

JANITORIAL DETAIL FOR THE DOLE-CENTRAL OFFICE

Location	Area of Assignment	No. of Janitors	Schedule	
			Mon-Fri	Sat
DOLE Bldg.	Area Supervisor	1	7am – 4pm	7am – 4pm
7th Floor	Office of the Secretary (OSEC)	2	7am – 4pm	7am – 4pm
	- OSEC Records/Receiving Room	1	7am – 4pm	7am – 4pm
	- OSEC Conference Room	1	7am – 4pm	7am – 4pm
	Offices of Undersecretaries			
	- Employment and General Administration Cluster	1	7am – 4pm	7am – 4pm
	- Regional Operations, Labor Standards and Special Concerns Cluster	1	7am – 4pm	7am – 4pm
	- Legal and Overseas Operations Cluster	1	7am – 4pm	7am – 4pm
	- Labor Relations, Social Protection and Policy Support Cluster	1	7am – 4pm	7am – 4pm
	Offices of Assistant Secretaries			
	- Employment and General Administration Cluster (Asec. Alquiza)	1	7am – 4pm	7am – 4pm
- Employment and General Administration Cluster (Asec. Tutay)	1	7am – 4pm	7am – 4pm	
- Labor Relations, Social Protection and Policy Support Cluster	1	7am – 4pm	7am – 4pm	
6th Floor	Office of Undersecretary			
	- Wages and Productivity, Legislative, Advocacy and Internal Auditing Cluster	1	7am – 4pm	7am – 4pm
	Offices of Assistant Secretaries			
	- Regional Operations, Labor Standards and Special Concerns Cluster	1	7am – 4pm	7am – 4pm
	- Legal and Overseas Operations Cluster	1	7am – 4pm	7am – 4pm
	- Wages and Productivity, Legislative, Advocacy and Internal Auditing Cluster	1	7am – 4pm	7am – 4pm
	Planning Service	1	7am – 4pm	7am – 4pm
Legal Service	1	7am – 4pm	7am – 4pm	
5th Floor	DOLE Command Center/HRDS	1	7am – 4pm	7am – 4pm
	Human Resource Development Service	1	7am – 4pm	7am – 4pm
	Information and Publication Service/Call Center	1	7am – 4pm	7am – 4pm
4th Floor	Financial Management Service	2	7am – 4pm	7am – 4pm
	Commission on Audit	2	7am – 4pm	7am – 4pm
	Internal Audit Service	1	7am – 4pm	7am – 4pm
3rd Floor	Bureau of Working Conditions	2	7am – 4pm	7am – 4pm
	International Labor Affairs Bureau	2	7am – 4pm	7am – 4pm
2nd Floor	Administrative Service - OD, CD, BAC	1	7am – 4pm	7am – 4pm
	Administrative Service – PD, GSD	1	7am – 4pm	7am – 4pm
Ground Floor	Muralla-Lobby, sidewalks, stairs (1 st – 7 th floors)	1	7am – 4pm	7am – 4pm
	G.Luna – Lobby, sidewalks, CR, stairs (1st - 7th floors)	1	7am – 4pm	7am – 4pm
	Garage, Carpentry, motorpool storage rms & roving janitor	1	7am – 4pm	7am – 4pm
Executive Bldg./LGLC	2nd Floor - Ople Hall, Conference Rooms	1	7am – 4pm	7am – 4pm
	Ground Floor – Library, Gym, PACU, Hallways	1	7am – 4pm	7am – 4pm
BF Condo – 6 th Floor	Bureau of Local Employment	2	7am – 4pm	7am – 4pm
	Bureau of Labor Relation	2	7am – 4pm	7am – 4pm
GE Antonino Bldg - 9th Floor	Bureau of Workers with Special Concerns	2	7am – 4pm	7am – 4pm
T O T A L		43		

Submitted by:

Noted by:


