



## PROVISION OF GENERAL SUPPORT SERVICES FOR PMO-ZAMBOANGA FOR CY 2018

### Terms of Reference

The Philippine Ports Authority (PPA), Port Management Office-Zamboanga (PMO-Zamboanga) requires a Service Provider for General Support Services for a period of six (6) months.

#### **1. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is in the amount of FOUR MILLION NINETY-TWO THOUSAND PESOS (Php4,092,000.00).

The agreement shall be effective for a period of six months and shall take effect on the date to be indicated in the contract.

#### **II. SCOPE OF WORK**

The Service Provider shall be able to supply and deliver the required personnel support services to cover the following functions.

1. Administrative
2. Technical (Maintenance of Powerhouse)
3. Janitorial
  - Seventeen (17) Administrative personnel shall be assigned in the Baseport and One (1) in the Terminal Port of Isabela.
  - Eight (8) Technical Personnel shall be assigned in the Maintenance of Powerhouse.
  - Ten (10) Janitors shall be assigned in the Baseport.

Designation shall be subject to PPA, PMO-Zamboanga's discretion<sup>1</sup>.

#### **III. CONDITIONS OF THE CONTRACT**

1. **Fitness for Work.** The Service Provider shall ensure the physical and psychological fitness of the general support personnel to be assigned in the PPA, PMO-Zamboanga. It shall provide the PPA, PMO-Zamboanga with the medical examination & drug test results covering the subject personnel.
2. **Adherence to PPA Rules & Regulations.** The Service Provider shall require all its employees assigned to the PPA, PMO-Zamboanga to observe all rules and regulations of PPA.
3. **Identification.** Each personnel shall bear an identification card (ID) in the design agreed upon by the parties concerned. The deployed personnel shall wear the uniform prescribed by the Service Provider, acceptable to the PPA. All costs of IDs and uniforms shall be for the account of the Service Provider.
4. **Service Complaints.** The PPA, PMO-Zamboanga shall have the right to request a change of any personnel who fails in his/her assigned duties/tasks. In this instance, the Service Provider shall deploy another personnel who is fit for the job.

<sup>1</sup> see ANNEX A & B

5. **Deployment of a Supervisor.** The Service Provider shall assign a Supervisor/Coordinator who will visit the Office premises three (3) times a week and ensure that the services required are implemented.

6. **Continuity.** The Service Provider shall ensure continuous and uninterrupted rendition of the service under the contract. The personnel to be assigned to PPA shall render work for eight (8) hours a day with a total of six (6) days a week. In the event of absence of any of its employees deployed to PPA, the Service Provider shall assign an alternate of such absent personnel/s.

7. **Mandatory Contribution.** The Service Provider shall register its personnel with the Social Security System (SSS), Home Development Mutual Fund (Pagibig), and the Philippine Health Insurance Corporation (Philhealth). It shall regularly remit payment of the mandatory contribution to these entities as well as the withholding of taxes to BIR.

8. **No Employer-Employee Relationship.** Nothing herein shall be construed to create an employer-employee relationship between the parties, or in any circumstance, be considered organic PPA personnel. The Service Provider is an independent contractor, thus, all human resource concerns of the deployed personnel shall be addressed to it.

9. **Accident/Death/Injury.** The PPA, PMO-Zamboanga shall not be responsible for liabilities arising out of any accident, death, or injury to the deployed personnel. The Service Provider shall assume all liabilities in connection with the performance of the services under the contract.

#### IV. PAYMENTS

1. **Salaries/Payroll.** Salaries, benefits, and all mandatory contributions, shall be paid to the personnel in advance by the Service Provider subject to existing government auditing and accounting rules and regulations.

2. **Overtime.** Rendition of overtime services shall be allowed only in exigent circumstances, and only with prior written authority by the concerned officers pursuant to existing PPA policies.

3. **Travel Expenses.** The Service Provider shall advance travel expenses incurred by the deployed personnel, in connection with the duties set forth in the contract. All expenses for travel shall be reimbursed by PPA only if authorized and upon presentation of required documents.

4. **Billing.** The Service Provider shall bill PPA on a **semi-monthly** basis. All salaries and other benefits paid to the deployed personnel shall be subject to proof of payment.

The Service Provider shall present its **payroll** to PPA, along with a **sworn certification** that it has paid the salaries and benefits of its personnel for the period covered.

5. **Janitorial Supplies.** The Service Provider shall present the official receipts in the total amount of P5,000.00 per month for the purchase of various janitorial materials and supplies.

