


	Government in favor of the Janitors.	
I	<b>MANPOWER COMPLEMENT</b>	
	<ol style="list-style-type: none"> <li>1. The winning bidder shall provide 19 janitors to render eight (8) hours daily duty from Monday through Saturday.</li> <li>2. The janitors that will be provided by the winning bidder shall have the following qualifications: <ol style="list-style-type: none"> <li>a. At least High School Graduate;</li> <li>b. At least eighteen (18) years old;</li> <li>c. Mentally and physically fit;</li> <li>d. Must have relevant training for the past (2) years;</li> <li>e. Honest/Reliable, and</li> <li>f. With good moral character.</li> </ol> </li> <li>3. Before the actual assignment of janitors, the winning bidder shall submit the following documents for evaluation of the Client: <ol style="list-style-type: none"> <li>a. NBI Clearance;</li> <li>b. Medical/Health Certificate;</li> <li>c. Data on Work Experience;</li> <li>d. Personal Data Sheet; and</li> <li>e. Drug test with proof of certificate.</li> </ol> </li> </ol>	
II	<b>SCOPE OF OBLIGATIONS/ RESPONSIBILITIES</b>	
	<ol style="list-style-type: none"> <li>1. Supply the necessary labor, cleaning equipment, materials and uniform to the janitors for the daily upkeep and maintenance of the PHILGUARANTEE office.</li> </ol>	

	<p>2. The assigned janitors shall work in shifts during weekdays as follows:</p> <ul style="list-style-type: none"> <li>• Monday to Friday 7:00AM to 4:00PM and 8:00AM to 5:00PM</li> <li>• Saturdays and weekdays declared as Holiday 7:00AM to 4:00PM</li> </ul> <p>3. Reliever/s 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.</p> <p>4. To submit bi-monthly periodic situational reports as well as render incident/spot reports as deemed necessary.</p> <p>5. To ensure proper decorum, personal discipline, grooming and decent uniform while janitors are on duty and refrain them from engaging in any activity that may distract them from performing their official function;</p> <p>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.</p> <p>7. To assume responsibility with regard to compliance with the</p>	<p><i>M. Adriano</i></p>
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	<p>New Labor Code, the Social Security Act and other Labor Laws. PHILGUARANTEE may require the bidder 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.</p> <p>8. PHILGUARANTEE may, at any time, instruct the winning bidder in writing to replace, and at the same time agree on rate of financial obligation, 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.</p> <p>9. 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:</p> <ul style="list-style-type: none"> <li>a. Increase in taxes;</li> <li>b. Increase in any of the following pursuant to law or issuances: <ul style="list-style-type: none"> <li>i. Wage order;</li> <li>ii. SSS contributions;</li> <li>iii. Pag-Ibig Fund contributions;</li> <li>iv. Philhealth contributions; and</li> <li>v. ECC contributions.</li> </ul> </li> </ul>	
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	<p>10. 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 Corporate Operating Budget (COB) for the relevant year.</p> <p>11. In case of a need to deploy janitors to another 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 COB for the relevant year.</p> <p>12. Overtime service is allowed provided that it is authorized by the Facilities and General Services Department and shall not exceed the Corporate Operating Budget (COB) for the relevant year.</p> <p>13. Janitors shall perform the following among others:</p> <p><b>A. Daily Maintenance</b></p> <ul style="list-style-type: none"> <li>i. Report to each respective assigned area, sweep the floor and pick-up with the dust pan all items scattered around;</li> <li>ii. Scoop off any sticky substance or dirt on the floor with putty knife and clean with damp cloth or rag;</li> </ul>	<p><i>M. Adriano</i></p>
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	<p>iii. Wipe with damp cloth or rag all tables, chairs, steel and wooden cabinets, electric fans, telephone instruments, refrigerators, and other office equipment. Finish cleaning with a clean and dry cloth or rag;</p> <p>iv. Wipe with damp cloth window sills, window panes/glass, mirrors, roman shades, aluminum/stainless steel frames, glass wall dividers and doors;</p> <p>v. 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;</p> <p>vi. Wash with water the whole area of the comfort room, then sweep with water and drain. Drain or remove water inside toilet bowl before pouring cleanser or toilet cleanser. Let it stay, while sprinkling cleanser on walls and floor tiles,</p>	
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	<p>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;</p> <p>vii. Spray comfort rooms with freshener;</p> <p>viii. Clean mirrors and glass wall dividers with damp newspaper or cloth and finish cleaning with dry cloth;</p> <p>ix. Clean stairs, lobbies and meeting areas;</p> <p>x. Keep the Service Elevator clean and free of any obstructions, as may be advised by PHILGUARANTE E;</p> <p>xi. Undertake daily cleaning of assigned areas with disinfectant and anti-virus/bacteria aerosol sprays to prevent the spread of the Covid-19 virus;</p>	
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	<p>xii. Frequently touched areas such as doorknobs and handles, elevator buttons, railings, faucets, light switches, biometric machines, water dispenser buttons, copy machines buttons, other common appliance handle/buttons among others, shall be cleaned and disinfected as often as possible within the day;</p> <p>xiii. Commonly used objects such as telephones, tables, chairs, among others, shall be cleaned and disinfected as often as possible within the day;</p> <p>xiv. Throw all trash to the area designated by the Administration Office of the office building;</p> <p>xv. Stay in respective post for errand work; and</p> <p>xvi. Attend to the needs of the weekly meeting as required.</p> <p><b>B. Weekly Maintenance – General Cleaning and Disinfection of all areas</b></p> <p>i. Scrub and strip off sticking dirt, gums</p>	
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	<p>and other similar substances, particularly the inner areas and corners. Wash clean with soap and water and dry.</p> <p>ii. Conduct high cleaning by sweeping cobwebs off the ceiling and wiping of light fixtures/diffusers and upper walls.</p> <p>iii. Remove dirt and wash clean with soap and water all window grills and panes, stairways, balcony and walls.</p> <p>iv. Conduct thorough cleaning of all comfort rooms particularly the toilet bowls, lavatories and men's urinals. Apply disinfectant and deodorize all areas.</p> <p>v. Conduct thorough cleaning of office furniture and fixtures and other office equipment.</p> <p>vi. Polish all non-carpet floors.</p> <p><b>C. Miscellaneous Services – To be performed whenever required</b></p> <p>i. Errand work within the office premises.</p>	
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	<p>ii. Hauling/moving of office furniture, equipment and carrying heavy load boxes.</p> <p>iii. Serving snacks/ refreshments during meetings and conferences.</p>	
III	<b>EQUIPMENT / SUPPLIES REQUIREMENTS</b>	
	All equipment and supplies stated in Annex "A", shall be provided by the winning bidder for the duration of the Contract.	
IV	<b>TECHNICAL PARAMETERS (BASED ON GPPB CIRCULAR NO. 24-2007)</b>	
	<p><b>1. Stability of the Company</b></p> <p><b>A. Years of Experience</b></p> <p>The company must have been in the janitorial business for the past five (5) years.</p> <p>The bidder shall submit a certification under oath that it has provided janitorial services to any government institution.</p> <p>The bidder shall submit a certification under oath on the list of contracts completed for the past five (5) years.</p> <p><b>B. Liquidity of the Service Provider</b></p>	

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	<p>The liquidity ratio must not be less than 1:1 based on the bidder's Audited Financial Statements as of 31 December 2022.</p> <p>Computation:      Current Assets      over      Current Liabilities</p> <p><b>C. Organizational Set-up</b></p> <p>The bidder shall submit a certification under oath providing an updated copy of its Company profile, list of key officials, incorporators and stockholders.</p> <p>The bidder shall submit a Certificate of Registration/Membership with the following agencies:</p> <ul style="list-style-type: none"> <li>i. Department of Labor and Employment;</li> <li>ii. Pag-Ibig Fund;</li> <li>iii. SSS; and</li> <li>iv. Philhealth.</li> </ul> <p><b>2. Resources</b></p> <p><b>A. Number of Janitors/ Supervisors</b></p> <p>The bidder shall submit a certification under oath of its janitorial service complement of personnel (staff and supervisor) deployed to clients for CY 2022.</p> <p><b>B. Number and kind of cleaning equipment</b></p>	
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