



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU

Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City

Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417

Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph



BAC RESOLUTION AND RECOMMENDING APPROVAL
RESOLUTION NO. 2020-150

WHEREAS, the Biodiversity Management Bureau (BMB) posted an Invitation to Bid for the bidding of **"Procurement of Janitorial Services for Biodiversity Management Bureau for CY 2021"** in the Philippine Government Electronic Procurement System (Phil-GEPS), BMB Website and Bulletin Board with an Approved Budget for the Contract of **Php4,609,029.60**;

WHEREAS, in the opening of bids conducted last December 7, 2020, only one (1) bidder, **PRC COURIER AND MAINTENANCE SERVICES** submitted a bid proposal;

WHEREAS, after careful review and evaluation of the bid proposal and post-qualification procedure, the Technical Working Group, recommended to award the contract to **PRC COURIER AND MAINTENANCE SERVICES** being the Single Calculated and Responsive Bidder;

NOW, THEREFORE, We, the members of the Bids and Awards Committee, hereby **RESOLVED**, as it is hereby **RESOLVED**:


1. To declare the bid of **PRC COURIER AND MAINTENANCE SERVICES** as the Single Calculated and Responsive Bidder for the above mentioned requirement with a contract amount of **P4,608,625.68**; and
2. To recommend the foregoing findings for approval by the Director of the Biodiversity Management Bureau.

RESOLVED, this 21st day of December 2020.


MELODY ANN L. MALANO
Provisional Member, BAC
(End-user)


NANCY R. CORPUZ
Member, BAC



ATTY. THERESA M. TENAZAS
Member, BAC


MERIDEN E. MARANAN
Member, BAC


ARMIDA P. ANDRES
Vice-Chairperson, BAC


AMELITA O. ORTIZ
Assistant Director
Chairperson, BAC

Approved/Dissapproved:


RICARDO A. CALDERON, CESO III
OIC, Assistant Secretary for Climate Change and
Director, in concurrent capacity



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NOTICE OF AWARD

Ms. Joycelyn C. Wang
General Manager/Owner
PRC Courier and Maintenance Services
727 Ballesteros St., Cor. Boni Ave.,
Mandaluyong City

Dear **Ms. Wang**:

We are pleased to inform you that your agency was declared the Single Calculated and Responsive Bidder for the bidding of the *"Procurement of Janitorial Services for Biodiversity Management Bureau for CY 2021"* with a contract amount of **P4,608,625.68**.

In view thereof, you are hereby required to sign the contract with BMB within **ten (10) calendar days** upon receipt of this Notice. You are also reminded to post a performance security in accordance with Section 39 of the 2016 Revised IRR of RA 9184.

Very truly yours,

RICARDO L. CALDERON, CESO III
OIC, Assistant Secretary for Climate Change and
Director, in concurrent capacity

Conforme:


JOYCELYN C. WANG

Date : December 29, 2020





NOTICE TO PROCEED

Ms. Joycelyn C. Wang
General Manager/Owner
PRC Courier and Maintenance Services
727 Ballesteros St., Cor. Boni Ave.,
Mandaluyong City

Re : Procurement of Janitorial Services for Biodiversity Management Bureau
for CY 2021


Dear **Ms. Wang**:

This Notice is being issued to inform you that the Contract for the above-mentioned subject has been approved. As such, work relating to the implementation of the contract may commence effective upon receipt of this Notice.


In view thereof, you are responsible for performing the services under the terms and conditions of the Contract in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Biodiversity Management Bureau.

Very truly yours,


RICARDO L. CALDERON, CESO III
OIC, Assistant Secretary for Climate Change and
Director, *in concurrent capacity*

Received by:


JOYCELYN CHUA WANG
PRINT NAME AND SIGNATURE

Date: January 1, 2021

CONTRACT FOR JANITORIAL SERVICES
No. 2020-034

KNOW ALL MEN BY THESE PRESENTS:

DEC 29 2020

This CONTRACT made and executed this ____ day of _____ 2020 in Quezon City by and between:

The BIODIVERSITY MANAGEMENT BUREAU, an entity of the government created and existing under and by virtue of the laws of the Republic of the Philippines with office address at Quezon Avenue, Diliman, Quezon City duly represented herein by its Director, RICARDO L. CALDERON, hereinafter referred to as the "CLIENT";

- and -

PRC COURIER AND MAINTENANCE SERVICES duly organized and existing under and by virtue of the laws of the Republic of the Philippines with business address at 727 Ballesteros St. Cor. Boni Avenue, Mandaluyong City, duly represented in this act by its Proprietress, MS. JOYCELYN C. WANG, hereinafter referred to as the "AGENCY";

WITNESSETH that:

WHEREAS, for the current year, the CLIENT had programmed the Procurement of Janitorial Services for Biodiversity Management Bureau for CY 2021;

WHEREAS, the CLIENT conducted public bidding for the above services in accordance with R.A. 9184 and its 2016 revised IRR;

WHEREAS, in the public bidding conducted last 7 December 2020, only the AGENCY participated in the bidding;

WHEREAS, after the bid evaluation and post-qualification procedure, the AGENCY was found to be responsive and the BAC decided to award the contract to the AGENCY being the Single Calculated and Responsive Bidder, as attached in BAC Resolution No. 2020-150 dated 21 December 2020;

NOW, THEREFORE, for and in consideration of the foregoing premises, mutual consent and stipulations hereinafter set forth, the parties have agreed to enter into this contract under the following terms and conditions to wit:

The AGENCY shall provide, assign and designate in the CLIENT's premises the required number of janitors as reflected hereunder;

Deployment	No. of Janitors
BMB Buildings and Immediate Surroundings	10
NAPWC Comfort Rooms and Immediate Surroundings	7
Supervisor	1
TOTAL	18*

*50-50 male to female ratio

ARTICLE I - OBLIGATIONS OF THE CLIENT

1.1 Pay the AGENCY every 15th and 30th of each month, upon presentation of billing and certificate of acceptance of work done for the corresponding period, duly supported by proof of payments of SSS, Philhealth and PAG-IBIG contributions;

Deployment	No. of Janitors	Rate per Month	Total for One (1) Year
BMB Buildings and Immediate Surroundings	10	21,336.23	2,560,347.60
NAPWC Comfort Rooms and Immediate Surroundings	7	21,336.23	1,792,243.32
Supervisor	1	21,336.23	256,034.76
TOTAL	18*	GRAND TOTAL	P4,608,625.68

1.2 Issue Certificates of Acceptance, process and effect payments of actual janitorial services rendered within fifteen (15) working days from receipt of the billing statement;

1.3 Monitor attendance, payment of salaries, remittances, and taxes to the government as required by law;

1.4 Conduct periodic inspection and require immediate replacement of defective janitorial equipment;

1.5 Conduct semi-annual performance evaluation to assess the quality of work of individual janitors/janitress and the Janitorial Agency performance, and determine compliance with the terms and conditions of the contract;

1.6 Request for replacement of any janitors/janitress in case of unsatisfactory performance and/or other valid causes as determined by proper authority through notifying the AGENCY in writing;

1.7 Terminate the contract in case of gross violation thereof by means of a written notice to the Agency at least thirty (30) calendar days prior to the date of such proposed termination;

ARTICLE II - OBLIGATION OF THE AGENCY

2.1 Provide, assign and designate eighteen (18) janitors/janitress on an 8-hour basis, seven (7) days a week, from Monday through Sunday (313 days/year) on a continuing service within the contract period, according to the schedule indicated hereunder:

Deployment	M	T	W	Th	F	S	Su
BMB Buildings and Immediate Surroundings	10	10	10	10	10	10	0
NAPWC Comfort Rooms and Immediate Surroundings	3	4	7	7	7	7	7
Supervisor	1	1	1	1	1	1	0
TOTAL	14	15	18	18	18	18	7

2.2 Provide additional or reduce the number of janitors/janitress as may be directed by the CLIENT through a written notice under the same terms, conditions and rate of compensation set forth in the contract of service;

2.3 Provide the janitors/janitress with identification cards and uniforms that will be used/worn at all times while performing their duties;

2.4 Deploy well-trained and thoroughly screened janitorial personnel in proper uniform, physically and mentally fit as supported by an updated medical certificate, negative COVID-19 test result, and valid NBI Clearance.

