

SCOPE OF WORK

JANITORIAL SERVICES FOR CY 2026 Embassy of the Republic of the Philippines, Islamabad

I. OBJECTIVE

To ensure the continuous cleanliness, sanitation, hygiene, and orderliness of the Embassy of the Republic of the Philippines in Pakistan through the provision of reliable and efficient janitorial services for Calendar Year 2026.

II. CONTRACT DURATION

The Contract shall commence on 01 January 2026 and shall remain effective until 31 December 2026, unless earlier terminated in accordance with Embassy policies and provisions stipulated herein.

III. AREA OF OPERATION

Philippine Embassy Building Complex
Plots 3, 4, and 5, Diplomatic Enclave
G-5, Islamabad, Pakistan

IV. DUTY TIMING

Daily Schedule: 8:00 a.m. to 5:00 p.m. (Monday to Friday)

Lunch Break: One (1) hour

Personnel may be required to render services outside regular hours during Embassy-approved emergency or special activities.

V. GENERAL SCOPE OF SERVICES

The Contractor shall ensure the performance of the following janitorial services:

1. High dusting of walls and ceilings.
2. Wall washing and stain removal.
3. Dusting and polishing of furniture and fixtures.
4. Spot cleaning of all offices.
5. Cleaning and sanitizing of rooms, offices, washrooms, and toilets.
6. Cleaning and wiping of telephones, intercoms, and office equipment.
7. Scrubbing, waxing, polishing, mopping, disinfecting, and drying of all floors, including corridors, stairways, partitions, doors, sidewalls, and other areas within the building.
8. Deep cleaning and Shampooing of all carpeted areas every six (6) months.
9. Sweeping and washing of all staircases.

VI. DUTIES AND RESPONSIBILITIES OF JANITORS / CLEANERS

Daily Operations

1. The janitors/cleaners shall perform the following tasks daily or as required:
2. Sweep, mop, scrub, and polish all types of floors.
3. Maintain cleanliness of the main lobby, reception, and waiting areas throughout office hours.
4. Clean all walls, glass doors, partitions, window ledges, sliding doors, and furniture.
5. Dust and clean horizontal and vertical surfaces including ramps, walls, windows, blinds, railings, doors, ceilings, light diffusers, and panels.
6. Dust and clean office equipment, bookshelves, cabinets, and furnishings.
7. Vacuum all carpeted areas, rugs, and upholstered furniture.
8. Remove sticky substances or stains from floors using appropriate cleaning materials.
9. Clean venetian blinds; water and maintain indoor and outdoor potted plants.
10. Ensure corridors, lobbies, entrances, stairways, and fire exits are free from obstruction (in coordination with Building Maintenance).
11. Sweep and mop stairways, lobbies, hallways, and corridors (dry and wet cleaning).
12. Clean, wipe, disinfect, and polish office furniture, equipment, appliances, glass surfaces, countertops, and doorknobs.
13. Clean and disinfect kitchens, pantries, and wash basins; remove stains and ensure sanitation.
14. Clean and sanitize all toilets and washrooms using approved disinfectants for urinals, wash basins, and toilet bowls; perform minor declogging when required.
15. Refill liquid soap dispensers.
16. Refill drinking water dispensers (water provided by the Embassy).
17. Assist Embassy staff in relocation of office items within the premises as needed.
18. Clean staircases and parking areas.
19. Remain stationed in assigned areas as directed by Embassy officials.
20. Place appropriate warning signs/barriers while performing cleaning work to prevent accidents.
21. Dispose garbage from the Embassy premises to CDA receptacles.
22. Empty and clean all trash bins and receptacles; replace bin liners as necessary.
23. Ensure proper placement and replacement of waste bags.
24. Vacuum and brush carpets once a month and perform deep cleaning every six (6) months.

VII. EQUIPMENT, SUPPLIES AND UNIFORMS

The Contractor shall provide:

1. Uniforms:
 2. Standard uniforms to be worn Monday–Thursday.
 3. Fridays allow casual/traditional attire (no slippers except closed chappal).
4. Personal Protective Equipment (PPE): Gloves, masks, goggles, or any required safety gear.
5. Standard Cleaning Materials:
 2. Detergent, bleach, disinfectants, mops, brooms, buckets, rags, scrubs, dustpans,

- vacuum cleaner, sponges, tissue rolls, hand sanitizers, hand wash soaps and trash bags, as mutually agreed upon in writing before the contract's effectivity.
6. All materials and equipment shall be of standard quality and sourced from reputable suppliers.
 7. Special supplies/equipment, if needed, may be requested by the Embassy but shall be chargeable to the Embassy; the Contractor may recommend brands while the Embassy has final decision-making authority.
 8. The Contractor shall provide Delivery Receipts for supplies delivered, to be acknowledged and countersigned by the designated Embassy personnel.

VIII. MANPOWER MANAGEMENT

The Embassy currently has four (4) janitors, each assigned to specific area of responsibility, as follows:

- a. One (1) designated for the upper floor offices;
 - b. One (1) designated for the ground floor offices;
 - c. One (1) designated for the common areas inside the Embassy; and
 - d. One (1) designated for the exterior areas of the Embassy.
- In case of absence of any janitor/cleaner, the Contractor shall immediately provide a pre-cleared reliever, subject to approval of the Administrative Officer and/or Building Administrator.
 - The Contractor shall provide the Embassy with a list of relievers with proper security clearances before contract effectivity.
 - The Embassy reserves the right to request replacement of any janitor/cleaner for justified reasons such as absenteeism, underperformance, misconduct, or contract violations.
 - Immediate removal requires immediate replacement from the reliever list.
 - Permanent replacement may be provided within ten (10) calendar days, subject to usual security clearances.
 - During emergencies, janitors/cleaners may be required to render services outside regular hours; compensatory day-off (CDO) shall be provided.
 - The Administrative Officer/Building Administrator shall have operational command over the Contractor's crew, including task assignment in accordance with this Scope of Work.
 - Personnel of the Contractor shall refrain from entering the Embassy's Community Center unless specifically authorized.
 - The Embassy reserves the right to terminate the contract with or without cause, with one (1) month written notice.

IX. CONFIDENTIALITY

The Contractor shall ensure that all personnel assigned to the Embassy sign and submit a Non-Disclosure Agreement (NDA) prior to the commencement of the Contract. All personnel must strictly adhere to Embassy confidentiality and security guidelines.