

### Conformity with Section VII. Technical Specifications

Bidders must state either “Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Technical Specification”.

Item No.	Specifications	Statement of Compliance
I.	Number and Qualification Janitorial Manpower	
	<ul style="list-style-type: none"> <li>• The Service Provider shall provide sixteen (16) janitorial manpower for Central Office (12) and NCR Regional Office (4), inclusive of one (1) working janitorial supervisor who shall render janitorial services in the NTC premises. The NTC has the right to reject any janitorial attendant assigned by the Contractor who is found to be unreliable.</li> <li>• The Service Provider shall hire janitorial attendants to be assigned to the NTC, with the following minimum qualifications:               <ol style="list-style-type: none"> <li>1. Of good moral character and without criminal or police records</li> <li>2. Physically and mentally fit, as evidenced by a medical certificate</li> <li>3. Duly trained and skilled to function as Janitorial Personnel</li> <li>4. At least eighteen (18) years of age</li> </ol> </li> <li>• The Service Provider shall submit to NTC a sworn statement or other pertinent documents as proof of compliance with the foregoing. <b>This statement shall be complied by the winning bidder upon submission of the contract agreement form.</b></li> </ul>	
II	General Requirements of the Service Provider	
	A. The Service Provider shall assign a Roving Supervisor, at no additional cost to the NTC, aside from the Janitorial Supervisor, to monitor the performance of the Janitorial Personnel and handle the consolidation of daily timecards.	
	B. The Service Provider shall provide extra manpower or extension of services of personnel on duty as may be required/requested during special occasions and affairs celebrated by the NTC or in case of emergencies and natural calamities.	
	C. The Service Provider shall provide ornamental plants on selected areas (maximum of 10 pots).	
	D. The Service Provider shall provide rain gears (coats and boots) for assigned gardener.	
	E. The Service Provider shall provide carpentry and/or plumbing helpers/services, when and if necessary.	

Item No.	Specifications	Statement of Compliance
	F. The Service Provider shall perform minor repair through the janitorial manpower in coordination with General Services Division.	
	G. The Service Provider shall provide high pressure washer equipment for the cleaning of NTC premises.	
	H. The Service Provider shall provide every other day spray of aerosol insecticide in all rooms to prevent mosquitoes and other crawling insects	
	I. The Service Provider shall provide other related services that may be requested by NTC.	
III	Tasks of Janitorial Manpower	
	<p>J. The Janitorial Personnel shall perform the following:</p> <ol style="list-style-type: none"> <li>1. Maintain the cleanliness and orderliness of the office premises in accordance with the Service Level Agreement (Annex A) and the Housekeeping Plan to be submitted by the Contractor during the Contract implementation, taking into account the following: <ol style="list-style-type: none"> <li>a. Protection of NTC properties from damage or destruction in connection with the janitorial activities rendered;</li> <li>b. Preservation of confidentiality of NTC records; and</li> <li>c. Proper collection and disposal of garbage.</li> </ol> </li> <li>2. Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences, hauling of office furniture, fixtures and equipment, and other errand works within NTC and premises).</li> </ol>	
IV.	Areas Covered by the Service	
	<p>K. The following areas shall be covered by the Janitorial Services, comprising of office spaces, conference rooms, pantries, stock rooms, comfort rooms, hallways and common areas:</p> <ol style="list-style-type: none"> <li>1. NTC Main Building, Grounds, Hostel Building and immediate surrounding areas - Central</li> <li>2. NCR Building and vicinities – NCR</li> </ol>	