2.5 Rotate, reassign, suspend, terminate or impose disciplinary measures on erring janitors/janitress based on the validated complaints submitted and upon written request through the Park Operations Superintendent of the NAPWC. Replacement/movement/termination of assigned janitors/janitress should not be done or effected without prior written notice to the CLIENT at least thirty (30) days prior to the intended action of the Janitorial Agency, unless for justifiable or legal causes, which requires submission of a report of the action taken at least one (1) day after the incident;

2.6 Ensure the strict compliance of its workers with CLIENT rules and regulations;

2.7 Hold responsible for any loss or damage to CLIENT property due to gross negligence or deliberate act of janitorial personnel, the amount of loss or damage shall be deducted from the bill;

2.8 Hold CLIENT free from any action or liability arising from any claims of janitors/janitress and other personnel employed by the AGENCY for benefits under the Labor Code of the Philippines. Any increase in wage, social security contributions, or any similar payments as may be imposed by law or competent authority shall be subject to the availability of savings and upon showing of actual payment made to their employees. There shall be no employer-employee relationship between CLIENT and the janitors/janitress and other personnel employed by the AGENCY;

2.9 Submit the agency's monthly performance/accomplishment report to the NAPWC Park Operations Superintendent on or before the 5th of the succeeding month, and secure a "Certificate of Acceptance" as a prerequisite for payment;

2.10 Provide cleaning supplies, materials and equipment specified in the CLIENT'S Terms of Reference, as attached in **Annex A**, in addition to the cleaning implements proposed by the AGENCY, as attached in **Annex B**;

2.11 Ensure the payment of wages on a regular schedule every 15th and 30th of each month and other benefits in accordance with the existing wage law and provisions of the Labor Code and their implementing rules and regulations;

2.12 Provide a reliever in the absence of regularly assigned janitorial personnel at no additional cost to the CLIENT and ensure the reporting of personnel according to the schedule provided in Item 2.1;

2.13 Submit on or before every 5th of the succeeding month proof of compliance with legal requirements on the payment of salaries, remittances and taxes. This will serve as a prerequisite for every billing period;

2.14 Hold CLIENT free from any liability from acts of its janitors/janitress which cause damage of whatever nature to DENR employees and properties or to any third party and their properties;

2.15 Maintain at all times the cleanliness/sanitation within the CLIENT's premises and shall fulfill other related tasks that may be assigned by the responsible officers of the CLIENT;

2.16 Ensure that all supplies, materials and equipment are provided to the CLIENT and are disposed of properly;

ARTICLE III - OTHER PROVISIONS

3.1 That the AGENCY, in coordination with the CLIENT'S representative, shall select, engage, assign, control, supervise and discharge personnel who are not, in any way, employees of the CLIENT;

3.2 That the person/s employed by the AGENCY shall be subject to search by CLIENT's security personnel, whenever necessary, as precaution against losses of property;

3.3 That equipment, supplies and materials and additional cleaning implements to be used shall be borne by the AGENCY, except for water and electrical consumption which shall be borne by the CLIENT.

This Contract shall take effect on January 1, 2021 up to December 31, 2021; provided however, that in case of violation of any provisions of the agreement, the CLIENT may terminate this Contract earlier by means of a written notice to the AGENCY at least fifteen (15) days in advance prior to date of such proposed termination.


IN WITNESS WHEREOF, the parties affixed their signatures on the date and place first herein above written.

BIODIVERSITY MANAGEMENT BUREAU

PRC COURIER AND MAINTENANCE SERVICES

By :


By :


RICARDO L. CALDERON, CESO III
OIC, Assistant Secretary for Climate Change and
Director, *in concurrent capacity*


JOYCELYN C. WANG
Proprietress

SIGNED IN THE PRESENCE OF:


MELODY ANN L. MALANO
Park Operations Superintendent, NAPWC


ALEXANDER D. CALMA

CERTIFIED FUNDS AVAILABLE :


IZEL D. IBAROLA
Accountant II

02-101101-2021-01-0002
100000 100001000
50212020-00
P384,052.14

ACKNOWLEDGEMENT

Republic of the Philippines)
City of Quezon) S.S.

DEC 29 2020

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

NAME	COMPETENT EVIDENCE OF IDENTITY	DATE/PLACE ISSUED
RICARDO L. CALDERON	Passport No. S0012623A	11/62017/DFA MANILA
JOYCELYN C. WANG	SSS NO. 03-7182550-3	

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of five (5) pages including this page wherein this Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this DEC 29 2020 day of 2021 in Quezon City, Philippines.

Doc. No. 443
Page No. 90
Book No. 78
Series of 2020

Atty. CONCEPCION P. VILLARENA
Notary Public for Quezon City
Until December 31, 2021
PTR No. 9298041 – 1-2-2020/ QC
IBP No. 093586 – 10-22-2019/ QC
Roll No. 30457 – 05-09-80
MCLE VI – 0030379
Adm. Matter No. NP-001(2020-2021)
TIN No. 131-942 754

TERMS OF REFERENCE
Procurement of Janitorial Services
for the Biodiversity Management Bureau for CY 2021

The Biodiversity Management Bureau (BMB) located at Quezon Avenue, Diliman, Quezon City requires the effective provision of cleaning services who will provide sufficient manpower complement to perform daily housekeeping and maintain cleanliness and orderliness for its offices and environs.

The DENR hereby promulgates the following Terms of Reference (TOR) for the procurement of Janitorial Services for a period of one (1) year from January to December 2021.

1. Qualification of Prospective Bidders in addition to the minimum qualification set by RA 9184
 - a.) At least two (2) years continuous experience in providing janitorial services for the past five (5) years;
 - b.) Must submit a proposal on solid waste management plan in line with the implementation of DENR Environment Management System (EMS) Program pursuant to RA -No. 9003 or the "Ecological Solid Waste Management Act".
2. Obligations of the winning Janitorial Service Provider
 - a.) Provide, assign and designate eighteen (18) janitors/janitress on an 8-hour basis,, six days a week, from Monday through Saturday excluding Holidays and Sundays (313 days/year) on a continuing service within the contract period;
 - b.) Provide additional or reduce the number of janitors/janitress as may be directed by BMB through a written notice under the same terms, conditions and rate of compensation set forth in the contract of service;
 - c.) Provide the janitors/janitress with identification cards and uniforms that will be used/worn at all times while performing their duties;
 - d.) Deploy well-trained and thoroughly screened janitors/janitress in proper uniform, physically and mentally fit as supported by an updated medical certificate and valid NBI clearance;
 - e.) Rotate, reassign, suspend, terminate or impose disciplinary measures on erring janitors/janitress based on the validated complaints submitted and upon written request through the Park Operations Superintendent of the NAPWC. Replacement/movement/termination of assigned janitors/janitress should not be done or effected without prior written notice to the BMB at least thirty (30) days prior to the intended action of the Janitorial Agency, unless for justifiable or legal causes, which requires submission of a report of the action taken at least one (1) day after the incident;
 - f.) Ensure the strict compliance of its workers with BMB rules and regulations;
 - g.) Responsible for any loss or damage to BMB property due to gross negligence or deliberate act of janitorial personnel, the amount of loss or damage shall be deducted from the bill;
 - h.) Hold BMB free from any action or liability arising from any claims of janitors/janitress and other personnel employed by the Janitorial Agency for benefits under the Labor Code of the Philippine. Any increase in wage, social security contributions, or any similar payments as may be imposed by law or

competent authority shall be subject to the availability of savings and upon showing of actual payment made to their employees. There shall be no employer-employee relationship between BMB and the janitors/janitress and other personnel employed by the Janitorial Agency;

- i.) Submit the agency's monthly performance/accomplishment report to the NAPWC Park Operations Superintendent on or before the 5 of the succeeding month, and secure a "Certificate of Acceptance" as a prerequisite for payment; checklist prescribed by BMB
- j.) Provide cleaning supplies, materials and brand new equipment specified in the agency's terms of reference; - minimum requirement indicating schedule of supplies
- k.) Ensure the payment of wages on a regular schedule every 15th and 30th of each month and other benefits in accordance with the existing wage law and provisions of the Labor Code and their implementing rules and regulations;
- l.) Provide a reliever in the absence of janitorial personnel at no additional cost and ensure the reporting of 18 janitors per day;
- m.) Submit on or before every 5th of the succeeding month proof of compliance with legal requirements on the payment of salaries, remittances and taxes_ This will serve as a prerequisite for every billing period;
- n.) Hold BMB free from any liability from acts of its janitors/janitress which cause damage of whatever nature to DENR employees and properties or to any third party and their properties;
- o.) Maintain at all times the cleanliness/sanitation within the BMB. premises and shall fulfill other related tasks that may be assigned by the responsible officers of the BMB;
- p.) Ensure that all supplies, materials and equipment are provided to the BMB are disposed of properly;

3. Obligations of BMB

- a.) Process and effect payments of actual janitorial services rendered within fifteen (15) working days from receipt of the billing statement;
- b.) Monitor attendance, payment of salaries, remittances, and taxes to the go to the government required by law;
- c.) Conduct periodic inspection and require immediate replacement of defective janitorial equipment;
- d.) Conduct semi-annual performance evaluation to assess the quality of work of individual janitors/janitress and the Janitorial Agency performance, and determine compliance with the terms and conditions of the contract;
- e.) Request for a replacement of any janitors/janitress in cases of unsatisfactory performance and/or other valid causes as determined by proper authority by notifying in writing the Janitorial Agency;
- f.) Terminate the contract in case of gross violation thereof by means of a written notice to the Agency at least thirty (30) calendar days prior to the date of such proposed termination.

