



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center

BIDS AND AWARDS COMMITTEE 2 (BAC 2)

22 October 2021

Bid Bulletin No. 1

2022 Contract for Janitorial and Other Manpower Services University of the Philippines Manila - Philippine General Hospital

This Bid Bulletin No.1 is being issued to modify or amend items in the Bidding Documents.

1. Revision on the Checklist of Technical and Financial Documents

Inclusion of the following documents:

- a. Notarized UP Questionnaire
- b. Copy of the Terms of Reference with Conforme (signatory should be the authorized signature representative who executed the Omnibus Sworn Statement with Secretary's Certificate)

2. Forms

- a) Statement of all ongoing contracts
- b) Statement of SLCC, indicate required attachments

3. Clear Copy of Annex F Performance Evaluation Tool for UP Manila Academics and CAD Offices

4. Revised Cost Breakdown for UP Manila CAD and academic units with the inclusion of the bidder's signature


5. Bid Data Sheet 8.1 Additional Technical Parameters (in accordance with Appendix 23 Appendix A): 1. Stability

From **a. At least 5 years' experience as a security services provider**
To: **a. At least 5 years' experience as a janitorial services provider**

6. ***PhilHealth Premium is in accordance with Philhealth Circular No. 2019-0009 s. 2019.***

This Bid Bulletin shall form part of the Bidding Documents. All terms, conditions and instructions to bidders specified in the Bidding Documents inconsistent herewith are hereby superseded and modified accordingly.

For guidance and information of all concerned.


MARIA ELIZA RUIZ AGUILA, PhD
Chair

Section V. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. ELIGIBILITY DOCUMENTS AND TECHNICAL COMPONENT (Envelope No. 1)

A. Eligibility Documents

Legal Documents (Class A Documents)

- ☒ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
And
- ☒ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document. If Corporation, include Articles of Incorporation, By-Laws and the latest General Information Sheet (GSI) should be attached to the SEC
And
- ☒ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- ☒ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **And**
- ☐ (e) BIR Certificate of Registration and VAT BIR Registration Form 2303); **And**

NOTE: Certified copies of the legal documents are being required for submission in compliance with pertinent COA requirements.

Technical Eligibility Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (g) Statement of the bidder's single largest completed contract (SLCC) similar to the contract to be bid amounting to at least 50% of the ABC of the contract to be bid **OR** the bidder may submit at least two similar completed contracts with an aggregate contract amounts to at least 50% of the ABC of the contract to be bid under conditions provided for in Sections 23.4.1.3 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents. Statement should be supported by a certified copy of the contract/s and Certificate of at least Satisfactory performance issued by the client with SLCC; **and**

- ☐ (h) Certification by the President or the duly authorized representative of the bidder that the prospective bidder has the capability to provide the required number of janitors and other manpower services personnel, including supervisors, housekeeping equipment and other devices indicated in the Annexes A, B, and C of the Terms of References.

Financial Eligibility Documents

- ☐ (i) Audited Financial Statements showing among others, the bidder's total and current assets and liabilities stamped "Received" by the BIR or its duly accredited/authorized collecting institutions for the preceding two (2) calendar years which should not be earlier than two years from the date of submission of bid.
- ☐ (j) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation; **And**
- ☐ (k) Notarized certification that the bidder is compliant with the following additional financial parameters to measure stability of the prospective bidders (Appendix 23 of 2016 Revised IRR of RA 9184: Guidelines on the Procurement of Security and Janitorial Services)
- 1) Capitalization paid up of at least Five Million Pesos (PhP5,000,000.00)
 - 2) Liquidity is greater than or equal to 2:1
 - 3) Average gross administrative fee for the past two years should be at least Ten Million Pesos (PhP10,000,000.00); **And**
- ☐ (l) Blank copy of Original Sales Invoice and Official Receipt (with BIR Permit No. and TIN No.

B. Technical Proposal

- ☐ (m) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
- or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (n) Organizational Chart for the contract to be bid and list of key personnel to be assigned to UP Manila, if awarded the contract; **and**
- ☐ (o) Sketch of the bidder's office/warehouse, **And**

- (p) Proposed Housekeeping Plan for UP Manila CAD/Academic Units and the Philippine General Hospital; **And**
 - ☐ (q) Recruitment, Training and Development Program, Welfare and Benefits and Selection Plan; **And**
 - ☐ (r) List of housekeeping and maintenance equipment and other devices currently owned by the bidder; **And**
 - ☐ (s) Copy of the Terms of Reference with Conforme (signatory should be the authorized/designated representative who executed the Omnibus Sworn Statement with Secretary's Certificate
 - ☐ (t) Omnibus Sworn Statement in accordance with section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VII bidding forms. (Original & Notarized) Please use new format which is attached in the purchased bidding documents; **And**
 - (u) Notarized UP Questionnaire; **And**
- Class "B" Documents (if applicable)***
- ☐ (v) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT (Envelope No. 2)

- ☐ (w) Original copy of duly signed and accomplished Financial Bid Form; **and**
- ☐ (x) Original of duly signed and accomplished Cost Breakdown using the forms provided in this PBD; **And**
- ☐ (y) List of supplies and housekeeping equipment to be supplied with costing Please use the form provided in this PBD.

***Statement of all Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started***

Business Name: _____

Business Address: _____

| Name of Client/Contact Person/Contact Number/Contact Email Address | Date of the Contract | Kinds of Goods/ Services | Value of Outstanding Contracts | Date of Delivery |
|---|-----------------------------|-------------------------------------|---|-------------------------|
| <u>Government</u> | | | | |
| | | | | |
| | | | | |
| | | | | |
| <u>Private</u> | | | | |
| | | | | |
| | | | | |
| | | | | |

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid)
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

***Statement of Single Largest Completed Contract
which is Similar in Nature***

Business Name: _____
Business Address: _____

| Name of Client/Contact Person/Contact Number/Contact Email Address | Date of the Contract | Kinds of Goods/ Services | Amount of Contract | Date of Delivery | End User’s Acceptance or Official Receipt(s) Issued for the Contract |
|---|-----------------------------|---------------------------------|---------------------------|-------------------------|---|
| | | | | | |

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

Note: Attach the following requirements in this form.

- 1. Photocopies of Single Largest Completed Contract.
- 2. The corresponding proof of completion:
 - i. Statement of the bidder’s single largest completed contract (SLCC) similar to the contract to be bid amounting to at least 50% of the ABC of the contract to be bid **OR** the bidder may submit at least two similar completed contracts with an aggregate contract amounts to at least 50% of the ABC of the contract to be bid under conditions provided for in Sections 23.4.1.3 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents.
 - ii. Statement should be supported by a certified copy of the contract/s and Certificate of at least Satisfactory performance issued by the client with SLCC;

LIST OF SUPPLIES AND EQUIPMENT - CAD AND ACADEMIC UNITS

| SUPPLIES | UNIT | QUANTITY | | COST | |
|--|--------------------|--------------|--------------------|-----------|-------|
| | | Per Delivery | TOTAL FOR ONE YEAR | Unit Cost | Total |
| A. To be supplied/replaced monthly | | | | | |
| 1. Powder soap (All purpose-Powerclean/equivalent) | kgs | 156 | 1,872 | | |
| 2. Chlorox (Zonrox) | gal. | 156 | 1,872 | | |
| 3. Cleanser (Dutch/Zim) | kgs | 156 | 1,872 | | |
| 4. Mop head (Twisted cotton/rayon ; weight 400 gms minimum) | pcs | 156 | 1,872 | | |
| 5. Steel wool | pcs | 156 | 1,872 | | |
| 6. Green/Scrubbing pad (scotch brite) | pc | 576 | 6,912 | | |
| 7. Rugs (round) | pcs | 568 | 6,816 | | |
| 8. Foot rugs | pcs | 200 | 2,400 | | |
| 9. Rubber gloves (Household gloves, rubber, medium/large) | prs | 156 | 1,872 | | |
| 10. Surgical/face masks (disposable, non-woven, 3 ply, high filtration, ear loop-indoplas) | boxes (of 100 pcs) | 6 | 72 | | |
| 11. Traffic grade (Emulsion) | gal | 8 | 96 | | |
| B. To be supplied/ replaced every 3 months | | | | | |
| 1. Polishing pad | pc | 30 | 120 | | |
| 2. Soft broom (Any rigid material handle, standard size) | pc | 156 | 624 | | |
| 3. Stick broom (Made of good quality cocomidrib , standard size) | pc | 156 | 624 | | |
| 4. Polisher brush | pc | 3 | 12 | | |
| 5. Carpet shampoo (concentrated-powerclean/equivalent) | gal | 8 | 32 | | |
| C. To be supplied/ replaced every 6 months | | | | | |
| 1. Hand brush | pc | 156 | 312 | | |
| 2. Push brush | pc | 156 | 312 | | |
| 3. Pail (at least 10 liters , thick) | pc | 156 | 312 | | |
| 4. Dust pan | pc | 156 | 312 | | |
| 5. Ceiling broom | pc | 24 | 48 | | |
| 6. Squeegee | pc | 30 | 60 | | |
| 7. Mop handle (Heavy duty, steel end) | pc | 156 | 312 | | |
| 8. Spatula | pc | 156 | 312 | | |
| 9. Bowl Brush | pc | 156 | 312 | | |
| D. To be delivered One Shot (These equipment shall remain the property of the JOMSP) | | | | | |
| 1. Rubber hose (at least 30m long) | unit | 13 | | | |
| 2. Floor polisher | unit | 24 | | | |
| 3. Vacuum cleaner | unit | 21 | | | |
| 4. Aluminum ladder | unit | 17 | | | |
| 5. Extension Cord | unit | 20 | | | |
| 6. Housekeeping cart (with cover) | unit | 27 | | | |
| 7. Mop squeezer | unit | 37 | | | |
| 8. Garden Tools* | set | 13 | | | |
| TOTAL | | | | | |

