clean and sanitize refrigerators; • Clean and dust/wipe electric fans; • Wash/clean and sanitize water dispenser; • Conduct general cleaning on; • Furniture and fixtures • Office equipment such as tables and chairs, desktops and computer monitors, keyboards, computer mouse, CPU's and printers; • Comfort rooms, toilet bowls, urinals, sinks and lavatories • Glass doors, windows and walls both inside and outside surfaces • Clean vertical walls and ceiling including signages, bulletin boards, and other wall hangings and fire extinguishers; • Wash rags, floor mats and floor mops; • Wash and Scrub off and remove algae and moss on brick floor tiles in the driveway, walkway, garage and parking areas; • Remove cobwebs and spider webs on ceilings and walls; <p>D. MONTHLY PERIODIC ROUTINE</p> <ul style="list-style-type: none"> • Dusting and removal of cobwebs from ceiling of the premises; • General Cleaning of draperies and blinds; • Spraying of insecticides and other pest control activities, when necessary. <p>E. QUARTERLY PERIODIC ROUTINE</p> <ul style="list-style-type: none"> • Thorough general cleaning of the areas including windows; and • Thorough shampooing of all chairs, panels, carpets and rugs. 	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>F. MISCELLANEOUS ROUTINE AND OTHER SERVICES.</p> <p>Miscellaneous services to be rendered by janitorial personnel as per request of the concerned units of PCO, shall include, but not limited to:</p> <ul style="list-style-type: none"> • Carrying, transporting or moving of office furniture, equipment or supplies within and/or outside premises as may be assigned from time to time or during major PCO activities; • Report any damaged electrical installations, furniture and fixtures that will need immediate repair; • Errand services as required and requested by the concerned units; • Render extra hours of service during special occasions and affairs celebrated/held by the VMH and or GCA. 	
	<p>PERFORMANCE EVALUATION</p> <ul style="list-style-type: none"> • The GSD-BMS shall conduct a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the PCO during the contract period. • Further, the GSD-BMS shall conduct a periodic assessment or evaluation of the Service Provider. Based on its assessment, the PCO may pre-terminate the contract for failure of the Service Provider to perform its obligations thereon following the procedures prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated December 22, 2004. 	
	<p>TERMS OF PAYMENT</p> <p>VI. TERMS OF PAYMENT</p> <ul style="list-style-type: none"> • The Service Provider shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed reports stamped received by SSS, Pag-IBIG, PhilHealth, and ECC as proof of remittances of employer's and employee's contributions for SSS, PhilHealth, and Pag-IBIG premiums of 	

	<p>the janitorial personnel assigned to the PCO only and the monthly housekeeping checklist.</p> <ul style="list-style-type: none"> • The Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practice. • The Service Provider is encouraged to utilize Land Bank of the Philippines to avoid any bank charges. In case of such charges, the Service Provider shall shoulder the expense 	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Conforme:

Full Name and Signature of
Bidder/Authorized Rep

:

Designation

:

Name of Company

:

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents