

TERMS OF REFERENCE
PROCUREMENT OF A SERVICE PROVIDER FOR THE JANITORIAL SERVICE
REQUIREMENT OF PHILGUARANTEE
FOR CY 2020 - 2021

Brief Description	: Supply of Sixteen (16) personnel to perform Janitorial Services at the PHILGUARANTEE office located at 335 Jade Building, Senator Gil J. Puyat Avenue, Makati City
Duration	: One (1) year
Approved Budget for the Contract (ABC)	: Four Million Two Hundred Sixty Thousand Two Hundred Sixty-Two Pesos (P4,260,262.00), inclusive of all applicable taxes.

I. MANPOWER COMPLEMENT

1. The Winning Bidder shall provide **Sixteen** (16) janitors to render 8 hours daily duty from Monday through Saturday.
2. The janitors that will be provided by the Winning bidder shall have the following qualifications:
 - a. At least Junior High School Graduate;
 - b. At least eighteen (18) years old;
 - c. Mentally and physically fit;
 - d. Must have relevant training for the past (2) years;
 - e. Honest/Reliable, and
 - f. With good moral character.
3. Before the actual assignment of janitors, the Winning bidder shall submit the following documents for evaluation of the Client:
 - a. NBI Clearance;
 - b. Medical/Health Certificate;
 - c. Data on Work Experience;
 - d. Personal Data Sheet; and
 - e. Drug test with proof of certificate.



II. SCOPE OF OBLIGATIONS/RESPONSIBILITIES

1. Supply the necessary labor, cleaning equipment, materials and uniform to the janitors for the daily upkeep and maintenance of the PHILGUARANTEE office.
2. The assigned janitors shall work in shifts as follows:
 - Monday to Friday: 7:00AM to 4:00PM and 8:00AM to 5:00PM
 - Saturday and/or Holidays: 7:00AM to 4:00PM
3. Relievers must be available as may be necessary, to take over the scheduled duty of the regular janitor/s who may either report late or absent for the day.
4. To submit bi-monthly periodic situational reports as well as render incident/spot reports as deemed necessary.
5. To maintain proper decorum, personal discipline, grooming and decent uniform while on duty and refrain from engaging in any activity that may distract him/her from performing his/her official function;
6. To indemnify PHILGUARANTEE for any loss, damage and expenses to property that it may suffer due to failure of the assigned janitor/s to perform the duties required, provided that the loss or damage is due to the negligence of the janitor/s without the contributory negligence of PHILGUARANTEE or its employees.
7. To assume responsibility with regards to compliance with the New Labor Code, the Social Security Act and other Labor Laws. PHILGUARANTEE may require the bidder/s to show proof of compliance with the Labor Laws such as receipts of payments to the Social Security System (SSS), Philippine Health Insurance Corporation (Philhealth), Home Development Mutual Fund (Pag-Ibig Fund), Employees Compensation Commission (ECC), and other relevant documents.
8. PHILGUARANTEE may, at any time, instruct the Winning bidder in writing to replace, and at the same time agree the rate of financial consideration, increase or decrease the number of janitors assigned to PHILGUARANTEE and the Winning bidder theretofore obligates and guarantees to immediately comply with the instruction within twenty-four (24) hours from receipt thereof.



All bid prices for the duration of one (1) year shall be fixed and shall not be adjusted during contract implementation, except for the following:

- a. Increase in taxes;
 - b. Increase in any of the following pursuant to law or lawful issuance, should it happen after date of bidding:
 - i. Wage order;
 - ii. SSS contributions;
 - iii. Pag-Ibig Fund contributions;
 - iv. Philhealth contributions; and
 - v. ECC contributions.
9. If during the term of the contract, the PHILGUARANTEE sees the need for an increase or decrease in the number of janitors, it may do so provided that the cost of such increase or decrease does not exceed the Approved Budget for the Contract (ABC) for the relevant year.
10. In case of transfer to a new office location during the term of the contract, PHILGUARANTEE may increase or decrease the number of janitors, provided such increase or decrease does not exceed the ABC for the relevant year
11. Perform the following janitorial services, among others:
- A. Daily Maintenance**
- i. Report to each respective assigned area, sweep the floor and pick-up with the dust pan all items scattered around;
 - ii. Scoop off any sticky substance or dirt on the floor with putty knife and clean with damp cloth or rag;
 - iii. Mop floor with damp mop head. Finish cleaning with clean and dry mop head;
 - iv. Wipe with damp cloth or rag all tables, chairs, steel and wooden cabinets, electric fans, telephone instruments, refrigerators, air conditioning grills and casing, and other office equipment. Finish cleaning with a clean and dry cloth or rag;
 - v. Empty all ashtrays, waste baskets. Clean same with liquid detergent. Rinse off with water and let dry. Return ashtrays and wastebaskets to their respective places;
 - vi. Wipe with damp cloth window sills, window panes/glass, mirrors, roman shades, aluminum/stainless steel frames and doors;