4. Minimum requirement of supplies, tools and equipment to be provided by the Janitorial Agency in carrying out the proposed janitorial services within the contract period:

PARTICULARS		MINIMUM REQUIREMENTS (QTY/UNIT)
A. EQUIPMENT		
1	16" Heavy Duty Floor Polisher	1 unit
2	Wet and Dry Vacuum Cleaner	1 unit
3	Aluminum Ladder	2 units
B. CLEANING AND GARDENING TOOLS		
C. MONTHLY SUPPLIES		
1	Air Freshener	3 sets/semi-annual
2	Disinfectant (Lysol)	6 gals./month
3	Bleaching Agent (Zonrox)	4 gals./month
4	Mop Head	10 pcs./month
5	Deodorant cake	4 dozen/month
6	Cleanser	18 pcs./month
7	Garbage Bag (Big)	400 pcs./month
8	Rags	5 bundles/month
9	Insecticide (Big)	10 pcs./semi-annual
10	Hand Spray	18 pcs./quarter
11	Soft broom	18 pcs./month
12	Powdered Soap	17 kls./month
15	Scrubbing Pads	6 pcs/semi-annual
16	All purpose cleaner	2 gals./month
17	Liquid Hand Soap	4 gals./month
18	Hand broom	18 pcs./monthly
19	Glass Cleaner	2 gals./month
20	Liquid Floor Wax	1 gal./month
D. SUPPLIES/MATERIALS (QUARTERLY)		
1	Push Brush	17 pcs./quarter
2	Toilet Brush	17 pcs/quarter
3	Dust Pan	17 pcs./quarter
4	Stick Broom	18 pcs./month
5	Door Mat	17 pcs./month
6	Hand Brush	17 pcs./quarter
E. PERSONAL PROTECTIVE EQUIPMENT		
1	Hand Gloves	17 pairs/month

5. Deployment of Janitors/Janitress :

Area	No. of Janitors	Shift
Director/Assistant Director's Office	1	7:00am-4:00pm
CMD Office Bldg.	1	7:00am-4:00pm
COA Office	1	7:00am-4:00pm
Administrative Office Bldg.	2	7:00am-4:00pm
Legal/Library Office Bldg.	1	7:00am-4:00pm
NPD and CAWED Office Bldg.	1	7:00am-4:00pm
WRD Office Bldg.	1	7:00am-4:00pm
Training Center and Cottages	1	7:00am-4:00pm

NAPWC Office Bldg. and Bldg. 1	1	7:00am-4:00pm
Grounds	7	7:00am-4:00pm
Grounds/CR/Offices Supervisor	1	7:00am-4:00pm
TOTAL	18	

Note: List of area of deployment shall be provided to the winning bidder.


6. Additional documentary requirements for post qualification purposes:

- 6.1. Company profile and track record highlighting the following information
 - 6.1.1. Name of clients
 - 6.1.2. Number of years serving each client
 - 6.1.3. Amount of contract and corresponding number of personnel deployed
- 6.2 Continuing manpower development plan to enhance capability and upgrade skills of janitors/janitress, including but not limited to: personality development, good housekeeping, etc.
- 6.3 Solid waste management plan pursuant to RA. No. 9003 or the "Ecological Solid Waste Management Act" including energy and resource conservation measures such as but not limited to:
 - 6.3.1 Basic waste segregation.
 - 6.3.2 Regular and periodic check-up of the building and utilities (e.g. lights and water) to avoid wastage and other circumstances.
 - 6.3.3 Reporting leakages and wastage.