Item No.	Specifications	Statement of Compliance
V.	Tools, and Equipment To Be Provided By the Service Provider	
	<p data-bbox="395 351 1166 454">L. The Contractor shall provide, at a minimum, the following tools, materials and equipment in good condition:</p> <p data-bbox="405 512 679 544"><b>NTC Central Office</b></p> <ol data-bbox="453 589 1139 1099" style="list-style-type: none"> <li>1. Heavy duty floor polisher Model 16, 4 units</li> <li>2. Heavy duty vacuum cleaner, 2 units</li> <li>3. Heavy duty push carts (300 kilos capacity), 4 units</li> <li>4. Floor warning sign, 4 pairs</li> <li>5. Mop wringer/squeezer, 8 units</li> <li>6. Aluminum step ladder, 2 units</li> <li>7. Extension Cord (25 meters), 2 sets</li> <li>8. Glass wiper/squeegee, 4 pieces</li> <li>9. Water hose (25-30 meters), 1 set</li> <li>10. High pressure washer, 1 unit</li> <li>11. Plastic drum with 120-liter capacity, 4 pieces</li> <li>12. Garden tools, 1 set</li> <li>13. Water pail with water dipper, 10 sets</li> <li>14. Hand soap dispenser, 5 pieces</li> </ol> <p data-bbox="427 1173 584 1205"><b>NTC- NCR</b></p> <ol data-bbox="453 1249 1222 1503" style="list-style-type: none"> <li>1. Heavy duty floor Polisher Model 16 (heavy duty), 1 unit</li> <li>2. Heavy duty vacuum cleaner, 1 unit</li> <li>3. Heavy duty push carts (300 kilos capacity), 1 unit</li> <li>4. Floor warning sign, 2 pairs</li> <li>5. Extension Cord (25 meters), 1 set</li> <li>6. Glass wiper/squeegee, 1 piece</li> <li>7. Plastic drum, with 120-liter capacity, 4 pieces</li> </ol>	

