



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Facsimile: 310-0037 / email: bac@prc.gov.ph



## REGULAR MEMBERS:

*Erwin M. Enad*  
ERWIN M. ENAD  
Chairman

*Maria Liza M. Hernandez*  
MARIA LIZA M. HERNANDEZ  
Vice-Chairperson

GISELLE G. DURANA  
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## PROVISIONAL MEMBERS:

REGIE O. TORRES  
Provisional Member, IT Projects

*Crisanto L. Decena*  
CRISANTO L. DECENA  
Provisional Member, Non-IT Projects

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## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity (Number of /Janitors)	Delivered, Weeks/Months (TIMELINE)	
1	The Service Provider shall provide:		UPON ISSUANCE OF NOTICE TO PROCEED (NTP)	
	a) Supervisor	1 Male		
	b) Janitorial Personnel who will be deployed at the PRC Central Office (P Paredes premises), PRC-PICC and PRC-Sunnymede (Storage Space/Area) as follows:	18 - Male 11 - Female <b>Total= 30</b>		
	<b>PRC Main Building</b>			
	b.1. Office of the Chairman, Conference Room	1 Female		
	b.2. Office of the Commissioner I, Bridge connecting Main and Annex Building	1 Male		
	b.3. Office of the Commissioner II, ARD	1 Female		
	b.4. Office of the Assistant Commissioner, 2 <sup>nd</sup> floor public female CR	1 Female		
	b.5. Sidewalk of PRC Premises, Public Entrance, Main Building Lobby Area	1 Male		
	b.6. Professional Registry Division, Ground Floor Male CR	1 Male		
	b.7. Cash Division, NCR-Renewal Section (W5-W12), NCR-Cash Section (W1-W4)	1 Female		
	b.8. Medical Clinic, Ground Floor Female CR	1 Female		
	b.9. ICTS, NCR-Legal Section, 2 <sup>nd</sup> Floor Male Cr, 2 <sup>nd</sup> Floor Fire Exit	1 Male		
	b.10. Rating Division, Examiner's Lounge, TDD, M/F CR within the area	1 Male		
	b.11. Comm Sec, PRB Sec, NCR-Regulation Division, PAPRB, Hallway, Stairway, 3 <sup>rd</sup> Floor M/F CRs	1 Male		
<b>PRC Annex Building</b>				
b.12. Annex Building Lobby Area, ARD-mailing, NCR-Records Section	1 Female			
b.13. Parking Area, Garden Area	1 Male			
b.14. PSD, PSD Hallway	1 Male			
b.15. PMFS, BMD, Accounting Division, Planning Division, 2 <sup>nd</sup> Floor Hallway	1 Female			
			UPON NOTICE TO PROCEED (NTP)	



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*Maui G. Eborá*  
**MAUI G. EBORÁ**  
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	b.16. NCR-OD, NCR-FAD, COA, 2 <sup>nd</sup> Floor Hallway, Stairway	1 Male	
	b.17. NCR-Application Section, NCR-Examination, Stairway	1 Female	
	b.18. OD-AS, Administrative Service, RSD,MED	1 Female	
	b.19. GSD, HRDD, IAD, 3 <sup>rd</sup> floor Female CR	1 Male	
	b.20. ACD, ARD-Digitization, Shredding Area, 3 <sup>rd</sup> Floor Male CR, Employees M/F CRs	1 Male	
	b.21. BAC Office, BAC Conference Room, M/F CRs, Hallways	1 Female	
	b.22. Licensure Office/Division, Confidential Printing Room, Hallway	1 Male	
	b.23. Bulwagang Nubla Hall, PIMRU, PRC-MiMaRoPa, M/F CRs	1 Male	
	<b>PRC PICC Office</b>		
	b.24. PRC - PICC - OCH	1 Female	
	b.25. PRC – PICC - CPDD	1 Male	
	b.26. PRC – PICC – Legal Division, Male/ Female C.R.	1 Male	
	b.27. PRC – PICC (D-211, D-216, PRB Meeting Rooms D-100)	1 Male	
	b.28. PRC - PICC (D301 – IAO-PRB Sec, Male/ Female C.R.)	1 Male	
	<b>Sunnymede – Storage Space/Area</b>	1 Male	
2	The Service Provider shall provide the type and quantity of supplies and equipment as stipulated herein which shall be of high-grade quality to ensure and maintain maximum cleaning results. The delivery of supplies shall be certified by the Chief of the General Services Division. The storage of the supplies may be temporarily provided by the Procurement and Supply Division		<b>UPON NOTICE TO PROCEED (NTP)</b>
	The Service Provider shall make available the following Equipment:		
	1. Heavy duty and modern floor polishers	at least Twelve (12) units	
	2. Vacuum cleaners	Seven (7) units	



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3. Aluminum ladders	Two (2) units	
4. Glass squeegee/wiper	Fifteen (15) units	
5. Grass scissor	Two (2) units	
6. Janitorial safety signs	Five (5) units	
7. Janitorial cleaning safety signs	Five (5) units	
8. Pressure Washer	One (1) unit	
<b>The Service Provider shall provide the following Supplies on a monthly basis:</b>		
1. Solvent Red wax	8 gals	
2. Garbage plastic bags (size: XL)	1200 pcs	UPON NOTICE TO PROCEED (NTP)
3. Disinfectant liquid – CR	15 gals	
4. Toilet bowl cleaner	12 gals	
5. Deodorant Cake	60 pcs	
6. Liquid Anti-Bac 500 ml-CR (branded)	15 bottles	
7. Working gloves	40 pcs	
8. Mop head (nylon)	40 pcs	
9. Franella	15 yards	
10. Round Rugs	5 kilos	
11. Wax Stripper	1 gal	
12. Complete Wax	8 gals	
13. Powder Soap	15 kilos	
14. Bleaching Solution (branded)	25 gals	
15. Insecticide (branded)	15 cans (at least 600 ml)	
16. Furniture Polish/Cleaner (branded)	15 cans (at least 330 ml)	
17. Air Freshener (branded)	20 cans (at least 280 ml)	
18. Hand soap (liquid)	25 gals	
19. Disinfectant Spray	20 cans (at least 330 ml)	
20. All Wash-Liquid	20 gals	
21. Soft broom	15 pcs	
22. Stick broom	10 pcs	
<b>The Service Provider shall provide the following supplies on a quarterly basis:</b>		
1. Dust pan	12 pcs	
2. Mop handle (stainless)	40 pcs	
3. Toilet brush	15 pcs	
4. Push brush	5 pcs	
5. Ceiling Broom	2 pcs	



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6. Toilet pump	10 pcs
7. Polishing brush w/ Bracket	4 pcs
8. Polishing pad (Black)	5 pcs
9. Doormat	20 pcs
10. Spray Gun	20 pcs
11. Spatula	8 pcs
12. Metal Polish	2 pcs
13. Polishing Pad (Brown)	15 pcs

## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE EARLY PROCUREMENT OF JANITORIAL SERVICES FOR CY 2023

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY