

Annex A

TERMS OF REFERENCE

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

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), Technical Assistance Division and Regional Office IV 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 seven (7) 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, Technical Assistance Division in Project 6, 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 **TWO MILLION SEVENTEEN THOUSAND THREE HUNDRED SEVENTY FOUR PESOS AND TWENTY FOUR CENTAVOS ONLY (PhP 2,017,374.24)**, 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 one (1) for Region IV-NCR offices at the rate of PhP 24,016.36 per month per janitor.

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 Terms of Reference.

VIII. DUTIES AND RESPONSIBILITIES

The Janitorial Agency shall:

1. Provide consistent and quality service through qualified, experienced, uniformed and properly trained janitor/s who shall conduct janitorial services in the above mentioned PhilFIDA offices;
2. Provide equipment, supplies and materials needed for the janitorial services;
3. Shall maintain efficient and effective discipline over and all janitors and required them to report promptly in complete and clean uniform;

The Janitor/Janitress:

1. Must have previous experience of at least 3-years and with adequate knowledge in communicating Filipino dialect. He/She must be reliable, honest and courteous;
2. Must have PNP/NBI Clearance and pass a medical and drug test examination conducted by a reputable medical institution;
3. Must be in proper and clean uniforms;
4. Provides general cleaning services every Saturday;

5. Must be ready to perform other task as maybe required by PhilFIDA management related to janitorial/messengerial services.

Scope of Work of Janitorial and Sanitation Services

Daily and Routine Services:

1. Sweeping and mopping of floors.
2. Polishing and spot-scrubbing of floors.
3. Daily cleaning, disinfecting
4. Dusting, damp-wiping and polishing of furniture, counters, and other office furniture and equipment..
5. Cleaning and disinfecting of glass doors, glass partitions and metal attachments.
6. Emptying and cleaning of waste paper containers.
7. Dusting and/or damp-wiping of other vertical and horizontal surfaces that require daily attention.
8. Maintains the office gardens and surroundings. (interior & exterior)

Weekly Services:

1. Scrubbing and polishing of floors, which include stripping and scrubbing of floor stains.
2. Thorough cleaning, disinfecting, sanitizing of comfort rooms, wash rooms, pantries, stockrooms and supply/records room.

Monthly Services:

1. Cleaning of interior glass panes.
2. Cleaning of air-conditioning spouts.
3. Vacuum cleaning of floor carpets.

IX. DEPLOYMENT OF JANITOR/JANITRESS

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, one (1) to the TAD Office in Project 6 and one (1)

in Region IV, 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. Using/taking prohibited drugs and alcoholic beverages while on duty

XI. MANPOWER REQUIREMENT

A. MANPOWER COMPLEMENT

1) Qualification

- a. Good moral character and reputation, courteous, alert and without any criminal or police record
- b. Physically and mentally fit and not less than 21 years of age.
- c. Can understand and speak Filipino dialect.

2) Documentary requirement


- a. NBI clearance
- b. Police clearance
- c. Medical/Health certificate with drug-test result
- d. Personal Data Sheet and work experience.

TECHNICAL PARAMETERS (Set of Minimum Requirements)


1. Stability
 - a. Year of Experience (at least 5-years)
 - b. Liquidity of the Contractor (Net Financial Contracting Capacity at least equal to ABC)

2. Resources
 - a. No. of employed personnel (at least with 50 personnel)
 - b. No. and kind of equipment and supplies (at least could provide 3 wet and dry vacuum cleaner, heavy duty)
 - c. No. of janitors and supervisors (at least one supervisor to 30 janitors)
3. Other factors
 - a. Recruitment and Selection Criteria (COVID and drug tests with proof of certificate from government accredited granting office)
 - b. Completeness of Uniforms

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