#### ANNEXES:

**ANNEX A:** LIST OF AUTHORIZED POSITIONS FOR GENERAL SUPPORT SERVICES THRU MANPOWER SERVICE PROVIDER FOR ADMINISTRATIVE, TECHNICAL, AND JANITORIAL REQUIREMENTS

**ANNEX B:** SUMMARY OF AUTHORIZED FUNDED POSITIONS THRU MANPOWER SERVICE PROVIDER FOR ADMINISTRATIVE, TECHNICAL, AND JANITORIAL REQUIREMENTS

**ANNEX A**

**LIST OF AUTHORIZED POSITIONS FOR GENERAL SUPPORT SERVICES THRU MANPOWER SERVICE PROVIDER FOR ADMINISTRATIVE, TECHNICAL, AND JANITORIAL REQUIREMENTS**

<b>RESPONSIBILITY CENTER</b>		<b>NO. OF POSITION PER RC</b>	<b>POSITION</b>	<b>SG</b>
<b>I. ADMINISTRATIVE SUPPORT SERVICES</b>	<b>OFFICE OF THE PORT MANAGER (OPM)</b>	<b>1</b>	<b>Sr. Management Info. System Analyst</b>	<b>16</b>
	<b>ADMINISTRATIVE DIVISION (AD)</b>	<b>2</b>	<b>Clerk Processor A</b>	<b>8</b>
		<b>2</b>	<b>Driver</b>	<b>7</b>
	<b>FINANCE DIVISION (FD)</b>	<b>2</b>	<b>Accounting Processor A</b>	<b>8</b>
		<b>8</b>	<b>Data Encoder</b>	<b>7</b>
	<b>PORT SERVICES DIVISION (PSD)</b>	<b>1</b>	<b>Data Encoder</b>	<b>7</b>
	<b>ENGINEERING SERVICES DIVISION (ESD)</b>	<b>1</b>	<b>Draftsman</b>	<b>8</b>
	<b>TERMINAL PORT OF ISABELA</b>	<b>1</b>	<b>Data Encoder</b>	<b>7</b>
<b>II. TECHNICAL SUPPORT SERVICES</b>	<b>MAINTENANCE OF POWERHOUSE</b>	<b>4</b>	<b>Plant Electrician</b>	<b>8</b>
		<b>4</b>	<b>Plant Mechanic</b>	<b>8</b>
<b>III. JANITORIAL SERVICES</b>	<b>TRAVELLER'S HUB</b>	<b>3</b>	<b>Janitor</b>	<b>-</b>
	<b>ADMIN. BLDG AND OTHER PREMISES</b>	<b>7</b>	<b>Janitor</b>	<b>-</b>
<b>Total</b>		<b>36</b>		

## ANNEX B

### SUMMARY OF AUTHORIZED FUNDED POSITIONS THRU MANPOWER SERVICE PROVIDER FOR ADMINISTRATIVE, TECHNICAL, AND JANITORIAL REQUIREMENTS

(No. of Positions, Basic Monthly Salary, Minimum Requirements for Qualification & Job Description/Task List)

1. **Position: Sr. Management Info./Systems Analyst (SG-16)**  
**Basic Monthly Salary - P24,423.00**  
**Daily Wage Rate - P936.35**

No. of Positions: One (1)

Minimum Requirements for Qualification:

Education: Bachelor's Degree Course  
Experience: One (1) Year of Relevant Experience  
Training: Four (4) Hours of Relevant Training

Job Description/Task List

1. Administers and solves business problems and recommends solutions by maintaining hardware and software, and monitoring network systems;
2. Analyzes and documents current PMO practices and procedures, using data flow diagrams and report layout design techniques and creates systems solutions, and or correct system problems;
3. Provides analytical support in assessment of the functionality of information systems, integration with existing or planned systems, and implementation and ongoing support;
4. Coordinates the work of information system vendors to ensure effective interfaces between systems and acts as a liaison between PMO and vendors;
5. Participates in and/or manages the installation process for a variety of systems;
6. Prepares as variety of technical and written materials including systems documentation, requests for proposal, systems specifications and general correspondence;
7. Develops project budgets and monitors project expenditures;
8. Develops training materials and trains users on a variety of applications;
9. Delivers training and guides lower-level staff in work processes, provides guidance and training for clerical support, and machine operators, to produce efficient development, maintenance and operation of the systems;
10. Writes detailed procedures on software installation and configuration;
11. Develops and maintains programming applications for systems, including creating databases in order to automate less complex department processes;
12. Serves on and may chair information systems users groups and act as a resource for information systems issues; and
13. Performs other related tasks assigned by authorized representative of PMO-Zamboanga.

