

# ***Technical Specifications***

## **JANITORIAL SERVICES FOR THE PHILIPPINE EMBASSY, WASHINGTON DC**

### **I. BACKGROUND**

The Philippine Embassy in Washington DC (WDC PE) intends to procure the janitorial services of a private entity as described in the Technical Specifications for its office premises located in two separate buildings, which approximately house 60 people.

### **II. OBJECTIVE**

The Contractor must be able to provide quality janitorial services for the Embassy and Chancery Annex buildings with the necessary manpower, equipment, training, experience, financial resources, and capability to provide cleaning and sanitary requirements of the Embassy that will ensure a hygienic environment for its personnel and clients.

### **III. TECHNICAL SPECIFICATIONS**

#### **A. Areas of Operation**

1. First to fourth floors and two basement levels of the Embassy Main building located at 1600 Massachusetts Avenue, NW Washington DC 20036
2. First to fourth floors of the Chancery Annex located at 1617 Massachusetts Avenue, NW Washington DC 20036

#### **B. Scope of Work**

The Contractor should be able to provide cleaning services at the Embassy and Chancery Annex using industrial standard tools and non-toxic cleaning products as indicated in Annex A and Annex B.

Office desks, including cashier's desk, and equipment on desks are not included.

<b>TASKS</b>	<b>FREQUENCY</b>
<b>A. EMBASSY (1st to 4th Floors)</b>	
1. Floors (including lobby, hallways, offices, conference rooms and toilets)  Vacuum, mop (wet and dry), spot clean (as necessary)	Twice daily
2. Toilets and Kitchens  Clean, sanitize and disinfect all toilet/bath rooms, toilet bowls, urinals, wash basins and pantry sinks. Spray deodorants/fresheners. Priority to be given to high-traffic toilets at the ground level.  Refill and replenish supplies for liquid soap dispensers, dishwashing liquid dispensers, and toilet papers and paper towels.	Twice daily
3. Interior doors, glass windows, window ledges, window blinds, walls, glass partitions, cabinets, shelves, conference tables and fixtures, including the Embassy seal, artificial plants and flowers, vases and pots and plant boxes  Wipe, dust, disinfect, polish and spot clean (as necessary)	Once a week
4. Ceiling, air condition vents/grills and light fixtures  Dust and remove cobwebs	Once a month
5. Carlos P. Romulo Hall, G/F stairs, G/F and 2/F hallways  Mop (wet and dry), wax and polish	Mopping daily; Waxing and Polishing once a month
6. Fire Exit Stairs  Clean, sweep	Once a month
7. Trash and Trash Bins  Empty trash bins, provide new lining for trash bins, disinfect trash bins, dispose garbage	Once a day
8. Elevator interiors  Clean, disinfect, polish	Daily
9. B1 & B2 Parking Areas  Wash and clean	Once a month
10. Carpets and Rugs, Rubber Matting  Wash and deep clean	Every six months
<b>B CHANCERY ANNEX (1st to 4th Floors)</b>	
1. Floors (including lobby, hallways, offices, conference rooms and toilets)  Vacuum, mop (wet and dry), spot clean (as necessary)	Twice daily

<p>2. Toilets and Kitchens</p> <p>Clean, sanitize and disinfect all toilet/bath rooms, toilet bowls, urinals, wash basins and pantry sinks. Spray deodorants/fresheners. Priority to be given to high-traffic toilets at the ground level.</p> <p>Refill and replenish supplies for liquid soap dispensers, dishwashing liquid dispensers, and toilet papers and paper towels.</p>	Twice daily
<p>3. Interior doors, glass windows, window ledges, window blinds, walls, glass partitions, cabinets, shelves, conference tables and fixtures, including the Embassy seal, artificial plants and flowers, vases and pots and plant boxes</p> <p>Wipe, dust, disinfect, polish and spot clean (as necessary)</p>	Once a week
<p>4. Ceiling, air condition vents/grills and light fixtures</p> <p>Dust and remove cobwebs</p>	Once a month
<p>5. 2/F Social Hall</p> <p>Mop (wet and dry), wax and polish</p>	Mopping daily; Waxing and Polishing once a month
<p>6. Fire Exit Stairs</p> <p>Clean, sweep</p>	Once a month
<p>7. Trash and Trash Bins</p> <p>Empty trash bins, provide new lining for trash bins, disinfect trash bins, dispose garbage</p>	Once a day
<p>8. Elevator interiors</p> <p>Clean, disinfect, polish</p>	Daily
<p>9. Carpets and Rugs, Rubber Matting</p> <p>Wash and deep clean</p>	Every six months
<p>10. Utilities Room</p> <p>Cleaning, mopping (wet and dry) and waxing and polishing of floor; damp-wiping, disinfecting, polishing and spot cleaning of walls, doors and windows; and dusting of ceiling and air condition vents</p>	Once a week