- vii. Remove stain marks or dirt on walls, doors and building posts with chemical removers or with cloth soaked in liquid detergent or cleanser. Finish cleaning with damp cloth or rag;
- viii. Wash with water the whole area of the comfort room, then sweep water and drain. Drain or remove water inside toilet bowl before pouring cleanser or toilet cleanser. Let it stay for a while sprinkling cleanser on walls and floor tiles, water closet tank, lavatory or sink and toilet bowl. Scrub the inside of toilet bowl with brush or sponge with handle, then flush. Scrub with brush or sponge the whole area of the comfort room. Rinse off with water and drain area of excess water. Finish cleaning floor tiles with dry cloth and clean mop/cloth;
- ix. Clean mirror with damp newspaper or cloth and finish cleaning with dry cloth. Spray comfort room with freshener;
- x. Cleaning of stairs, elevators and fire exits;
- xi. Undertake daily cleaning of assigned areas with disinfectant and anti-virus/bacteria aerosol sprays to prevent the spread of the Covid-19 virus;
- xii. Frequently touched areas such as doorknobs and handles, elevator buttons, railings, faucets, light switches, biometric machines, water dispenser buttons, copy machine buttons, other common appliance handle/buttons, among others, shall be cleaned and disinfected as often as possible within the day;
- xiii. Commonly used objects such as telephones, tables, chairs, among others, shall be cleaned and disinfected as often as possible within the day;
- xiv. Stay in respective post for errand work; and
- xv. Attend to the needs of the weekly meeting as required.

B. Weekly Maintenance – General Cleaning and Disinfection of all areas

- i. Scrub and strip off sticking dirt, gums and other similar substances, particularly those inner areas and corners. Wash clean with soap and water and dry.
- ii. High cleaning by sweeping cobwebs off the ceiling and wiping of light fixtures/diffusers and upper walls.
- iii. Remove dirt and wash clean with soap and water all window grills and panes, stairways, balcony and walls.
- iv. Thorough cleaning of all comfort room particularly the toilet bowls, lavatories and men's urinals. Apply disinfectant and deodorize all areas.
- v. Thorough cleaning of office furniture and fixtures and other office equipment.



- vi. Apply floor wax on floors and polish shine; and
- vii. Disinfection of Philguarantee office using smoke disinfecting machine with liquid disinfectant that are approved for use by government agencies, such as the Department of Health and/or Food and Drug Administration. Personnel assigned to operate the smoke disinfecting machine must wear proper personal protective equipment.

C. Miscellaneous Services – To be performed whenever required

- i. Errand work within the office premises.
- ii. Hauling/moving of office furniture, equipment and carrying heavy load boxes.
- iii. Serving snacks/refreshments during meetings and conferences.

III. Equipment / Supplies Requirements (please refer to Annex “A”)

All equipment and supplies stated in Annex “A”, shall be provided by the Winning bidder for the duration of the Contract.

IV. Technical Parameters (Based on GPPB Circular No. 24-2007)

1. Stability of the Company

A. Years of Experience

Company has been in the Service Provider business for the past five (5) years.

Bidder/s shall submit certification under oath that it has provided janitorial services to government institution.

Bidder/s shall submit certification under oath of list of contracts completed for the past five (5) years.

B. Liquidity of the Service Provider

The liquidity ratio of not less than 1:1 based on 2019 Audited Financial Statements submitted.

Computation: Current Assets over Current Liabilities



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C. Organizational Set-up

Bidder/s shall submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders.

Bidder/s shall submit Certificate of Registration/Membership with the following agencies:

- i. Department of Labor and Employment;
- ii. Pag-Ibig Fund;
- iii. SSS; and
- iv. Philhealth.

2. Resources

A. Number of Janitors/Supervisors

Bidder/s shall submit certification under oath of its janitorial service complement of personnel (staff and supervisor) deployed to clients for CY 2019.

B. Number and kind of cleaning equipment

- Submit an undertaking on the ownership of the equipment.
- Submit an undertaking on the adequacy of supply for one (1) month.

3. Housekeeping Plan

Bidder/s shall submit their proposed janitorial plan for PHILGUARANTEE.

4. Other Factors

A. Recruitment & Selection Criteria

Bidder/s shall submit company policy on recruitment/selection of janitors/supervisors.

B. Benefits entitled to janitors/supervisors

Bidder/s shall submit certification under oath of the additional benefits given to janitors/supervisors to be deployed to PHILGUARANTEE.



C. Administrative Fee

Bidder/s shall submit a bid proposal with Administrative Fee of not less than ten percent (10%) of the total contract cost.

V. SUBMISSION OF DOCUMENTARY REQUIREMENTS

The bidder with the Lowest Calculated Bid shall submit the following documents as part of the post qualification:

- A. Latest income tax and business tax returns filed and paid the BIR Electronic Filing and Payment System;
- B. BIR Tax Clearance;
- C. Certificate of PhilGEPS registration and membership;
- D. Certification from the SSS, Pag-Ibig Fund, ECC and Philhealth of no delinquency of payments of monthly premiums for both the employer and the employee of janitorial agency concerned as of October 31, 2020. The certification must be secured where the principal place of business of the prospective bidder is located;
- E. Certificate from the National Labor Relations Commission that the service provider has no adverse decided case in areas where the janitorial agency has an on-going or completed contract/s as of October 31, 2020; and
- F. Certificate or clearance from the Department of Labor and Employment (NCR) and the National Council Mediation Board (NCR) stating that the janitorial agency has no pending labor case as of October 31, 2020.

VI. PAYMENT TERMS

Payment is within 30 working days upon receipt of Sales Invoice/Statement of Account together with the following documents:

- Statement of Account or Invoice, for verification purposes;
- Time Sheet for verification purposes, using the standard daily time card for recording duly signed by the authorized signatories thereto;
- Time Card (payroll Cut-Off Report of Time Arrival and Departure);
- Certified copy of the payroll of the janitors assigned to PHILGUARANTEE during the immediately preceding payment period, which should bear the



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signatories of the individual workers acknowledging receipt by them of the amount/s indicated therein;

- Certified copy of the individual pay slips of each janitor assigned to PHILGUARANTEE for the immediately preceding payment period; and
- Proof of remittance of contributions to the SSS, Pag-Ibig Fund, Philhealth and the ECC.

PHILGUARANTEE is not obligated and liable to pay the Winning bidder its monthly billing, if the latter fails to submit any of the above documents.

VII. SIGNING OF CONTRACT

- a. Within ten (10) calendar days from receipt of the Notice of Award, the Winning bidder shall post the required performance security, sign and date the contract, and return to the PHILGUARANTEE.
- b. The PHILGUARANTEE shall enter into contract with the Winning bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- c. The following documents shall form part of the contract:
 - a) Technical Specifications (Terms of Reference);
 - b) Performance Security; and
 - c) Notice of Award of Contract.

VIII. NOTICE TO PROCEED

1. PHILGUARANTEE shall issue the Notice to Proceed together with a copy or copies of the approved contract to the Winning bidder within seven (7) calendar days from the date of approval of the contract.
2. The contract effectivity date shall be provided in the Notice to Proceed by PHILGUARANTEE, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.
3. All notices called for by the terms of the contract shall be effective ONLY at the time of receipt thereof by the Winning bidder.
4. The interpretations of the provisions in the Revised IRR of RA 9184 shall govern in case inconsistencies.



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IX. TERMINATION OF CONTRACT

PHILGUARANTEE has the right to unilaterally suspend and/or terminate the contract of janitorial services for any misrepresentation or breach of obligations/responsibilities committed by the Winning bidder and/or its janitors.

JIMMY B. SARONA

Chairperson

Bids and Awards Committee