- 2. Position: Plant Mechanic (SG-8)**  
**Basic Monthly Salary - P 13,833.00**  
**Daily Wage Rate - P530.34**

No. of Positions: Four (4)

Minimum Requirements for Qualification:

Education: High School Graduate or Completion of Relevant Vocational/Trade Course  
Experience: One (1) Year of Relevant Experience  
Training: Four (4) Hours of Relevant Training  
Eligibility: RA 1080 (50 hp & above) or Mechanic-MC 11s. 96-Cat 1 (-50 hp)

Job Description/Task List

1. Operates stand-by Generating Set in case of power failure;
2. Monitors water systems of all facilities of PMO-Zamboanga;
3. Operates fire pump prime mover during emergency situations;
4. Undertakes preventive maintenance of mechanical system;
5. Assists in the conduct of mechanical equipment, and minor repair works; and
6. Performs other related tasks assigned by authorized representative of PMO-Zamboanga.

- 3. Position: Plant Electrician (SG-8)**  
**Basic Monthly Salary = P13,833.00**  
**Daily Wage Rate - P530.34**

No. of Positions: Four (4)

Minimum Requirements for Qualification:

Education: High School Graduate or Completion of Relevant Vocational/Trade Course  
Experience: One (1) Year of Relevant Experience  
Training: Four (4) Hours of Relevant Training  
Eligibility: RA 1080 (250 volts above) or Electrician (Building Wiring) (-250 volts) (MC 11s. 96-Cat 1)

Job Description/Task List

1. Operates and monitors electrical systems of all facilities in PMO-Zamboanga;
2. Switches on/off tower lights, street lights and other lighting system as scheduled;
3. Undertakes preventive maintenance of electrical systems;
4. Assists in the conduct of electrical equipment and of minor repair works; and
5. Performs other related tasks assigned by authorized representative of PMO-Zamboanga.

- 4. Position: Accounting Processor (SG-8)**  
**Basic Monthly Salary = P13,833.00**  
**Daily Wage Rate - P530.34**

No. of Positions: Two (2)

Minimum Requirements for Qualification:

Education: Bachelor of Science in Commerce  
Experience: None Required  
Training: None Required  
Eligibility: None Required

Job Description/Task List

1. Encodes VAT averaging to 12,000 official receipts per month;
2. Encodes VAT Relief of BIR Report;
3. Assists in the stamping, sorting and filing of DVs and other supporting papers;
4. Photocopies various supporting documents of Finance Section;
5. Encodes Non-Computerized Port transactions;
6. Encodes Pag-Ibig premiums and loan amortizations for monthly submission in soft/hard copy;
7. Files the daily financial reports for submission to COA;
8. Sorts and Files the Daily Remittance Report; and
9. Performs other related tasks from time to time.

- 5. Position: Clerk Processor (SG-8)**  
**Basic Monthly Salary - P13,833.00**  
**Daily Wage Rate - P530.34**

No. of Positions: Two (2)

Minimum Requirements for Qualification:

Education: Bachelor Degree Course  
Experience: None Required  
Training: None Required  
Eligibility: None Required

**A. Job Description/Task List**

1. Maintains a systematic recording and filing of records and other communications/documents;
2. Does routine computations, prepares routine office correspondence, endorsement and the like;
3. Encodes memoranda, letters, reports, various supporting papers for disbursement vouchers and reproduce various forms of the office;
4. Handles incoming/outgoing communications;
5. Answers/makes phone calls for his supervisor; and
6. Performs other related tasks from time to time.

**B. Job Description/Task List**

1. Maintains a systematic recording and filling of records and other communications/documents;
2. Takes minutes of meeting for reference and records purposes;
3. Does routine computations, prepares routine office correspondence, endorsement and the like;
4. Types memoranda, letters, reports and forms and cut stencils;
5. Performs typing work related to the accomplishment of various projects/activities within the division/staff where he/she is assigned;
6. Handles incoming/outgoing communications;
7. Answers/makes phone calls for his/her supervisor; and
8. Performs other duties which will be assigned from time to time.

