

SECTION VII. TECHNICAL SPECIFICATIONS

The following shall be provided by the winning bidder/contractor:

DETAILS OF THE TECHNICAL PROPOSAL (Housekeeping Plan)

TECHNICAL SPECIFICATIONS WORKPLAN REQUIREMENTS	PROPOSAL
Daily Operations:	
1) Sweeping, mopping, spot scrubbing, waxing, and polishing of all floors. Main entrance, waiting areas, counseling and cashier areas shall be serviced continuously during office hours.	
2) Vacuuming of all carpeted areas (where applicable)	
3) Dusting, damp-mopping and polishing of furniture and fixtures.	
4) Cleaning and sanitizing of toilets and wash rooms, which include the constant use of special cleaning and sanitizing solutions in basins and toilet bowls.	
5) Dusting and cleaning of office equipment surfaces, book shelves, cabinets and furniture, glass tops, inside windows, window edges, air vents, partitions, sidings, and inside walls.	
6) Emptying and cleaning of waste paper containers, pick butts from sand urns and disposing of garbage to designated areas.	
7) Disposal of trash, rubbish and garbage from the building to receptacles provided for this purpose.	
8) Watering of indoor plants;	
9) Washing of cups, saucers, spoons, glasses, and other office utensils.	
10) Cleaning of telephone and intercom receivers;	
11) Spoon off any sticky substance or dirt on the floor with putty knife and clean with damp cloth or rugs.	
12) Stay in respective posts for messengerial Job/ errand within the premises.	
13) Attend to the needs of staff meetings required;	
Weekly Operations:	
1) Washing and cleaning of inside glass windows and doors.	
2) Dusting of light fixtures and suspended from the ceiling.	
3) Cleaning, waxing, and polishing of office furniture and fixtures, counters, etc., excluding items or equipment	

that requires specialized maintenance.	
4) General cleaning of door knobs, glass partitions, and light diffusers.	
5) Thorough cleaning and disinfecting of toilet bowls, urinal bowls, and lavatory.	
6) Taking out of indoor plants for sunlight exposure.	
Monthly/Periodic Operations:	
1) Light fixtures covered by diffuser shall be removed, washed, replaced.	
2) Carpet and office furniture and fixtures (modular partitions), shampooing, if necessary or at least every six (6) months.	
OTHER JANITORIAL ACTIVITIES and related services that maybe assigned from time to time by the NHMFC officials and employees.	

OBLIGATIONS AND RESPONSIBILITIES OF THE BIDDER

REQUIREMENTS				PROPOSAL		
a) The WINNING BIDDER shall provide twenty-two (22) personnel and one (1) supervisor (free of charge) at the following locations and to be deployed as follows:						
	ASSIGNMENT (Head Office and Satellite Offices)	Number of Personnel	Schedule of Deployment (6 days a week)			
			7am – 4 pm	8am – 5 pm	10 am – 7 pm	
a.	Ground Floor	3	1	1	1	
b.	Second Floor	3	1	1	1	
c.	Third Floor	3	1	1	1	
d..	Fourth Floor	3	1	1	1	
e.	Fifth Floor	4	2	1	1	
f.	Comfort Rooms	2	2			
g.	NHMFC – Taguig Warehouse	2	1	1		
h.	Imus, Satellite Office	1	1			
i.	Sta. Rosa Satellite Office	1	1			
	Total	22	11	6	5	
	Plus One(1) Supervisor	1				

The **WINNING BIDDER** shall assign personnel qualified to perform the functions and duties and that they possess the following:

❖ **SUPERVISOR (Free of Charge)**

- Male/Female; Filipino Citizen
- Physically and Mentally Fit
- Below Fifty (50) years old
- Two (2) years of college studies
- Honest/Reliable
- Professionally trained and/or experienced relevant to the job
- Must have experienced in supervising a manpower complement of more than 20 utility personnel/janitors
- No derogatory records

❖ **JANITOR/UTILITY PERSONNEL**

- Male/Female; Filipino Citizen
- Physically and Mentally Fit
- Must be 18-50 years old
- At least High School Graduate
- Honest/Reliable
- Professionally trained and/or experienced relevant to the job
- At least two (2) janitors must possess practical knowhow in gardening and/or caring of plants
- At least two (2) janitors must have basic knowledge in plumbing and carpentry works
- Must have passed the qualifying examination set by the janitorial/utility service company
- No derogatory records

b) The **WINNING BIDDER** shall provide relievers or replacements of the assigned personnel who are absent or unable to perform the services contracted, for any reason whatsoever, in order to ensure continuous and uninterrupted service.

c) The **WINNING BIDDER** shall possess all government permits, licenses, and clearances necessary for the performance of the services contracted; assume full responsibility for complying with all laws, ordinances, and regulations applicable to the said