Item No.	Specifications	Statement of Compliance																																																																																																																																																														
VI.	<p data-bbox="300 275 986 304"><b>Materials To Be Provided By the Service Provider</b></p> <p data-bbox="347 342 1114 409">M. The Contractor shall provide, at a minimum, the following materials in good condition:</p> <table border="1" data-bbox="300 450 1193 1749"> <thead> <tr> <th data-bbox="308 450 387 528" rowspan="2">Item No</th> <th data-bbox="387 450 852 528" rowspan="2">Description</th> <th colspan="2" data-bbox="852 450 1185 488">Quantity</th> </tr> <tr> <th data-bbox="852 488 1011 528">CO</th> <th data-bbox="1011 488 1185 528">NCR</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="308 528 1185 566"><b><u>On a Monthly Basis</u></b></td> </tr> <tr><td data-bbox="308 566 387 595">1</td><td data-bbox="387 566 852 595">Fabric Conditioner</td><td data-bbox="852 566 1011 595">4 gals.</td><td data-bbox="1011 566 1185 595"></td></tr> <tr><td data-bbox="308 595 387 624">2</td><td data-bbox="387 595 852 624">Bowl Cleaner</td><td data-bbox="852 595 1011 624">4 gals.</td><td data-bbox="1011 595 1185 624">1 gal.</td></tr> <tr><td data-bbox="308 624 387 654">3</td><td data-bbox="387 624 852 654">Carpet Shampoo</td><td data-bbox="852 624 1011 654">4 gals.</td><td data-bbox="1011 624 1185 654">1 gal.</td></tr> <tr><td data-bbox="308 654 387 683">4</td><td data-bbox="387 654 852 683">Carpet Stain Remover</td><td data-bbox="852 654 1011 683">2 gals.</td><td data-bbox="1011 654 1185 683"></td></tr> <tr><td data-bbox="308 683 387 712">5</td><td data-bbox="387 683 852 712">Cleanser</td><td data-bbox="852 683 1011 712">2 kls.</td><td data-bbox="1011 683 1185 712"></td></tr> <tr><td data-bbox="308 712 387 741">6</td><td data-bbox="387 712 852 741">Deodorant Cake</td><td data-bbox="852 712 1011 741">10 doz.</td><td data-bbox="1011 712 1185 741">3 doz.</td></tr> <tr><td data-bbox="308 741 387 770">7</td><td data-bbox="387 741 852 770">Disinfectant</td><td data-bbox="852 741 1011 770">4 gals.</td><td data-bbox="1011 741 1185 770">1 gal</td></tr> <tr><td data-bbox="308 770 387 799">8</td><td data-bbox="387 770 852 799">Furniture Polish</td><td data-bbox="852 770 1011 799">6 gals.</td><td data-bbox="1011 770 1185 799"></td></tr> <tr><td data-bbox="308 799 387 828">9</td><td data-bbox="387 799 852 828">Flannella</td><td data-bbox="852 799 1011 828">3 yrds.</td><td data-bbox="1011 799 1185 828">1 yrd</td></tr> <tr><td data-bbox="308 828 387 857">10</td><td data-bbox="387 828 852 857">Aerosol Insecticide</td><td data-bbox="852 828 1011 857">10 cans</td><td data-bbox="1011 828 1185 857">1 can</td></tr> <tr><td data-bbox="308 857 387 887">11</td><td data-bbox="387 857 852 887">Garbage Bag XL(100 pcs/pack)</td><td data-bbox="852 857 1011 887">5 pcks</td><td data-bbox="1011 857 1185 887">1 pck</td></tr> <tr><td data-bbox="308 887 387 916">12</td><td data-bbox="387 887 852 916">Liquid Hand Soap (Concentrated)</td><td data-bbox="852 887 1011 916">6 gals</td><td data-bbox="1011 887 1185 916">2 gals.</td></tr> <tr><td data-bbox="308 916 387 945">13</td><td data-bbox="387 916 852 945">Hand Pad</td><td data-bbox="852 916 1011 945">3 doz.</td><td data-bbox="1011 916 1185 945">8 pcs.</td></tr> <tr><td data-bbox="308 945 387 974">14</td><td data-bbox="387 945 852 974">Bleaching Liquid</td><td data-bbox="852 945 1011 974">4 gals.</td><td data-bbox="1011 945 1185 974"></td></tr> <tr><td data-bbox="308 974 387 1003">15</td><td data-bbox="387 974 852 1003">Metal Polish</td><td data-bbox="852 974 1011 1003">6 pcs.</td><td data-bbox="1011 974 1185 1003"></td></tr> <tr><td data-bbox="308 1003 387 1032">16</td><td data-bbox="387 1003 852 1032">Mop Heads</td><td data-bbox="852 1003 1011 1032">2 doz.</td><td data-bbox="1011 1003 1185 1032">8 pcs.</td></tr> <tr><td data-bbox="308 1032 387 1061">17</td><td data-bbox="387 1032 852 1061">Muriatic Acid</td><td data-bbox="852 1032 1011 1061">4 gals.</td><td data-bbox="1011 1032 1185 1061">1 gals.</td></tr> <tr><td data-bbox="308 1061 387 1090">18</td><td data-bbox="387 1061 852 1090">Alcohol (500 ml)</td><td data-bbox="852 1061 1011 1090">10 bots.</td><td data-bbox="1011 1061 1185 1090">4 bots.</td></tr> <tr><td data-bbox="308 1090 387 1120">19</td><td data-bbox="387 1090 852 1120">Powder Soap</td><td data-bbox="852 1090 1011 1120">10 kls.</td><td data-bbox="1011 1090 1185 1120">3 kls.</td></tr> <tr><td data-bbox="308 1120 387 1149">20</td><td data-bbox="387 1120 852 1149">Rags</td><td data-bbox="852 1120 1011 1149">20 kls.</td><td data-bbox="1011 1120 1185 1149">1 kls.</td></tr> <tr><td data-bbox="308 1149 387 1178">21</td><td data-bbox="387 1149 852 1178">Soft Broom</td><td data-bbox="852 1149 1011 1178">5 pcs.</td><td data-bbox="1011 1149 1185 1178">2 pcs.</td></tr> <tr><td data-bbox="308 1178 387 1207">22</td><td data-bbox="387 1178 852 1207">Tissue Paper – 2 ply/12 rolls/pack</td><td data-bbox="852 1178 1011 1207">20 packs</td><td data-bbox="1011 1178 1185 1207">48 rolls</td></tr> <tr><td data-bbox="308 1207 387 1236">23</td><td data-bbox="387 1207 852 1236">Bowl Brush</td><td data-bbox="852 1207 1011 1236">10 pcs.</td><td data-bbox="1011 1207 1185 1236">3 pcs.</td></tr> <tr><td data-bbox="308 1236 387 1265">24</td><td data-bbox="387 1236 852 1265">Hand Soap (bar/small)</td><td data-bbox="852 1236 1011 1265">100 pcs.</td><td data-bbox="1011 1236 1185 1265"></td></tr> <tr> <td colspan="4" data-bbox="308 1265 1185 1303"><b><u>On a Quarterly Basis</u></b></td> </tr> <tr><td data-bbox="308 1303 387 1332">1</td><td data-bbox="387 1303 852 1332">Broomstick</td><td data-bbox="852 1303 1011 1332">6 pcs.</td><td data-bbox="1011 1303 1185 1332">2 pcs.</td></tr> <tr><td data-bbox="308 1332 387 1361">2</td><td data-bbox="387 1332 852 1361">Cobweb Broom</td><td data-bbox="852 1332 1011 1361">4 pcs.</td><td data-bbox="1011 1332 1185 1361"></td></tr> <tr><td data-bbox="308 1361 387 1391">3</td><td data-bbox="387 1361 852 1391">Spray Gun</td><td data-bbox="852 1361 1011 1391">12 pcs.</td><td data-bbox="1011 1361 1185 1391">2 pcs.</td></tr> <tr><td data-bbox="308 1391 387 1420">4</td><td data-bbox="387 1391 852 1420">Gloves</td><td data-bbox="852 1391 1011 1420">12 pcs.</td><td data-bbox="1011 1391 1185 1420">2 pcs.</td></tr> <tr><td data-bbox="308 1420 387 1449">5</td><td data-bbox="387 1420 852 1449">Dust Pan Plastic</td><td data-bbox="852 1420 1011 1449">12 pcs.</td><td data-bbox="1011 1420 1185 1449">2 pcs.</td></tr> <tr><td data-bbox="308 1449 387 1478">6</td><td data-bbox="387 1449 852 1478">Hand Brush Plastic</td><td data-bbox="852 1449 1011 1478">24 pcs.</td><td data-bbox="1011 1449 1185 1478">2 pcs.</td></tr> <tr><td data-bbox="308 1478 387 1507">7</td><td data-bbox="387 1478 852 1507">Mop Handle (wood)</td><td data-bbox="852 1478 1011 1507">12 pcs.</td><td data-bbox="1011 1478 1185 1507">3 pcs.</td></tr> <tr><td data-bbox="308 1507 387 1536">8</td><td data-bbox="387 1507 852 1536">Polishing Pad</td><td data-bbox="852 1507 1011 1536">12 pcs.</td><td data-bbox="1011 1507 1185 1536">4 pcs.</td></tr> <tr><td data-bbox="308 1536 387 1565">9</td><td data-bbox="387 1536 852 1565">Scrubbing Pad (50 x 200mm)</td><td data-bbox="852 1536 1011 1565">12 pcs.</td><td data-bbox="1011 1536 1185 1565">4 pcs.</td></tr> <tr><td data-bbox="308 1565 387 1594">10</td><td data-bbox="387 1565 852 1594">Stripping Pad – 16”</td><td data-bbox="852 1565 1011 1594">6 pcs.</td><td data-bbox="1011 1565 1185 1594"></td></tr> <tr><td data-bbox="308 1594 387 1624">11</td><td data-bbox="387 1594 852 1624">Feather Duster</td><td data-bbox="852 1594 1011 1624">12 pcs.</td><td data-bbox="1011 1594 1185 1624"></td></tr> <tr><td data-bbox="308 1624 387 1653">12</td><td data-bbox="387 1624 852 1653">Push Brush</td><td data-bbox="852 1624 1011 1653">10 pcs.</td><td data-bbox="1011 1624 1185 1653">2 pcs.</td></tr> </tbody> </table>	Item No	Description	Quantity		CO	NCR	<b><u>On a Monthly Basis</u></b>				1	Fabric Conditioner	4 gals.		2	Bowl Cleaner	4 gals.	1 gal.	3	Carpet Shampoo	4 gals.	1 gal.	4	Carpet Stain Remover	2 gals.		5	Cleanser	2 kls.		6	Deodorant Cake	10 doz.	3 doz.	7	Disinfectant	4 gals.	1 gal	8	Furniture Polish	6 gals.		9	Flannella	3 yrds.	1 yrd	10	Aerosol Insecticide	10 cans	1 can	11	Garbage Bag XL(100 pcs/pack)	5 pcks	1 pck	12	Liquid Hand Soap (Concentrated)	6 gals	2 gals.	13	Hand Pad	3 doz.	8 pcs.	14	Bleaching Liquid	4 gals.		15	Metal Polish	6 pcs.		16	Mop Heads	2 doz.	8 pcs.	17	Muriatic Acid	4 gals.	1 gals.	18	Alcohol (500 ml)	10 bots.	4 bots.	19	Powder Soap	10 kls.	3 kls.	20	Rags	20 kls.	1 kls.	21	Soft Broom	5 pcs.	2 pcs.	22	Tissue Paper – 2 ply/12 rolls/pack	20 packs	48 rolls	23	Bowl Brush	10 pcs.	3 pcs.	24	Hand Soap (bar/small)	100 pcs.		<b><u>On a Quarterly Basis</u></b>				1	Broomstick	6 pcs.	2 pcs.	2	Cobweb Broom	4 pcs.		3	Spray Gun	12 pcs.	2 pcs.	4	Gloves	12 pcs.	2 pcs.	5	Dust Pan Plastic	12 pcs.	2 pcs.	6	Hand Brush Plastic	24 pcs.	2 pcs.	7	Mop Handle (wood)	12 pcs.	3 pcs.	8	Polishing Pad	12 pcs.	4 pcs.	9	Scrubbing Pad (50 x 200mm)	12 pcs.	4 pcs.	10	Stripping Pad – 16”	6 pcs.		11	Feather Duster	12 pcs.		12	Push Brush	10 pcs.	2 pcs.	