**6. Position:           Draftsman (SG-8)**  
**Basic Monthly Salary - P13,833.00**  
**Daily Wage Rate - P530.34**

No. of Positions: One (1)

Minimum Requirements for Qualification:

Education:	Bachelor Degree Course preferably BSCE graduate
Experience:	1 year of relevant experience
Training:	4 hours of relevant training (AutoCAD training)
Eligibility:	None Required

Job Description/Task List

1. Assists the present Draftsman (Organic) in drafting in CADD-Generated Drawing proposed Port Development Projects, to include Capital Outlay Projects (CAPEX-Field Office), Major Repair projects (R/M-Repair) and Routine Maintenance projects (R/M – Routine) of the PMO;
2. Assists the present Draftsman in survey works in baseport and terminal ports in preparation for drafting of proposed project;
3. Assists other Engineering personnel in the preparation of Program of Works (POW) and Detailed Engineering Estimates (DEE) for accurate presentation in plans and specifications;
4. Assists other Engineering personnel in supervision and monitoring of on-going PMO projects not limited to CAPEX projects (Field Office), Major Repair projects (R/M – Repair) and Routine Maintenance Projects (R/M routine); and
5. Performs other related jobs as directed by the Supervisor.

**7. Position:           Driver (SG-7)**  
**Basic Monthly Salary - P12,880.00**  
**Daily Wage Rate – P493.80**

No. of Positions: Two (2)

Minimum Requirements for Qualification:

Education:	High School Graduate
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Experience: None Required  
Training: None Required  
Eligibility: Professional Driver's License (MC 11, s. 96 Cat II)

Job Description/Task List

1. Drives vehicle and makes minor mechanical repair;
2. Picks up & transports personnel to and from point of destination;
3. Prepares and submits reports on fuel & oil consumption;
4. Cleans and maintains assigned vehicle;
5. Makes daily check-up of assigned service vehicle; and
6. Performs related task from time to time.

**8. Position: Data Encoder (SG-7)**  
**Basic Monthly Salary - P12,880.00**  
**Daily Wage Rate – P493.80**

No. of Positions: Ten (10)

Minimum Requirements for Qualification:

Education: Bachelors Degree Preferably Computer Literate  
Experience: None Required  
Training: 8 Hours of Relevant Training  
Eligibility: None Required

Job Description/Task List

Encoder 1 (0600-1000/1100-1500 Hrs., 6 days a week)

1. Encodes/computes port charges (wharfage, arrastre/stevedoring share, stuffing/stripping permits and storage-FRONTLINE); and
2. Performs other related tasks from time to time;

Encoder 2 (0800-1200/1300-1700 Hrs., 6 days a week)

1. Encodes/computes port charges (wharfage, arrastre/stevedoring share, stuffing/stripping permits and storage-FRONTLINE);and
2. Performs other related tasks from time to time;

Encoder 3 (0900-1300/1400-1600 Hrs., 6 days a week)

1. Encodes port charges (wharfage, arrastre/stevedoring share) for small cargoes issued thru cash tickets (5 days/week);
2. Encodes Cash Ticket collection and report printed out at the end of shift (5 days/week);
3. Assists Harbor Operations Section in performing clerical functions;
4. Assists FIRST (Frontline – 1 day/week); and
5. Performs other related tasks from time to time;

Encoder 4 (1000-1400/1500-1900 Hrs., 6 days a week)



1. Encodes port charges (wharfage, arrastre/stevedoring share) for small cargoes issued thru cash tickets (5 days/week);
2. Encodes Cash Ticket collection and report printed out at the end of shift (5 days/week);
3. Assists FIRST (Frontline) during meal breaks and after tour of duty of Encoders 1 and 2 and on Saturdays; and
4. Performs other related tasks from time to time;

Encoder 5 (0800-1200/1300-1700 Hrs., 6 days a week)

1. Computes/encodes wharfage, arrastre/stevedoring share for guaranteed accounts and print manually-generated computation sheet for each shipping line.
2. Computes/encodes wharfage, arrastre/stevedoring share for guaranteed accounts for each shipping line under the PROMPT System.
3. Invoices wharfage and arrastre share for guaranteed accounts for each shipping line under the ORACLE System, encode and print after completion of manually-generated computation sheet;
4. Files container manifests, tally sheets, computation sheets and other reports; and
5. Performs other related tasks from time to time;

Encoder 6 (0900-1300/1400-1600 Hrs., 6 days a week)