**C. Additional Requirements**

1. The Contractor shall not remove, replace, or transfer its cleaning personnel assigned to the Embassy and Chancery Annex without the written approval of the Head of Post.
2. The Contractor shall provide its cleaning personnel with proper personal protective equipment, and necessary cleaning equipment as provided for in

Annex B.1 of the Technical Specifications. The Embassy shall provide adequate space at the Embassy where the cleaning equipment may be stored during contract implementation.

3. The Contractor shall certify that its cleaning personnel are properly oriented/trained on proper waste handling and segregation and with awareness on confidentiality, gender sensitivity and anti-sexual harassment policies.
4. The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria. The Contractor shall report to the Embassy's Property Officer (PO) for purposes of monitoring of work at least once a month, or more, as may be required.
5. The Contractor's personnel performing the work(s) stated in this Contract are subject to search by security personnel, if applicable, as deemed necessary as a precaution against property losses.
6. The Contractor's personnel shall wear a uniform issued by the Contractor (free of charge) with ID/name plate.
7. The Contractor commits to provide the necessary supplies on a regular basis as indicated in Annex B which will form part of the contract.
8. The cleaning personnel assigned shall make the necessary report to the Property Officer of all broken fixtures in the toilets, rooms/offices, hallways and stairs that may be observed during the normal course of work.
9. For vertical movements, cleaning personnel are allowed to use only the stairs and the service elevators of the buildings.
10. The Contractor shall pay benefits and entitlements due to its employees as required by local labor laws.
11. For purposes of this contract, the Contractor must comply with all applicable Philippine procurement laws.
12. The Contractor shall issue a Certificate of Competency for its cleaning personnel to be deployed at the Embassy.
13. The Contractor must have existed as an agency offering cleaning services for at least five (5) years from the date of opening of bid.

#### **IV. CONTRACT DURATION**

The Contract enters into effect on the first day of the following month after the issuance of Notice to Proceed. The contract will be valid for twelve (12) months.

#### **V. RESERVATION**

The Embassy reserves the right to amend and revise the contract in the event of major repairs to the Embassy building or Chancery Annex.

#### **VI. TERMS OF PAYMENT**

1. The Contractor shall submit monthly billings no later than the first week of the following month.
2. Payments shall be made within fifteen (15) calendar days upon receipt of the monthly invoice with complete requirements.
3. The bid price shall cover all necessary taxes, stamp duties, license fees and other such levies imposed for the completion of the Contract.

**ANNEX A  
DEPLOYMENT SCHEDULE OF CLEANING PERSONNEL**

**Table A**

<b>LOCATION</b>	<b>No. of Personnel to be Deployed and Schedule of Work</b>	
	<b>8:00 a.m. to 5:00 p.m. (with one hour break)</b>	<b>9:30 a.m. to 6:30 p.m. (with one hour break)</b>
Chancery Main building 1600 Massachusetts Avenue, NW Washington DC 20036	1 person	
Chancery Annex 1617 Massachusetts Avenue, NW Washington DC 20036		1 person

**Table B**

<b>Location</b>	<b>No. of Cleaning Personnel</b>		
	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Chancery Main building 1600 Massachusetts Avenue NW Washington DC 20036	As indicated in Table A	As required to accomplish the scope of work	As required to accomplish the scope of work
Chancery Annex 1617 Massachusetts Avenue, NW Washington DC 20036	As indicated in Table A	As required to accomplish the scope of work	As required to accomplish the scope of work

**ANNEXB  
CLEANING EQUIPMENT AND SUPPLIES**

(Cleaning supplies must be delivered by the Contractor upon commencement of the Contract, or as necessary, and should be inspected and accounted for by the Property Officer)