Item No	Description			Quantity																																																																																																																																																												
		CO	NCR																																																																																																																																																													
<b><u>On a Monthly Basis</u></b>																																																																																																																																																																
1	Fabric Conditioner	4 gals.																																																																																																																																																														
2	Bowl Cleaner	4 gals.	1 gal.																																																																																																																																																													
3	Carpet Shampoo	4 gals.	1 gal.																																																																																																																																																													
4	Carpet Stain Remover	2 gals.																																																																																																																																																														
5	Cleanser	2 kls.																																																																																																																																																														
6	Deodorant Cake	10 doz.	3 doz.																																																																																																																																																													
7	Disinfectant	4 gals.	1 gal																																																																																																																																																													
8	Furniture Polish	6 gals.																																																																																																																																																														
9	Flannella	3 yrds.	1 yrd																																																																																																																																																													
10	Aerosol Insecticide	10 cans	1 can																																																																																																																																																													
11	Garbage Bag XL(100 pcs/pack)	5 pcks	1 pck																																																																																																																																																													
12	Liquid Hand Soap (Concentrated)	6 gals	2 gals.																																																																																																																																																													
13	Hand Pad	3 doz.	8 pcs.																																																																																																																																																													
14	Bleaching Liquid	4 gals.																																																																																																																																																														
15	Metal Polish	6 pcs.																																																																																																																																																														
16	Mop Heads	2 doz.	8 pcs.																																																																																																																																																													
17	Muriatic Acid	4 gals.	1 gals.																																																																																																																																																													
18	Alcohol (500 ml)	10 bots.	4 bots.																																																																																																																																																													
19	Powder Soap	10 kls.	3 kls.																																																																																																																																																													
20	Rags	20 kls.	1 kls.																																																																																																																																																													
21	Soft Broom	5 pcs.	2 pcs.																																																																																																																																																													
22	Tissue Paper – 2 ply/12 rolls/pack	20 packs	48 rolls																																																																																																																																																													
23	Bowl Brush	10 pcs.	3 pcs.																																																																																																																																																													
24	Hand Soap (bar/small)	100 pcs.																																																																																																																																																														
<b><u>On a Quarterly Basis</u></b>																																																																																																																																																																
1	Broomstick	6 pcs.	2 pcs.																																																																																																																																																													
2	Cobweb Broom	4 pcs.																																																																																																																																																														
3	Spray Gun	12 pcs.	2 pcs.																																																																																																																																																													
4	Gloves	12 pcs.	2 pcs.																																																																																																																																																													
5	Dust Pan Plastic	12 pcs.	2 pcs.																																																																																																																																																													
6	Hand Brush Plastic	24 pcs.	2 pcs.																																																																																																																																																													
7	Mop Handle (wood)	12 pcs.	3 pcs.																																																																																																																																																													
8	Polishing Pad	12 pcs.	4 pcs.																																																																																																																																																													
9	Scrubbing Pad (50 x 200mm)	12 pcs.	4 pcs.																																																																																																																																																													
10	Stripping Pad – 16”	6 pcs.																																																																																																																																																														
11	Feather Duster	12 pcs.																																																																																																																																																														
12	Push Brush	10 pcs.	2 pcs.																																																																																																																																																													

