

JANITORIAL SERVICES
MANPOWER DEPLOYMENT
CY 2025

PARTICULARS		NUMBER OF JANITORS
I.	CENTRAL OFFICE (8 areas)	12
	1. Supervisor	1
	2. Premises/Surroundings	3
	3. Annex I, Manila CPO 1st and 2nd Floor	2
	4. Annex I, IAD and MMD	1
	5. Annex II, Ground Floor (MSS & OPNS)	1
	6. Annex II , 2nd Floor - OPMG	1
	7. Annex II, 2nd Floor - BOD	1
	8. Annex II, 3rd Floor	1
	9. Annex II, 4th Floor	1
II.	SURFACE MAIL EXCHANGE DEPARTMENT (1 area)	3
III.	CENTRAL MAIL EXCHANGE CENTER (4 areas)	8
	1. AMED	
	Letter Post Area	2
	Parcel Post Area	
	2. EMED	
	Ground Floor, Customers Area, CMEC bldg	2
	3. Perimeter	3
	4. Network & Transport Department	1
IV.	MEGA MANILA AREA (16 areas)	23
	1. Supervisor	1
	2. Mega Manila Area Office, 3rd Floor, QCCPO building	2
	3. Caloocan City Central Post Office	1
	4. Las Piñas Post Office	1
	5. Makati Central Office	2
	6. Mandaluyong City Post Office	1
	7. Marikina City Post Office	1
	8. Muntinlupa Post Office	1
	9. Novaliches Post Office	1
	10. Parañaque City Post Office	1
	11. Pasay City Central Post Office	1
	12. Pasig City Post Office	2
	13. Quezon City Central Post Office	4
	14. San Juan City Post Office	1
	15. Taguig City Post Office	1
	16. UP Post Office	1
	17. Valenzuela City Post Office	1
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JANITORIAL SERVICES
LIST OF TOOLS AND EQUIPMENT

PARTICULARS	UNIT	DEPLOYMENT				
		CO	SMED	CMEC	MMA	TOTAL
1. Floor Polisher, 16" Ø	set	2	1	2	2	7
2. Mop Squeezer	set	4	1	3	3	11
3. Adjustable Ladder, 10ft	pcs	1	1	1	1	4
4. 8 steps A-Ladder, Aluminum Heavy Duty	pcs	1	1	1	1	4
5. Wheeled Cart, Heavy Duty	pcs	3	1	3	2	9
6. Electrical Extension Cord, 30m	pcs	2	1	1	1	5
7. Water Hose, 50m x ¾"Ø w/ complete accessories	pcs	1	1	1	1	4
8. Motorized Pressure Washer, Heavy Duty	set	1	1	1	1	4
9. Safety/Caution Tape, 50m	pcs	1	1	1	3	6
10. Motorized Grass Cutter	sets		1	1	1	3
11. Rake	pcs	3	2	3	5	13
12. Electric Saw	pcs	1	1	1	1	4
13. Bolo, Heavy Duty	pcs	1	1	1	3	6

Note: These items shall be provided by the service provider during the implementation of the contract at no cost to the PHILPost, to be available at all times in the area.

JANITORIAL SERVICES
SUPPLIES AND MATERIALS

ITEM	UNIT	Monthly												Total	Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1. Air Freshner	Gals	12	12	12	12	12	12	12	12	12	12	12	12	144	28,440.00
2. All Purpose Cleaner	Gals	12	12	12	12	12	12	12	12	12	12	12	12	144	20,592.00
3. Insecticide (Baygon), 500ml	Tube	10	10	10	10	10	10	10	10	10	10	10	10	120	44,160.00
4. Bowl Brush	Pcs	15			15			16						61	1,708.00
5. Broom, Soft	Pcs	52			52			52						208	43,680.00
6. Broom, Stick	Pcs	40			40			40						160	4,800.00
7. Chlorine (zomrox)	Gals	15	15	15	15	15	15	15	15	15	15	15	15	180	18,900.00
8. Deodorant Cake (albatros)	Doz	18	18	18	18	18	18	18	18	18	18	18	18	216	38,448.00
9. Disinfectant (Lysol, 354ml)	Bot	25			25			25						100	54,800.00
10. Dust Pan , plastic	Pcs	13			13			13				13		52	2,470.00
11. Air Freshener, aerosol (Glade), 330ml	Tube	8	8	8	8	8	8	8	8	8	8	8	8	96	34,368.00
12. Gloves, Rubber	Pairs	20			20			20						80	3,200.00
13. Hand Gloves, cotton	Pairs	35			35			35						140	5,600.00
14. Hand Brush	Pcs	30			30			30						120	4,200.00
15. Hand Pad	Pcs	52		45		45		45						322	15,456.00
16. Mop Handle	Pcs	10			10			10				10		40	11,000.00
17. Mop Head, Cotton	Pcs	18	18	18	18	18	18	18	18	18	18	18	18	216	15,552.00
18. Pad 16", Stripping	Pcs	15	15	15	15	15	15	15	15	15	15	15	15	180	50,400.00
19. Pad 16", Scrubbing	Pcs	7	7	7	7	7	7	7	7	7	7	7	7	84	23,520.00
20. Pail, 4 gals capacity	Pcs	5	5	5	5	5	5	5	5	5	5	5	5	60	2,880.00
21. Furniture Polish (Pledge), 330ml	Tube	5	5	5	5	5	5	5	5	5	5	5	5	60	30,300.00
22. Polishing Pad 16"	Pcs	7		7		7		7				7		42	16,590.00
23. Round Rugs, assorted color	Kgs	20	20	20	20	20	20	20	20	20	20	20	20	240	20,400.00
24. Soap, Bar (130 grams), 4 bars	Bars	15	15	15	15	15	15	15	15	15	15	15	15	180	7,200.00
25. Soap, Powder (branded)	Kgs	20	20	20	20	20	20	20	20	20	20	20	20	240	33,600.00
26. Spray Gun	Pcs	26			26			26						104	4,680.00
27. Steel Wool	Pcs	10	10	10	10	10	10	10	10	10	10	10	10	120	15,360.00
28. Toilet Bowl Cleaner	gals	2	2	2	2	2	2	2	2	2	2	2	2	24	4,032.00
29. Toilet Pump (Plunger)	Pcs	10			10			10				10		40	1,880.00
30. Trash Bag Clear XXL	Pcs	550	550	550	550	550	550	550	550	550	550	550	550	6,600	39,600.00
31. Wax, Sealer	Gals	5	5	5	5	5	5	5	5	5	5	5	5	60	33,000.00
32. Wax Natural, Solvent	Gals	4	4	4	4	4	4	4	4	4	4	4	4	48	23,904.00
TOTAL															654,720.00