

SCOPE OF WORK
JANITORIAL SERVICES FOR CY 2025

Task	Specifications	
I.	Objective	
	To provide quality janitorial services for the Embassy of the Republic of the Philippines in Pakistan for the year 2025.	
II.	Contract Duration	
	The Contract shall commence on 01 January 2025 and shall be effective until 31 December 2025.	
III.	Area of Operation	
	Philippine Embassy Building Complex, Plots 3,4, and 5, Diplomatic Enclave, G-5, Islamabad, Pakistan	
IV.	Duty Timing:	
	8:00 a.m. to 5:00 p.m. [with one (1) hour lunch break] 5 days a week (Monday to Friday)	
V.	General Scope of Services:	
	<ol style="list-style-type: none"> 1. High dusting of walls and ceilings 2. Wall washing 3. Dusting and polishing of furniture and fixtures 4. Spot cleaning of all offices 5. Cleaning and sanitizing of all rooms, offices, washrooms and toilets 6. Cleaning and wiping of telephone, intercom and other office equipment 7. Scrubbing, waxing and polishing of floors including corridors washing, mopping, disinfecting and drying building floors including sidewalls, doors, partitions, sidings, stairways and other part/portions of the building premises. 8. Brushing and Vacuuming of all carpeted areas once a month. 9. Deep cleaning of all carpeted areas every six months. 10. Cleaning of glass windows, venetian blinds and curtain ledges. 11. Sweeping and washing of all stairs. 12. Watering and caring of indoor and outdoor plants including propagation of existing plants. 	Statement of Compliance

	<p>13. Cleaning of garbage cans and garbage disposal from the Embassy premises to the CDA waste disposal.</p> <p>14. Provide warning signs and barriers to prevent accidents in work areas.</p>	
VI.	<p>Duties and Responsibilities of Janitors/Cleaners</p> <p>Daily Operations:</p> <ol style="list-style-type: none"> 1. Sweeping, mopping, scrubbing and polishing of all floors; 2. Ensure that the main lobby entrance, reception area and waiting areas shall be serviced continuously during office hours to maintain cleanliness; 3. Cleaning of all walls in all floor levels, including glass doors, window ledges, partitions, sliding doors and furniture; 4. Dusting and cleaning of horizontal and vertical surface such as floors, ramps, walls, windows, window ledges, window panels/mirrors, vertical blinds, railings, doors, ceilings, etc.; cleaning and polishing of all aluminum door frames and/or panels; 5. Dusting and cleaning of office equipment, surfaces, bookshelves, cabinets and furniture; 6. Vacuuming of all carpeted areas and upholstered furniture; 7. Removing sticky substance or dirt on the floors and cleaning/wiping with damp cloth or rag; 8. Cleaning of venetian blinds, watering of potted indoor and outdoor plants and spot-cleaning of walls; 9. Ensuring that all corridors, lobbies, entrances, stairways, and fire exits are free from obstruction in coordination with building maintenance crew; 10. Sweeping and mopping (dry and wet) of stairways, hallways, lobbies and corridors; 11. Cleaning, wiping, disinfecting, dusting-off, damp wiping and/or polishing of furniture, office table, glass tops, fixtures, equipment, appliances, light diffusers, window ledges, counter and glass partitions, doors and door knobs; 12. Cleaning, sanitizing and disinfection of kitchens and wash basins with detergent/cleanser and removal of spots or stains from floors and other surfaces; 13. Cleaning and sanitizing of all toilets and washrooms, which include the use of special disinfectants in wash basins, urinals, toilet bowls and toilet plungers for minor de-clogging; 14. Refilling all liquid soap dispensers; 15. Refilling of drinking water dispensers (Embassy shall provide the water); 	

	<ol style="list-style-type: none"> 16. Assisting the staff of the Embassy physically relocate items within the Embassy premises, as needed; 17. Cleaning of stairs and parking lots; 18. Staying at areas within the premises as designated by the Embassy; 19. Placing warning signs and barriers to prevent untoward accidents in the course of completing their; 20. Disposing garbage from the Embassy premises to the CDA receptacles provided for this purpose; 21. Emptying, collecting and cleaning of trash receptacles and waste containers and disposal of trash to the trash storage areas; 22. Proper lining of waste bins with appropriate plastic bags and changing them as necessary; and, 23. Vacuum and brushing of carpets once a month and deep cleaning every six (6) months. 	
<p>VII.</p>	<p>Equipment, Supplies and Uniforms</p> <ol style="list-style-type: none"> 1. The Contractor shall provide its crew with the appropriate uniform with a single color as agreed upon between the Embassy and Contractor before the effectivity of the contract. Uniforms shall be worn from Mondays to Thursdays during work hours, except on Fridays where casual/traditional clothes may be worn, but with closed shoes only and no slippers (except for closed chappal); 2. The Contractor shall provide the appropriate personal protective equipment to its janitors/cleaners as needed; 3. The Contractor shall provide standard cleaning materials such as detergent, bleach, mops, rags, brooms, dustpans, sponges, scrubs, buckets, gardening equipment and other necessary cleaning materials as agreed upon in writing by the Embassy and Contractor before the commencement of services. The cost for such items shall be included in the overall contract price. A list of standard items shall be attached with the final Terms of Reference and conforme once agreed upon; 4. The contractor shall provide quality materials and equipment and shall sourced them from reputable suppliers. Specific items and brands shall be mutually agreed upon between the Embassy and the Contractor before the commencement of services; 5. Special or extraordinary supplies or equipment not included in the standard set discussed before the commencement of services may be 	

	<p>requested by the Embassy from the Contractor as needed during the duration of the contract. In such cases, the Embassy shall bear the cost of procuring the said supplies. The Embassy and Contractor both may recommend specific equipment/supplies during such procurements, but the Embassy shall have the final decision as to the item to be procured; and,</p> <p>6. The Contractor shall have Delivery Receipt to be presented and countersigned by an Embassy personnel, of the Property Officer is not around; during deliveries of janitorial supplies to the Embassy.</p>	
VIII.	<p style="text-align: center;">Manpower Management</p> <p>1. In the event of the absence of a janitor/cleaner, the Contractor shall provide a reliever immediately. Any reliever shall be cleared first with the Administrative Officer of the Embassy and/or the Building Administrator;</p> <p>2. The Contractor shall provide the Embassy a list of relievers with the appropriate security clearances before or upon the effectivity of the contract;</p> <p>3. For justified reasons such as absenteeism, underperformance, contract violations or any misdemeanor by any Janitor/Cleaner, the Embassy reserves the right to request the Contractor in writing to replace the said Janitor/Cleaner. Should such situations necessitate the immediate removal of the staff concerned, the Contractor shall immediately provide the replacement from the list of relievers as previously mentioned either as a temporary or regular. Otherwise, the Contractor may replace the said Janitor/Cleaner within ten (10) calendar days. The Contractor shall submit the usual security clearance for any new regular replacement;</p> <p>4. During emergencies, Cleaners/Janitors may be asked to report to work outside the regular Duty Timings as stated above in coordination with the Contractor, in exchange compensatory day-off (CDO);</p> <p>5. The Administrative Officer/Building Administrator of the Embassy shall have operational control the Contractor's crew. These include, but not limited to, assigning of tasks with accordance with the Contract and Scope of Work;</p> <p>6. The Personnel of the Contractor shall refrain from going to or near the Embassy's Community Center unless otherwise instructed;</p>	