Item No.	Specifications	Statement of Compliance
VI.	<p><b>Additional Set of Technical Evaluation Parameters through Company Profile</b></p> <p><b>a. Stability</b></p> <p>a.1. Years of Experience – at least two (2) years from <b>2014 to 2016</b></p> <p>a.2. Liquidity of Contractor – at least three (3) months wages of sixteen (16) janitorial manpower (current assets minus stocks minus current liability, based on the latest Service Provider’s Balance Sheet.</p> <p>a.3. Organizational Set-Up – Presence of an organizational chart indicating names of key officials and number of personnel and the reporting and functional relationships among various players with the Contractor</p> <p><b>b. Resources</b></p> <p>b.1. Number and Kind of Equipment and Supplies – with the minimum number and kind of equipment and supplies as specified under this Section VI. Schedule of Requirements.</p> <p>b.2. Number of Janitors – with at least 16 janitors</p> <p>b.3. Number of Supervisor – at least 1 Supervisor</p> <p><b>c. Housekeeping Plan</b></p> <ul style="list-style-type: none"> <li>• The Service Provider shall submit a Plan tailored fit to the service requirements of the NTC. The Plan shall state/enumerate the specific methodology to be employed for its execution.</li> <li>• The Housekeeping Plan will accordingly be made part of the Service Provider’s submission.</li> </ul>	

