



Republic of the Philippines
Department of Agriculture

PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY

Purok 1A, Pigdaulan, Butuan City

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Annex A

TERMS OF REFERENCE



TERMS OF REFERENCE FOR THE PROCUREMENT OF JANITORIAL SERVICES OF THE PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY REGIONAL OFFICE XIII

I. INTRODUCTION

The Philippine Fiber Industry Development Authority (PhilFIDA) Regional Office XIII is inviting interested parties to bid for the provision of janitorial services from reputable janitorial agencies on an 8 hour daily basis, excluding weekends and holidays.

II. OBJECTIVES

This Terms of Reference (TOR) has been prepared to address specific needs of PhilFIDA RO XIII in contracting one (1) janitor to render janitorial services on an 8-hour a day, 5 days a week.

III. SCOPE AND COVERAGE

The contracted janitorial services are those janitors deployed by the janitorial agency contracted by the PhilFIDA RO XIII. They are responsible for cleaning and conduct janitorial services activities for its office/TCDL located in Purok 1A, Pigdaulan, Butuan City, Agusan del Norte.

IV. DURATION

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

V. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **ONE HUNDRED NINETY-FOUR THOUSAND EIGHT HUNDRED SIXTY-ONE PESOS AND SEVENTEEN CENTAVOS ONLY (Php 194,861.17)**, inclusive all applicable government taxes and charges. The approved ABC is for the first year only which consist of one (1) janitor for the PhilFIDA RO XIII office with a monthly rate of **Php 15,705.14** for the **1st Tranche** and **Php 16,505.08** for the **2nd Tranche**.

All bid prices for a duration of (3) years shall be fixed and shall not be adjusted during the 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 of procuring entity sees the need for an increase or decrease in number of janitors, the resulting cost of said increase and 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 (3) clients for the past five (5) years;
3. A successfully completed project/contract with a value of at least equal to ABC;
4. Licensed to operate issued by proper government institution/s;
5. Duly certified proof of paid remittances for Pag-IBIG, SSS, Philhealth.

VII. EVALUATION OF FINANCIAL AND TECHNICAL PROPOSAL

The financial proposal shall contain a breakdown of all costs 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 office;



2. Shall maintain efficient and effective discipline over and all janitors and required them to report promptly in complete and clean uniform.
3. Shall be responsible for issuing payslips to all janitorial personnel assigned to PhilFIDA RO XIII.

The Janitor/Janitress:

1. Must have 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 Friday;
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 the floor;
2. Polishing and spot-scrubbing of floor;
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 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;

IX. DEPLOYMENT OF JANITOR/JANITRESS

The janitorial agency shall assign one (1) janitor to the PhilFIDA Regional Office XIII, Purok 1A, Pigdaulan, Butuan City, Agusan del Norte who will render 8 hours janitorial services from 07:00 AM to 04:00 PM daily, except Saturdays, 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 the rules and regulations issued by PhilFIDA shall indicate incompetence and shall be a ground for renovation/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 the government employees/agency or guests in the agency assigned;
6. Using/taking prohibited drugs and alcoholic beverages while on duty.

XI. MANPOWER REQUIREMENT

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

TECHNICAL PARAMETERS

1. Stability
 - a. Year of experience (at least 5 years).
 - b. Liquidity of the contractor (Net Financial Contracting Capacity at least equal to the ABC).
2. Resources
 - a. Number of employed personnel (at least with 50 personnel).
 - b. Number of janitors and supervisors (at least one (1) supervisor and thirty (30) janitors).



3. Other Factors

- a. Recruitment and Selection Criteria (Drug test with proof of certificate from the government accredited granting office).
- b. Completeness of uniforms.

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