Note: 1. Quantities indicated are the **MINIMUM** number/quantities to be provided and should last for the intended period of consumption.

2. All housekeeping supplies should be in good quality and available in the market.

3. Bidders should indicate costs of supplies and equipment.

* Shall include rake, shovel, grass cutter, pruning scissors

Submitted by:

BIDDER: _____

Signature over Printed Name of Authorized Representative

Position/Designation

Date

CONTRACT FOR JANITORIAL AND OTHER MANPOWER SERVICES 2022**ANNEX C2****LIST OF SUPPLIES AND EQUIPMENT - PHILIPPINE GENERAL HOSPITAL**

| LIST OF SUPPLIES AND EQUIPMENT - FURNITURE GENERAL POSTAL | | | | | | |
|---|--|-------|-----------------------|--------------------|-----------|------------|
| | Item Description | Unit | QUANTITY | | COST | |
| | | | Quantity per Delivery | Total for the Year | Unit Cost | Total Cost |
| A. | TO BE SUPPLIED/REPLACED MONTHLY | | | | | |
| 1 | Powder soap (Tide) 1.5 | kgs | 188 | 2256 | | |
| 2 | Chlorox (Zonrox/Bleach) | gal | 332 | 3984 | | |
| 3 | Mop head (Penguin) | pcs | 520 | 6240 | | |
| 4 | Rugs, round | pcs | 3,600 | 43200 | | |
| 5 | Steel wool (penguin) | pcs | 288 | 3456 | | |
| 6 | Foot rug | pcs | 1230 | 14760 | | |
| 7 | Rubber gloves | pairs | 240 | 2880 | | |
| 8 | Surgical Face Mask (100's) | boxes | 8 | 96 | | |
| 9 | Green Scrubbing pad (Scotchbrite) | pcs | 550 | 6600 | | |
| 10 | KN95 | pcs | 3096 | 37152 | | |
| 11 | Disinfectant (Concentrate) | gal | 20 | 240 | | |
| B. | TO BE SUPPLIED/REPLACED EVERY 3 MONTHS | | | | | |
| 1 | Polishing pad | pcs | 78 | 312 | | |
| 2 | Dust mop | pcs | 250 | 1000 | | |
| 3 | Soft broom | pcs | 250 | 1000 | | |
| 4 | Stick broom | pcs | 200 | 800 | | |
| 5 | Carpet shampoo | pcs | 3 | 12 | | |
| 6 | Polisher brush | pcs | 13 | 52 | | |
| 7 | Red Wax (Pledge/Pronto) | gal | 10 | 40 | | |
| C. | TO BE SUPPLIED/REPLACED EVERY 6 MONTHS | | | | | |
| 1 | Hand brush | pcs | 258 | 516 | | |
| 2 | Push brush | pcs | 90 | 180 | | |
| 3 | Pail | pcs | 110 | 220 | | |
| 4 | Dust Pan | pcs | 340 | 680 | | |
| 5 | Bowl brush (with wooden handle) | pcs | 258 | 516 | | |
| 6 | Squeegee | pcs | 30 | 60 | | |
| | | | | | | |
| | TOTAL | | | | | |
| | Per Month/janitor | | | | | |
| | The Supplies should last for the intended period | | | | | |
| | | | | | | |
| D. | ONE SHOT DELIVERY (These equipment shall remain the property of JOMSP) | | | | | |
| 1 | Rubber hose (at least 30 meters) | unit | 5 | | | |
| 2 | Floor polisher | unit | 38 | | | |
| 3 | Vacuum cleaner | unit | 6 | | | |
| 4 | Aluminum ladder | unit | 10 | | | |
| 5 | Extension cord | unit | 18 | | | |
| 6 | Housekeeping cart (with cover) | unit | 18 | | | |
| 7 | Mop Squeezer | unit | 52 | | | |
| 8 | Mop handle | pc | 632 | | | |
| 9 | Garden tools** | set | 10 | | | |

Note:

Quantities indicated are the MINIMUM number/quantities to be provided per delivery for the duration of the contract.

Submitted by:

BIDDER'S BUSINESS NAME

**SIGNATURE OF OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE**

POSITION/DESIGNATION

DATE

University of the Philippines Manila
Central Administration & Academic Units
CY 2022 Janitorial Services and Other Manpower Services
(Cost Breakdown)

| | |
|---|--------------|
| Number of Duty Hours | 8 Hours (DS) |
| Days Work per Week | 6 Days |
| Annual Factor (AF) | 313 |
| Daily Wage (DW) | 537 |
| Average Pay per Month (APM) | |
| 5 Days Incentive Leave | |
| 13th Month pay | |
| A. Total Amount Direct to Janitor | |
| Add: Pag-ibig SSS Premium Philhealth Contribution ECC | |
| B: Amount Direct to Janitor and Gov't | |
| Add: Supplies & Materials Overhead Cost | |
| Total Monthly Rate Per Janitor | |
| FY 2022 Number of Janitors | 84 |
| Sub-Total, amount per year | |
| VAT (12%) | |
| Grand Total Amount per Year | |

NOTE: Based on WO No. NCR-22 dated October 30, 2018

SUBMITTED BY:

Name of Bidder / Agency

Signature over Printed Name of Authorized Representative

Designation: _____

Date: _____

| UNIVERSITY OF THE PHILIPPINES MANILA | | | | | |
|---|--|---------------|----------------|--|----------------|
| 8/F Central Block, PGH Complex | | | | | |
| Taft Avenue, Manila | | | | | |
| PERFORMANCE EVALUATION | | | | | |
| CAD AND ACADEMIC UNITS | | | | | |
| UNIT/OFFICE: | | | | | |
| Note: The janitorial tasks may differ depending on area of assignment. Please indicate N/A if tasks are not applicable on the designated area of assignment. | | | | | |
| | FOR THE PERIOD | FIRST QUARTER | SECOND QUARTER | THIRD QUARTER | FOURTH QUARTER |
| | Evaluated by/Position: | | | | |
| | Approved by/Position: | | | | |
| | No. of Janitors Assigned: | | | | |
| A. Cleanliness and Orderliness of the assigned area. (20%) | | | | | |
| 1. Offices, classrooms, stations, etc. maintained, cleaned and orderly. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 2. Cobwebs from ceiling areas dusted and removed regularly | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 3. Floors, gutter and exterior spaces swept, mopped, vacuumed regularly. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 4. Partitions and doors spot cleaned daily | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 5. Assigned furniture, air – conditioning filter and cover, etc. cleaned and polished as needed. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| B. Maintenance of Proper Sanitation. (20%) | | | | | |
| 1. Toilet / sinks cleaned, polished and sanitized regularly | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 2. Soaps / towels / tissue dispensers filled, cleaned and sanitized as needed | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 3. Drinking fountains / sinks / microwave oven/ refrigerator / kitchen areas cleaned and sanitized daily. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 4. Janitorial areas cleaned, sanitized and maintained neatly weekly. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 5. Applying insecticides and helping in vector control activities. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| C. Compliance with Health Care Waste Management Protocol. (20%) | | | | | |
| 1. Collecting and transporting of properly segregated, labeled and coded health care wastes from the point of generation to the waste storage areas. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 2. Collecting and transporting of properly segregated, labeled and color – coded wastes from the point of generation to the waste storage areas. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 3. Assisting in the material recovery and disposal of non hazardous waste at the waste storage areas using appropriate personal protective equipment and tools. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 4. Segregating of waste bins with appropriate color coded plastic bags and changing them as necessary. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 5. Washing and decontaminating waste bins once a day and as necessary. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| D. Supervision of Contractor (20%) | | | | | |
| 1. Orients the Janitorial staff and monitors performance regularly | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 2. Closely coordinates with the Administrative Officers in terms of deployment and supervision of janitorial personnel | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 3. Updates and submits monthly list of janitors to the ADMINISTRATIVE OFFICERS | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 4. Submits proof of vaccination and other health certificates before deployment within one week after deployment. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 5. Ensures sufficient number of janitorial staff on a day to day basis. | | | | | |
| - all the time | 20 | / / | / / | / / | / / |
| - most of the time | 15 | / / | / / | / / | / / |
| - sometimes 2x / week | 10 | / / | / / | / / | / / |
| - once a week | 5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| E. Maximum Utilization of Services. (10%) | | | | | |
| 1. Reports to the Administrative Officers any damages that need repairs, e.g. leaking water pipes, broken furniture and fixtures, etc. | | | | | |
| - all the time | 10 | / / | / / | / / | / / |
| - most of the time | 7.5 | / / | / / | / / | / / |
| - sometimes 2x / week | 5 | / / | / / | / / | / / |
| - once a week | 2.5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 2. Provides all materials and supplies such as cleaning chemicals, brushes, electric buffing machines. | | | | | |
| - all the time | 10 | / / | / / | / / | / / |
| - most of the time | 7.5 | / / | / / | / / | / / |
| - sometimes 2x / week | 5 | / / | / / | / / | / / |
| - once a week | 2.5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 3. Ensures that all exterior doors / windows locked and lights are turned off (did not adjust cooling settings) | | | | | |
| - all the time | 10 | / / | / / | / / | / / |
| - most of the time | 7.5 | / / | / / | / / | / / |
| - sometimes 2x / week | 5 | / / | / / | / / | / / |
| - once a week | 2.5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 4. Exercises prudence in the use of institution's facilities | | | | | |
| - all the time | 10 | / / | / / | / / | / / |
| - most of the time | 7.5 | / / | / / | / / | / / |
| - sometimes 2x / week | 5 | / / | / / | / / | / / |
| - once a week | 2.5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| F. General Behavior including attitude, attendance and grooming. (10%) | | | | | |
| 1. Always in uniform with ID and well groomed | | | | | |
| - all the time | 10 | / / | / / | / / | / / |
| - most of the time | 7.5 | / / | / / | / / | / / |
| - sometimes 2x / week | 5 | / / | / / | / / | / / |
| - once a week | 2.5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 2. No absences / tardiness | | | | | |
| - all the time | 10 | / / | / / | / / | / / |
| - most of the time | 7.5 | / / | / / | / / | / / |
| - sometimes 2x / week | 5 | / / | / / | / / | / / |
| - once a week | 2.5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 3. Courteous, diligent, honest, respectable to superior, colleagues and constituents of the institution. | | | | | |
| - all the time | 10 | / / | / / | / / | / / |
| - most of the time | 7.5 | / / | / / | / / | / / |
| - sometimes 2x / week | 5 | / / | / / | / / | / / |
| - once a week | 2.5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| 4. Shows initiative and positive attitude towards work and follows protocol of the institution | | | | | |
| - all the time | 10 | / / | / / | / / | / / |
| - most of the time | 7.5 | / / | / / | / / | / / |
| - sometimes 2x / week | 5 | / / | / / | / / | / / |
| - once a week | 2.5 | / / | / / | / / | / / |
| - not at all | 0 | / / | / / | / / | / / |
| - not applicable (N/A) | | / / | / / | / / | / / |
| Do you have any comments / suggestions for improvement? | | | | | |
| A. | FIRST QUARTER | | | | |
| | | | | | |
| | | | | | |
| | Thank you very much for answering this form. | | | | |
| | | | | (Signature Over Printed Name of the Evaluator) | |
| B. | SECOND QUARTER | | | | |
| | | | | | |
| | | | | | |
| | Thank you very much for answering this form. | | | | |
| | | | | (Signature Over Printed Name of the Evaluator) | |
| C. | THIRD QUARTER | | | | |
| | | | | | |
| | | | | | |
| | Thank you very much for answering this form. | | | | |
| | | | | (Signature Over Printed Name of the Evaluator) | |
| D. | FOURTH QUARTER | | | | |
| | | | | | |
| | | | | | |
| | Thank you very much for answering this form. | | | | |