

TERMS OF REFERENCE FOR THE PROCUREMENT OF JANITORIAL SERVICES OF PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY CENTRAL OFFICE AND REGIONAL OFFICE IV-NCR

I. INTRODUCTION

The Philippine Fiber Industry Development Authority (PhilFIDA) is inviting interested parties to bid for the provision of janitorial services from reputable janitorial agencies, to render janitorial services at PhilFIDA Central Office (PhilFIDA-CO), Fiber Utilization and Technology Division (FUTD) and Regional Office IV-NCR on an 8-hours daily basis, inclusive Saturdays.

II. OBJECTIVES

This Terms of Reference (TOR) has been prepared to address the specific needs of PhilFIDA=CO and Regional Office IV=NCR in contracting six (6) janitors to render janitorial services on an 8-hours a day, 5½ days a week.

III. SCOPE AND COVERAGE

The contracted janitorial services are those janitors deployed by the janitorial agency contracted by the PhilFIDA. They are responsible for cleaning and conduct janitorial services activities for its office/laboratory located in DA-PCAF Building, Department of Agriculture and ATI Building, Elliptical Road, Diliman and Fiber Processing and Utilization Laboratory, BAI Compound, Visayas Avenue, Brgy. Vasra in Quezon City offices.

IV. DURATION

The contract duration is good for twelve (12) months and renewable every year but not to exceed three (3) years and subject to performance evaluation.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **ONE MILLION FOUR HUNDRED TWENTY NINE THOUSAND EIGHT HUNDRED THREE PESOS AND NINETY SIX CENTAVOS ONLY (PhP 1,429,803.96)**, inclusive of one (1) year cleaning supplies and materials and all applicable government taxes and charges. The approved ABC is for the first year only which consists of six (6) janitors for Central Office and Region IV-NCR offices/laboratory.

All bid prices for a duration of three (3) years shall be fixed and shall not be adjusted during contract implementation, except for the following:

1. Increase in regional daily wage rate pursuant to law or new wage order issued by the National Wages and Productivity Commission (NWPC) after the date of bidding;
2. Increase in taxes; and
3. If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of janitors, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.

VI. QUALIFICATION REQUIREMENTS

The Janitorial Agency must be duly licensed, registered and with proper operating permits and other statutory requirements. For this purpose, the contracted janitorial agency shall submit proof of the following:

1. Engagement in the business for at least five (5) years;
2. Client satisfactory certificates from at least three (3) clients for the past five (5) years;
3. A successfully completed project/contract with a value of at least equal to ABC;
4. License to Operate issued by proper government institution/s;
5. Duly certified proof of paid remittances for Pag-Ibig, SSS and Philhealth;

VII. EVALUATION OF FINANCIAL AND TECHNICAL PROPOSAL

The financial proposal shall contain a breakdown of all costs, including cost of equipment (quantity of equipment must be stated), necessary for the execution of the contract.

The technical proposal of the contractor shall be evaluated using the parameters prescribed in this TOR.

VIII. DUTIES AND RESPONSIBILITIES/SCOPE OF WORKS

The contractor shall provide the necessary janitorial services to maintain cleanliness and sanitation within the building and compound.

Activities:

1. Daily collection and disposal of segregated garbage using clear garbage bags and disposal gloves to be provided by the Contractor.
2. Regular sweeping and mopping of rooms;
3. Cleaning activities shall be done with least inconvenience to user;

4. Cleaning of windows, windowpanes, stairs, handrails and glass doors on daily basis;
5. Mopping and sweeping of floors including hallways within the building as frequent as necessary;
6. General cleaning of all rooms, comfort rooms/wash rooms/ pantries including polishing of floor shall be done on a weekly basis.
7. Vacuuming and shampooing of carpet, office chairs, sofas and beds should be done weekly using appropriate equipment.
8. Application of floor cleaning products in the lobby and hallway floors on a regular basis, preferably on Saturdays.
9. Ensure cleanliness of all comfort rooms/ wash rooms, pantries including:
 - a. Wash basin (The Contractor shall provide good quality anti-bacterial hand soap available for all users);
 - b. Mirrors shall always be kept clean;
 - c. Toilet bowls and urinals (The Contractor shall provide deodorant cake for each cubicle). Make sure flush tanks are properly working;
 - d. Counter shall be kept dry and clean;
 - e. All toilets shall be sprayed with air freshener as frequently as needed;
10. Maintain cleanliness of all other portions of the buildings not mentioned above;
11. The Supervisor assigned shall make the necessary report on the damaged or broken fixtures and other observations that require immediate attention of the General Services Section;
12. Daily cleaning of driveways, parking areas and all surroundings within the compound;
13. Cleaning of garbage cans, trash bins, waste box, etc.
14. Watering of plants on a regular basis preferably early morning and late afternoon;
15. Trimming of grass, ornamentals plants and pruning of trees;
16. Cleaning of lawns;
17. Taking care of the urban gardens, like watering and cleaning of unwanted grass and application of fertilizer and pesticide if necessary;
18. Assist the Administrative, Financial and Management Division in the performance of its functions specifically those that require manpower services;