LILY PEARL L. GUERRERO
 OIC-Director, Administrative Service


RENATO L. EBARLE
 Undersecretary

Date: _____

PROVISIONS FOR EQUIPMENT, SUPPLIES AND MATERIALS

1. Delivery, use and maintenance of the following for the duration of the contract
 - A. At least the following number of equipment, and replacement of the same as needed
 1. Eleven (11) units Electric Floor Polisher to be distributed as follows:
 - a. 8 units at DOLE Bldg.
 - b. 2 units at B.F. Condominium
 - c. 1 unit at G.E. Antonino Bldg.
 2. Six (6) units Wet and Dry Vacuum Cleaner to be distributed as follows:
 - a. 4 Units at DOLE Bldg.
 - b. 1 Unit at B.F. Condominium
 - c. 1 Unit at G.E. Antonino Bldg.
 3. Six (6) units Push Cart/Trolley (**heavy duty, size 2ft x 3ft**) to be distributed as follows:
 - a. 4 Units at DOLE Bldg.
 - b. 1 Unit at B.F. Condominium
 - c. 1 Unit at G.E. Antonino Bldg.
 4. Twelve (12) units Mop Squeezer to be distributed as follows:
 - a. 8 Units at DOLE Bldg.
 - b. 1 Unit at DOLE Exec. Bldg.
 - c. 2 Units at B.F. condominium
 - d. 1 Unit at G.E. Antonino Bldg.
 5. Three (3) units Rolling Garbage Receptacle (**120 liters capacity**) at DOLE Bldg.
 6. Ten (10) units extension cord (**15 meters long**) to be distributed as follows:
 - a. 6 units at DOLE Bldg.
 - b. 1 unit at DOLE Exec Bldg.
 - c. 2 units at B.F. condominium
 - d. 1 unit at G.E. Antonino Bldg.
 7. Four (4) units Aluminum Ladder, 6ft., to be distributed as follows:
 - a. 2 units at DOLE Bldg.
 - b. 1 unit at B.F. condominium
 - c. 1 unit at G.E. Antonino Bldg.
 8. Twelve (12) units Caution/Safety Guard Signs to be distributed as follows:
 - a. 8 units at DOLE Bldg.
 - b. 1 unit at DOLE Exec Bldg.
 - c. 2 units at B.F. Condominium
 - d. 1 unit at G.E. Antonino Bldg.

Use of Equipment

Polisher
 Vacuum
 Others

 1 lot use of equipment

B. At least the following minimum supplies/materials at the start of contract or per annum

Materials/Supplies	Quantity	Unit	Unit Cost	Total Cost
Liquid Hand Soap	10	gals		
Broom (Tambo)	35	pcs.		
Toilet Paper	200	rolls		
Trash Bag (Big)	200	pcs.		
Trash Bag (Colored)	400	pcs.		
Bowl Brush	15	pcs		
Hand Brush	15	pcs.		
Push Brush	15	pcs.		
Dust Pan	15	pcs.		
Mop Handle	15	pcs.		
Mop Head	15	pcs.		
Spatula	12	pcs.		
Bowl Pump	12	pcs.		
Polisher Brush # 16	10	pcs.		
Total cost per year				

II. Monthly, before or at the first working day of the month

DOLE ABC				
Materials/Supplies	Quantity	Unit	Unit Cost	Total Cost
Liquid Hand Soap	10	gals.		
Bathroom tissue	100	rolls		
Trash Bag (big)	200	pcs.		
Trash Bag (colored)	400	pcs.		
Toilet Bowl Cleaner	10	gals.		
Lysol/Detergent Sanitizer	5	gals.		
Powder Soap	40	kgs.		
Rat Glue	4	kgs.		
Declogging liquid	10	kgs.		
Cleanser	10	kgs.		
Floor wax	25	gals.		
Solvent Wax/Red Wax	4	gals.		
Air Freshener (Liquid)	10	gals.		
Air Freshener in can	12	pcs.		
Pledge Furniture cleaner/polisher	12	cans		
Mop Head	12	pcs.		
Furniture Polish	10	gals		
Steel Wool	10	tubes		
Deodorant Cake	20	doz.		
Glass Cleaner	2	gals.		
Muriatic Acid	1	gals.		
Liquid Bleach	15	gals.		
Scotch Brite	50	pcs.		
Total cost per month				
Cost per year (x12)				

III. Quarterly, before the start of every quarter

Materials/Supplies	Quantity	Unit	Unit Cost	Total Cost
Broom (stick)	15	pcs.		
Broom (Tambo)	15	pcs.		
Srubbying Pad	5	pcs.		
Polishing Pad	5	pcs.		
Total cost per quarter				
Cost per year (x4)				

IV. At the beginning of every six (6) months