1. Computes/encodes wharfage, arrastre/stevedoring share for guaranteed accounts for each shipping line under the PROMPT System (5 days/week);
2. Invoices wharfage and arrastre share for guaranteed accounts for each shipping line under the ORACLE System, encode and print after completion of manually-generated computation sheet (5 days/week);
3. Files container manifests, tally sheets, computation sheets and other reports (5 days/week);
4. Encodes/computes port charges (wharfage, arrastre/stevedoring share, stuffing/stripping permits and storage, 1 day/week); 2 days/week, from 1600-1800 Hrs. after tour of duty of two encoders at the Frontline; and
5. Performs other related tasks from time to time;

Encoder 7 (0800-1200/1300-1700 Hrs., 6 days a week)

1. Sorts vessel manifests, assign vessel codes and indicate number of passengers;
2. Processes cargo manifests as to type of commodity and cargo weight/volume;
3. Encodes statistical data in different PTS forms;
4. Validates cargo throughput using the PVOER as against initial data earlier encoded using the cargo manifests;
5. Prints statistical reports after review undertaken by an operations office exercising immediate supervision;
6. Encodes number of passengers/labor productivity using the PROMPT System;
7. Files cargo/passenger manifests and other reports;  
(Note: Activities 1-7 to be undertaken for all vessels docking at Baseport Zamboanga- 5 days a week)
8. Computes/encodes wharfage, arrastre/stevedoring share for guaranteed accounts for each shipping line under the PROMPT System;

9. Invoices wharfage and arrastre share for guaranteed accounts for each shipping line under the ORACLE System;
10. Files container manifests, tally sheets, computation sheets and other reports; (Note: Activities 8-10 are done 1 day in a week; however, during reporting time, Encoder assigned will be tasked to finalize/prepare the different statistical reports per deadline.) and
11. Performs other related tasks from time to time;

Encoder 8 (0800-1200/1300-1700 Hrs., 6 days a week)

1. Sorts manifests, indicate name of private port facility and number of passengers, where applicable;
2. Processes cargo manifests as to type of commodity and cargo weight/volume;
3. Encodes statistical data in different PTS forms;
4. Prints statistical reports after review undertaken by an operations officer exercising immediate supervision;
5. Encodes statistical data of private ports using NCP Template. Maintain folders intended for this purpose only;
6. Files cargo/passenger manifests and other reports;  
(Note: Activities 1-6 to be undertaken for all vessels calling all the private ports and anchorages under the jurisdiction of PMO Zamboanga – 5 days a week); and
7. Performs other related tasks from time to time;

Encoder 9 (0800-1200/1300-1700 Hrs., 6 days a week)

1. Assists in monitoring of loose cargoes/container vans; encode data and print reports;
2. Assists in monitoring the proper use of port facilities;
3. Prepares daily shifting reports (AM shift) from field reports submitted by cargo handling operator;
4. Assists in monitoring compliance by authorized cargo handling operator to the terms and conditions of management contract; and
5. Performs other related tasks from time to time;

Encoder 10 (0800-1200/1300-1700 Hrs., 6 days a week, TMO-Isabela)

1. Encodes financial reports for non-computerized ports;
2. Assists the Cashier in the preparation of other financial reports;
3. Assists the Cashier in encoding daily remittance report;
4. Encodes communication upon receipt of drafts;
5. Encodes vouchers upon receipt of statement of accounts;
6. Logs and files incoming and outgoing communications of TMO-Basilan; and
7. Performs other related tasks from time to time;

N.B.: Encoders 1 to 8 are assigned at the Finance Division, Baseport  
Encoder 9 is assigned at the Port Services Division, Baseport  
Encoder 10 is assigned at TMO-Isabela.

**9. Position: Janitor**  
**Basic Monthly Pay – P8,112.87**  
**Daily Wage Rate – P296.00**

➤ Number of Positions

Ten (10) Janitors/Utilityworkers:

- a) Three (3) Janitors for Traveler’s Hub
- b) Seven (7) Janitors for Administration Building and other offices

➤ Minimum Requirements for Qualifications

Education: Must be able to read and write  
 Experience: None required  
 Training: None required  
 Age: Not more than 65 yrs old  
 Others: Must be competent, honest and physically fit