IX. SUPPLIES, CLEANING MATERIALS AND EQUIPMENT UTILIZATION

All supplies, cleaning materials and equipment to be used in the rendering of janitorial services shall be provided by the Contractor. Below are the list of supplies and cleaning materials needed for One (1) year. The following should be presented for inspection to the GSS-Property & Supply Unit:

Monthly		Quarterly		Semi-Annual	
2 unit	Vacuum, wet & dry			3 pc	Push brush
2 gal	All purpose cleaner	7 pc	Toilet brush	3 pc	Hand brush
2 gal	Glass cleaner	1 gal	Floor finish	7 pc	Pail, plastic
3 gal	Air freshener	1 gal	Strip-off	9 pc	Dust pan, plastic
3 gal	Beam bleach	7 pc	Plastic sprayer	7 pc	Dipper, plastic
3 gal	Toilet bowl cleaner	1 pc	Polishing pad	10 pc	Spatula
3 gal	Furniture polisher	1 pc	Stripping pad	7 pc	Glass squeegee
14 pc	Flannel cloth, big cut			3 pc	Toilet pump
14 kg	Detergent soap			4 pc	Aluminum mop
16 pc	Scotch brite				head
36 pc	Deodorant cake				
12 pc	Rubber gloves				
7 pc	Mophead, ordinary				
7 pc	Broom, tambo				
1 gal	Hand soap				
16 pc	Steel wool				
1 gal	All purpose cleaner				
5 pc	Broom, tining				

The janitorial agency shall assign three (3) janitors to the PhilFIDA Central Office, DA-PCAF Building, Department of Agriculture, two (2) to the FPUL/FUTD, BAI Compound, Visayas Avenue, Brgy. Vasra and one (1) in Region IV-NCR, ATI Building in Quezon City who will render 8-hours janitorial services from 0700H to 1700H daily, Saturday, half day except Sundays and Holidays.

The janitors shall report to their assigned post in the prescribed complete uniform. It is understood that before any janitor is posted for duty, prior clearance and approval of PhilFIDA is required. No janitor should vacate his/her post without a reliever.

X. TERMS AND CONDITIONS

The contractor shall have the necessary experience and expertise in providing janitorial services to the PhilFIDA. The contractor shall solely undertake the services and shall not subcontract the said services. PhilFIDA has the right to terminate its contract with the janitorial agency in any of the following instances:


- a. Violation of any of the provisions of any laws in relation to janitorial services;

- b. Failure by the contracted agency to maintain satisfactory level of performance during the term of the contract.

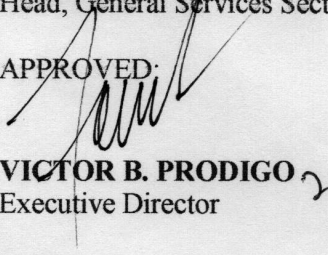
A persistently high rate of delinquency of janitors in the contracted janitorial services/agency with respect to rules and regulations issued by PhilFIDA shall indicate incompetence and shall be a ground for revocation/cancellation of the contract. The following shall constitute acts of incompetence such as, but not limited to:

1. Those related to compliance in the wearing of uniforms;
2. All acts prejudicial to good conduct and behavior and others similar to the foregoing pursuant to existing laws, rules and regulations;
3. Use of inappropriate uniform;
4. Use of profane language;
5. Discourtesy and conduct unbecoming resulting in conflict with government employees/agency or guests in the agency assigned;
6. Taking alcoholic beverages while on duty

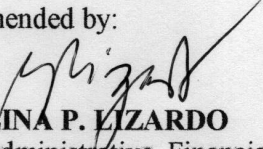
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