I hereby certify that the Statement of Compliance to the foregoing Technical Specifications are true and correct, otherwise, if found false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/  
Bidder

\_\_\_\_\_  
Signature Over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date

## **ANNEX A - SERVICE LEVEL AGREEMENT**

### **1.0 General Conditions:**

- 1.1 The Service Provider agrees that the NTC, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.
- 1.2 The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the personnel may be requested to provide assistance outside the regular working hours or during weekends or holidays, upon the written approval of NTC.
- 1.3 The NTC 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 NTC may increase or decrease the number of janitors as maybe necessary and reserves the right to increase, reduce, or limit the scope of services of the Service Provider. In such event, any corresponding adjustment in the cost shall not exceed the contract price.
- 1.4 The Service Provider shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.
- 1.5 The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by the law. 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.
- 1.6 The Service Provider shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by SSS, Philhealth or PAG-IBIG, as proof of remittances for SSS, Philhealth and PAG-IBIG premiums of the Janitorial manpower assigned in the NTC.
- 1.7 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 practices.
- 1.8 The Service Provider shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.
- 1.9 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.

## **2.0 Agency Provision**

2.1 In order to perform the said janitorial services, the Service Provider shall provide the supplies, tools, materials and equipment.

## **3.0 Specific Tasks and Responsibilities**

3.1 Supply the necessary labor, cleaning equipment, materials and supervision for the daily upkeep and maintenance of the NTC.