➤ Job Description/Task List

1. Daily sweeping, mopping and polishing of all floors, lobbies and stairways;
2. Daily cleaning, disinfecting and deodorizing of all comfort and wash rooms;
3. Daily emptying, cleaning of all waste cans, ash trays and other receptacles;
4. Daily cleaning and polishing of glass windows, doors and partitions;
5. Daily disposal of trash/garbage;
6. Daily cleaning, sweeping of lawns and watering of all plants;
7. Regular floor stripping/waxing and polishing;
8. Weekly lawn-mowing;
9. Gradual landscaping and beautification of supportive grounds;
10. Provision of doormats for comfort rooms;
11. Act as inter-office messengers;
12. Provision of ornamental plants/dish gardens for lobbies and hallways;

**2. Equipment and Tools**

Traveler’s Hub:

3 units	Mop Squeezer
3 units	Mop Handle w/ mop head provision size: 8” width, Heavy Duty, plastic (replaceable-mop heads )
3 units	Glass Wiper, with handle
2 units	Floor Polisher, Heavy Duty

Mop Squeezer, hard plastic w/ roller
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Window Glass Wiper w/ Extendable Handle
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Office Building & Other Offices:

4 units Mop Squeezer  
4 units Mop Handle w/ mop head  
provision size: 8" width,  
Heavy Duty, plastic  
(replaceable-mop heads )  
4 units Glass Wiper, with handle  
1 unit Floor Polisher, Heavy  
Duty



Floor Polisher,  
Heavy duty



Mop Handle w/ mop head,  
(aluminum handle-rust  
resistant & hard plastic  
head, heavy duty)

**Reference Guide for the Computation of Prices:**

A. For Administrative & Technical Support Personnel

- *Regular work - 6 days per week = 313 days (annually)*
- *DWR - Daily Wage Rate = BP ÷ (313 ÷ 12)*
- *BP = Basic Pay*
- *5-Day Service Incentive Leave = DWR x 5 ÷ 12*
- *13<sup>th</sup> Month Pay = BP ÷ 12 (monthly)*

B. For Janitorial worker

- *Regular work - 6 days per week = 313 days (annually)*
- *DWR - Daily Wage Rate = PhP296*
- *Equivalent Monthly Rate (EMR) = DWR x 328.9 ÷ 12*
- *BP = Basic Pay*
- *5-Day Service Incentive Leave = DWR x 5 ÷ 12*
- *13<sup>th</sup> Month Pay = DWR x 313 ÷ 12 ÷ 12 (monthly)*

For SSS and Philhealth - adopt new premium schedules effective January 2018.

Supplies and materials per month = P 5,000.00 inclusive of VAT.

Total supplies and materials for six (6) Months = P30,000.00 inclusive of VAT.

3. **Materials and Supplies** – The requisition of janitorial supplies shall vary from time to time depending on the needs of the end users. An official receipt for the purchase of the said materials and supplies in the maximum amount of P2,500.00/per month for Traveler’s Hub and P2,500.00/month for the Administration Building and Other Offices is required and shall be included in the semi-monthly Statement of Account of wages of janitors.

<b>A) Traveler’s Hub @ P2,500/mo.</b>	<b>B) Admin. Bldg. &amp; Other Offices @ P2,500/mo.</b>
Mop heads Toilet Bowl Rubber Pump Bowl Brush Detergent Powder, 1 kilo Glass Cleaner, Liquid Bleaching Solution Broom, Sticks Broom, Soft or Tambo Dust Pan, Metal, Big Dust Pan, Plastic, Big Toilet Deodorizer Hand Gloves, Rubber (medium) Chlorine Powder Scouring Pad Garbage Bag – Black, plastic Door Mat Mop Other related supplies	Mop heads Toilet Bowl Rubber Pump Bowl Brush Detergent Powder, 1 kilo Glass Cleaner, Liquid Bleaching Solution Broom, Sticks Broom, Soft or Tambo Dust Pan, Metal, Big Dust Pan, Plastic, Big Toilet Deodorizer Hand Gloves, Rubber (medium) Chlorine Powder Scouring Pad Garbage Bag – Black, plastic Door Mat Mop Floor Wax, Colorless/Natural Liquid Wax, Colorless/Natural Other related supplies
Total supplies and materials per month = P 5,000.00	
Total supplies and materials for six (6) Months: (P 5,000.00 x 6 months) = P30,000.00	

4. **Uniform** – This is mandatory and shall be provided to the ten (10) janitors by the winning contractor. Janitors shall be required to wear uniform sport shirt with collar, decent denim pants without holes or patches and rubber shoes during office hours.

**PREPARED BY:**

**APPROVED:**

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