**I. EQUIPMENT**

Equipment	Quantity
Heavy duty floor polisher	1 unit
Wet and dry industrial vacuum cleaner	1 unit
Marble floor polisher with pad holder	1 unit
Garbage push cart, heavy duty	2 units
Liquid soap dispenser	1 unit each restroom and pantry / per building
Vacuum cleaner, portable	2 units
Water hose (100m;150m)	2 units
Aluminum step ladder (4ft; 6ft; 8ft; 10ft; 18ft)	1 unit
Glass squeegee, heavy duty	1 unit each floor
Caution sign	5 units
Mop squeezers	2 units / per building
Facial tissue box dispenser	1 unit each restroom / per building
Buffing equipment	1 set
Wire brush	2 units
Screw drivers, heavy duty	1 set, as necessary
Pliers, heavy duty	1 unit, as necessary
Long nose, heavy duty	1 unit, as necessary
Cutter, heavy duty	1 unit, as necessary

**II. SUPPLIES**

Supplies	Quantity / Location	Delivery
Air freshener, liquid	1 unit per building	to be replenished as consumed
Air freshener, (Lysol disinfectant or equivalent)	1 unit per building	to be replenished as consumed
Air freshener, tube (Glade or equivalent)	1 unit per building	to be replenished as consumed
Trash bag/liners, for all garbage bins/receptacles	50 pieces per garbage bin / per building	to be replenished as consumed
Carpet shampoo	as required in the cleaning schedule	as required in the cleaning schedule
Ceiling broom	1 unit per building	to be replaced as needed

Cleanser	1 unit per building	to be replenished as consumed
Clorox cleaning product (or equivalent)	1 unit per building	to be replenished as consumed
Concentrated liquid handsoap	1 unit each restroom / per building	to be replenished as consumed
Concentrated liquid dishwashing soap	1 unit each pantry / per building	to be replenished as consumed
Deodorant cake	1 unit each restroom / per building	to be replenished as consumed
Dust mop/flat mop	1 unit per building	to be replaced as needed
Dust pan	1 unit per building	to be replaced as needed
Emulsion wax	as required in the cleaning schedule	to be replenished as consumed
Facial Tissue	1 box each restroom / per building	to be replenished as consumed
Flannel cloth	10 pieces per floor / per building	to be replaced as needed
Fine steel wool	1 unit each pantry / per building	to be replaced as needed
Floor maintainer (Snapback or equivalent)	as required in the cleaning schedule	to be replenished as consumed
Furniture polish	as required in the cleaning schedule	to be replenished as consumed
Glass cleaner	as required in the cleaning schedule	to be replenished as consumed
Marble crystallizer	as required in the cleaning schedule	to be replenished as consumed
Metal polish	as required in the cleaning schedule	to be replenished as consumed
Mop handle	1 unit per building	to be replaced as needed
Mop head	1 unit per building	to be replaced as needed
Polishing pad, floor (Glit or equivalent)	1 unit per building	to be replaced as needed
Powdered soap	1 unit each pantry / per building	to be replenished as consumed
Push brush	1 unit per building	to be replaced as needed
Scrub sponge (Scotch brite or equivalent)	1 unit each restroom and 1 unit per pantry / per building	to be replaced as needed
Scrubbing/scouring pad (Glit or equivalent)	1 unit per floor / per building	to be replaced as needed
Sealer wax (Over and under or equivalent)	as required in the cleaning schedule	to be replenished as consumed
Soft Broom	1 unit per building	to be replaced as



		needed
Spray gun	1 unit per building	to be replaced as needed
Stain Remover	1 unit per building	to be replenished as consumed
Stick broom	1 unit per building	to be replaced as needed
Stripping pad	1 unit per building	to be replaced as needed
Toilet bowl brush	1 unit per floor / per building	to be replaced as needed
Toilet bowl cleaner	1 unit per floor / per building	to be replenished as consumed
Toilet bowl plunger	1 unit per floor / per building	to be replaced as needed
Toilet paper	2 rolls per cubicle each restroom / building	to be replenished as consumed
Towel rags	10 pieces per floor / per building	to be replaced as needed
Wax stripper	as required in the cleaning schedule	to be replaced as needed