3.2 Perform and maintain a satisfactory level of performance throughout the term of the contract of the following janitorial services:

### **3.3 Daily Tasks**

- a. Daily sweeping, mopping, spot scrubbing and polishing of hallways, lobbies and stairways from the ground floor to the fourth floor and all spaces occupied by the Commission.
- b. Vacuum cleaning of carpets laid in the Commission's premises.
- c. Dusting, damp-wiping and polishing of furniture, counters sills and office fixtures, including the emptying and cleaning of ashtrays and garbage bins.
- d. Cleaning and disinfecting of toilets and washrooms and wiping of wash basins and toilet fixtures.
- e. Cleaning and polishing of glass doors/partitions and brass/metal attachments
- f. Spot cleaning of walls.
- g. Washing and drying of cups, saucers, plates, spoons, glasses and other utensils in the offices of the Commission's officials.
- h. Daily sweeping/cleaning of the ground surrounding the building including the parking areas.
- i. Watering of ornamental plants.

### **3.4 Weekly/Monthly Tasks**

- a. Washing, scrubbing and stripping of wax on the floors.
- b. Refinishing, washing and polishing of all floors.
- c. Cleaning of walls, ceilings and doors.
- d. Polishing of all railings, counters, door knobs and glass partitions.
- e. Washing and cleaning of light diffusers.
- f. Cleaning of all windows and sun baffles.
- g. General cleaning of all exterior glasses.
- h. Watering of all ornamental plants.

### **3.5 Quarterly Tasks**

- a. Application of wax and polishing of furniture within the office premises.
- b. Cleaning of all ornamental plants.
- c. Cleaning of all light fixtures.
- d. General cleaning/stripping of furniture of rooms.
- e. Cleaning of mini-blinds.
- f. Polishing of all metal signage.

## 4.0 Specific Conditions

### 4.1 Service Standard

4.1.1 Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times.

4.1.2 The expected standard after cleaning and waste collection is as follows:

#### **Office Areas:**

- √ All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris.
- √ All waste receptacles empty.

*Note: Papers, files and electronic equipment will not be removed or adjusted while cleaning (where applicable), unless prior permission has been obtained from the employee concerned.*

#### **Washrooms and Toilets:**

- √ All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris.
- √ All sanitary fittings should be free from grime, dirt and smear.

4.2 The duties of the assigned Janitorial Supervisor shall include but not limited to the following:

- √ Make round to check his/her subordinates, provide special cleaning instructions and/or assignments, and ascertain compliance with directives.
- √ Conduct inspection to check cleanliness and orderliness of the premises, and inform his/her subordinates of corrections necessary.
- √ Determine materials, supplies needed and timely inform the Chief of General Services Division, of the requirement.
- √ Train subordinate on proper cleaning methods, use of equipment, safety practices and work regulations.



## 5.0 Service Performance Monitoring and Evaluation

- 5.1 The NTC General Services Division (NTC-GSD) shall be the main responsible unit in monitoring the implementation of the janitorial services in accordance with the Specifications and conditions of the contract.
- 5.2 The NTC - GSD shall constitute an Inspectorate Team and shall be responsible in recommending appropriate measures and improvement of janitorial services when necessary.
- 5.3 The NTC-GSD shall assess every quarter the level of performance of the Service Provider using the following performance criteria and weight. The Service Provider must obtain at least seventy percent (70%) score.
- 5.4 The NTC-GSD shall recommend for the renewal of contract, when necessary.

### Performance and Weight

No.	Criteria	Weight (%)
1.	Quality of Service/Cleaning Standard	40
2.	Scheduling and Time Management	10
3.	Safety Awareness of Personnel	20
4.	Compliance to Contract Requirements	20
5.	Work Ethics and Personnel Management	10
	<b>Total</b>	<b>100</b>

I hereby certify that the Statement of Compliance to the foregoing Technical Specifications are true and correct, otherwise, if found false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/  
Bidder

\_\_\_\_\_  
Signature Over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date