Prepared by


MELODY ANN L. MALANO
 Officer-in-Charge, NAPWC

Approved by:


RICARDO L. CALDERON, CESO III
 OIC, Assistant Secretary for Climate Change and
 Director, in concurrent capacity



PRC COURIER AND MAINTENANCE SERVICES

727 Ballesteros St., Cor. Boni Ave., Mandaluyong City
 Tels. 534-0083, 534-0084 FAX: 534-0086
 Email Address: PRCmgmtsystems@yahoo.com

PROPOSED EQUIPMENT/ SUPPLIES AND MATERIALS FOR BMB JANITORIAL SERVICES FOR CY 2021 FREE OF CHARGE

REQUIREMENT	QUARTERLY	WEEKLY	MONTHLY	SEMI-ANNUAL	ANNUAL
A. TOOLS AND EQUIPMENT					
1. Floor Polisher					2 Units
2. Aluminum Ladder					1 Units
3. Tornado Mop					6 Units
4. Glass Wiper					2 Units
B. SUPPLIES					
1. Polisher Brush (nylon)				2 Units	
2. Scrubbing Pad	2 Units				
3. Dust Pan					12 Pcs
4. Soft Broom	18 Pcs				
5. Stick Broom	18 Pcs				
6. Bowl Brush					12 Pcs
7. Rubber Gloves	18 Pcs				
8. Powder Soap			10 Kls		
9. Zonrox			1 Gal		
10. Insect Sprayer (Environment Friendly)			1 Can		
11. Deodorant Cake			3 Doz.		
12. Air Freshener			1 Gal		
13. Scotch Brite			18 Pcs		
14. Doormat	10 Pcs				
15. Rugs			2 Bundles		
16. Liquid Hand Soap			1 Gal		
17. Glass Cleaner			2 Gals		
18. Garbage Bag			200 Pcs		
19. Lysol Disinfectant			1 Gal		
20. Liquid Floor Wax (White)			1 Gal		
21. Filler (Tornado Map)	6 Pcs				

JOYCELYN C. WANG

NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRC COURIER AND MAINTENANCE SERVICES

COMPANY NAME

SERVICES OFFERED: COURIER / MOTORIZED MESSENGERIAL, CLERICAL, SECRETARIAL, DATA ENCODERS, JANITORIAL & BUILDING MAINTENANCE, GROUNDS MAINTENANCE, LANDSCAPING SERVICES

PRC COURIER AND MAINTENANCE
 SERVICES
 CERTIFIED TRUE COPY
 JOYCELYN C. WANG

BMB JANITORIAL SERVICES CY 2021
PROPOSED EQUIPMENT/SUPPLIES AND MATERIALS

PARTICULARS	MINIMUM REQUIREMENTS (QTY/UNIT)	STATEMENT OF COMPLIANCE
A EQUIPMENT		
16" Heavy Duty Floor Polisher	2 UNITS	COMPLY
Wet and Dry Vacuum Cleaner	1 UNIT	COMPLY
Aluminum Ladder	1 UNIT	COMPLY
B MONTHLY SUPPLIES		
Air Freshener	1 GAL.	COMPLY
Disinfectant (Lysol)	1 GAL.	COMPLY
Bleaching Agent (Zonrox)	1 GAL.	COMPLY
Mop Head	6 PCS	COMPLY
Deodorant cake	3 DOZ	COMPLY
Cleanser	2 PACKS	COMPLY
Garbage Bag (Big)	200 PCS	COMPLY
Rags	2 BUNDLES	COMPLY
Insecticide (Big)	1 CAN	COMPLY
Hand Spray		
Soft broom	18 PCS	COMPLY
Powdered Soap	10 KILOS	COMPLY
Scrubbing Pads	2 PCS	COMPLY
All purpose cleaner	1 GAL.	COMPLY
Liquid Hand Soap	1 GAL.	COMPLY
Hand broom	18 PCS	COMPLY
Glass Cleaner	1 GAL.	COMPLY
Liquid Floor Wax	1 GAL.	COMPLY
C SUPPLIES/MATERIALS (QUARTERLY)		
Push Brush	4 PCS	COMPLY
Toilet Brush	4 PCS	COMPLY
Dust Pan	18 PCS	COMPLY
Stick Broom	18 PCS	COMPLY
Door Mat	10 PCS	COMPLY
Hand Brush	10 PCS	COMPLY
D PERSONAL PROTECTIVE EQUIPMENT		
Hand Gloves	18 PCS	COMPLY

JOYCELYN C. WANG

NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRC COURIER AND MAINTENANCE SERVICES

COMPANY NAME

PRC COURIER AND MAINTENANCE
SERVICES
CERTIFIED TRUE COPY
JOYCELYN C. WANG