

**TERMS OF REFERENCE
PROCUREMENT OF 2019 JANITORIAL SERVICES
FOR THE MARINA CENTRAL OFFICE**

1. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Maritime Industry Authority (MARINA) shall offer public bidding to all prospective bidders for the procurement of Janitorial Services with an Approved Budget for the Contract (ABC) amounting to **Six Million Six Hundred Fifteen Thousand Pesos (P6,615,000.00)** covering the period from January 2019 to December 2019 chargeable against Indicative National Expenditure Program (NEP) for 2019.

2. SCOPE OF WORK

The prospective bidders shall bid and provide housekeeping/janitorial services for the MARITIME INDUSTRY AUTHORITY which Office occupies the 1st to 12th floors of the New MARINA building located at A. Bonifacio Drive corner 20th Street, Port Area, Manila and MARINA SCDD, 5th Floor, SM Manila, with details as follows:

To provide minimum of twenty-eight (28) janitors/janitress who shall work from Monday to Friday, from 7:00 AM to 6:00 PM on shifting schedule.

No. of Utility Personnel	LOCATION
24	MARINA Office at A. Bonifacio Drive corner 20th Street, Port Area, Manila
3	MARINA MDS-SCDD at SM City Manila, Concepcion corner Arroceros St., San Marcelino, Ermita, Manila
1	Supervisor
28	TOTAL

2.1 To perform the following:

2.2.1 DAILY ROUTINE OPERATIONS:

- a. Sweeping, mopping and spot scrubbing of all offices and common areas (i.e., hallway, corridors, stairways, and parking areas);
- b. Cleaning, sanitizing and disinfecting of toilets and washrooms, which includes the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls;