<p>contracted services; and agrees to be solely responsible for renewing all such permits, licenses, and clearances.</p>	
<p>d) The WINNING BIDDER shall assign one (1) Supervisor free of charge, who shall be stationed at the NHMFC Head Office to monitor performance of deployed personnel.</p>	
<p>e) Any stoppage of work caused by the employees of the WINNING BIDDER for any unjustifiable reason shall be the responsibility of the WINNING BIDDER and shall be liable for any damage that may be caused to the NHMFC by such action.</p>	
<p>f) The WINNING BIDDER shall be liable for non-performance of work of its personnel assigned to the NHMFC and shall be liable for the payment of any losses caused by such non-performance of work.</p>	
<p>h) The WINNING BIDDER shall be liable for any losses and damages which the NHMFC properties and facilities may suffer as a direct result of the fault or negligence of the personnel assigned.</p>	
<p>i) The WINNING BIDDER shall assume exclusive, immediate and full responsibility for any loss or damage sustained by the NHMFC, its officers, employees, visitors and agents, as well as properties of said persons, where such loss or damage have been caused by or attributed to any untoward act, misconduct, negligence, theft, pilferage, robbery and any other unlawful or destructive act, on the part of the WINNING BIDDER or any of its personnel.</p>	
<p>j) The WINNING BIDDER, its representative and personnel shall obey the rules and regulations of the NHMFC pertaining to the janitorial activities</p>	
<p>k) The WINNING BIDDER shall provide identification cards to its personnel, which shall be worn during work hours and at all times that these personnel are within the NHMFC premises.</p>	

<p>1) The WINNING BIDDER shall comply with the payment of salaries in accordance with the existing labor laws, rules, and regulations such as but not limited to the Labor Code laws on existing Living Allowance, 13th Month Pay, PD 351, PhilHealth, Social Security Law, Pag-IBIG and Employees Compensation Commission and shall strictly observe the provision of copy of pay slip to all its personnel assigned to NHMFC.</p>	
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TECHNICAL SPECIFICATIONS FOR EQUIPMENT/SUPPLIES/MATERIALS

Item No.	Description	Qty.	Bidder's Proposed Specification	Statement of Compliance
	❖ Equipment to be provided by the winning bidder			
	○ Floor Polisher (16")	7 Units 5-Head Office 1-Cavite 1-Laguna		
	○ Vacuum Cleaner (wet & dry)	7 Units 5-Head Office 1-Cavite 1-Laguna		
	○ 6-Step Ladder (4')	2		
	○ Push Cart	5 4-Head Office 1-Taguig City Warehouse		
	○ Mop Squeezer	5 units		
	○ Caution Sign, A-Type	2		
	❖ Materials/Supplies/Cleaning Agent to be provided by the winning bidder:			
	a) Monthly Basis			
	- Mop Heads	14 pcs.		
	- Garbage Bag (XL/XXL) Plastic	400 pcs.		
	- Laundry Bar Soap (4 slices per bar)	10 bars		
	- Powder Soap	15 kilos		
	- All Purpose Cleaner	8 gallons		
	- Zonrox/Clorox/Lysol	8 gallons		
	- Deodorant Cake (deodorizer)	100 pcs.		

- Air Freshener	14 cans		
- Round Rags	12 kilos		
- Furniture Polish	10 cans		
- Emulsion Wax	8 gallons		
- Toilet Bowl Cleaner	8 gallons		
- Scotch Bright	32 pcs		
- Cleanser	18 kilos		
- Solvent Wax	5 gallons		
- Muriatic Acid	3 gallons		
- Sealer Wax/Stripper	10 gallons		
- Glass Cleaner	5 gallons		
- Gloves	22 pcs		
b. Every Two (2) Months			
- Garbage Bag (small) Plastic	200 pcs		
- Scrubbing Pad (16")	7 pcs		
- Polishing Pad (16")	7 pcs		
- Hand Towels	16 pcs		
- Pranela	16 pcs		
c. Quarterly Basis			
- Soft Broom	16 pcs		
- Stick Broom	16 pcs		
- Spatula	6 pcs		
- Metal Polish	4 cans		
- Stripping Pad	10 pcs		
d. Annually			
- Dust Pan	24 pcs		
- Door Mat	16 pcs		
- Pail	16 pcs		
- Mop Handle	24 pcs		
- Glass Squeegee	16 pcs		
- Feather Duster	16 pcs		
- Water Dipper	45 pcs		
- Trash Can with Cover	30 pcs		

I hereby certify to comply and deliver all the above requirements:

Name of Company /Bidder

Signature Over Printed Name
Of Authorized Representative

Date