

**TERMS OF REFERENCE
PUBLIC BIDDING FOR THE PROCUREMENT OF
JANITORIAL SERVICES, 2018 FOR 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 **Four Million Four Hundred Thousand Pesos (P4,400,000.00)** covering the period from April 2018 to December 2018 chargeable against 2018 GAA.

2. SCOPE OF WORK

The prospective bidders shall bid and provide housekeeping/janitorial services for the MARITIME INDUSTRY AUTHORITY which Office occupies the 2nd to 7th floors of the Parkview Plaza located at Taft Avenue corner T.M. Kalaw Avenue, Ermita, Manila and MARINA SCDD, 5th Floor, SM Manila, with details as follows:

To provide minimum of twenty-five (25) janitors/janitress and one (1) supervisor who shall work from Monday to Friday, from 7:00 AM to 6:00 PM on shifting schedule.

No. of Utility Personnel	LOCATION
22	MARINA Office at Parkview Plaza, Taft avenue corner T.M. Kalaw, Ermita, Manila
3	MARINA MDS-SCDD at SM City Manila, Concepcion corner Arroceros St., San Marcelino, Ermita, Manila
1	Supervisor
26	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, and stairways);
- 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;
- c. Dusting and cleaning of horizontal and vertical structure surfaces in offices/units and common areas;
- d. Dusting and cleaning of all glass panes, windows, doors and window ledges, air vents and partitions, furniture and fixtures which require specialized maintenance;

- e. Dusting and cleaning of window sills and vacuum cleaning of draperies;
- f. Cleaning of receptacles in offices/units and common areas;
- g. Proper disposal of garbage;
- h. Spraying of air fresheners and disinfectants in all offices;
- i. Maintain indoor plants for hallways.

2.2.2 WEEKLY PERIODIC OPERATIONS (EVERY WEEKENDS):

- a. Polishing of floors;
- b. Dusting of lighting fixtures, hanging lamps and electric fans, etc.;
- c. Washing and cleaning of inside and outside glass windows, glass partitions and doors;
- d. Thorough washing/cleaning/sanitizing and disinfecting of all washrooms and toilet fixtures;

2.2.3 MONTHLY PERIODIC OPERATIONS:

- a. Thorough general cleaning by way of scrubbing, spot-checking of damaged tiles, removal of stains and others;
- b. Thorough cleaning and washing of inside walls and ceilings;
- c. Vacuuming of chairs and sofa sets;
- d. Thorough inspection and removal of stain marks on the floor;
- e. Washing and cleaning of light diffusers, venetian blinds, screens, outside walls, ceilings, etc.;

2.2.4 ADDITIONAL SERVICES TO BE PROVIDED FREE OF CHARGE:

- a. Reporting of all breakages, electrical malfunctions and others that require immediate attention;
- b. Provide one (1) roving Coordinator who will coordinate with the supervisor from time to time in monitoring the performance of the personnel deployed;
- c. Errand services as required by MARINA;
- d. Reporting minor repair and close coordination;

e. To provide other equipment that will be necessary during general cleaning;

2.2 Provide all necessary minimum number of cleaning equipment and supply of materials for the duration of nine (9) months are as follows:

Equipment (to be provided free of charge)

- 5 units - floor polisher
- 2 units - vacuum cleaner

Tools:

- 10 pieces - Stripping pad for floor polisher
- 10 pieces - polishing pad for floor polisher
- 26 units - mop squeezer
- 7 pieces - Caution Signage
- 5 pieces - spatula
- 2 pieces - 12' Aluminum ladder
- 3 units - 30 meter Water Hose
- 10 pieces - plastic pails
- 7 pieces - large plastic container (drum)
- 5 pieces - toilet hand pump
- 10 pieces - toilet bowl hand brush
- 50 pieces - rags for dry wiping/cleaning
- 50 pieces - rags for wet wiping/cleaning
- 26 pieces - soft broom
- 26 pieces - broom stick
- 50 pieces - doormats for comfort room

Materials:

- Liquid disinfectant for comfort rooms
- Muriatic acid
- Air freshener
- Furniture liquid polish
- Liquid stain remover
- Shine polish/wax for vinyl tiles
- Liquid soap for comfort rooms
- Deodorant cake for comfort rooms
- Detergent powder
- Powder cleanser
- Scrubbing pad
- Steel wool
- Toilet tissue paper
- Insecticide
- Metal polish
- Garbage bag (big)
- Garbage bag (small, for trash bin)

3. PERIOD OF THE CONTRACT

The contract for janitorial services shall cover the duration of nine (9) months effective upon receipt of the Notice to Proceed by the winning bidder

4. CONDITIONS OF THE CONTRACT

4.1 The contract shall have provisions for General Conditions, Special Conditions, Schedule of Delivery of Requirements and Technical Specifications specified under Section IV, V, VI and VII respectively of the Bid Documents.

4.2 That if the exigency of the service so requires, MARINA shall have the right to require janitors to render overtime services, compensable in accordance with the provisions of the Labor Code.

4.3 The winning bidder shall comply with the provisions of the Labor Code particularly Chapter III Article 103 which states that wages shall be paid at least once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days and within five (5) working days from the scheduled date of payment shall submit proof of payment of wages, overtime, and 13th month pay of their deployed employees in MARINA.

4.4 Place of Work: Compliance with Labor Standards and Occupational Health and Safety and Administrative Fee

The place of work and terms and conditions governing the contracting arrangement, to include the agreed amount of the services to be rendered, the standard administrative fee of not less than ten percent (10%) of the total contract cost shall be provided.

Compliance with all rights and benefits of the employees under the Labor Code and Department Order No. 18-A, Series of 2011, on: safe and healthful working conditions; labor standards such as, service incentive leave, rest days, overtime pay, 13th month pay and separation pay; retirement benefits; contributions and remittances of SSS, PhilHealth and Pag-IBIG.

4.5 The service provider/contractor must submit, in addition to the bidding documents and in a separate envelope, at least three (3) client satisfaction rating from a government agency or a private corporation with whom the bidder has a past or on-going contract. [Source: Terms of Reference (TOR) for Janitorial Services of the Office of the Solicitor General (OSG) for the year 2017]¹

4.6 MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service it has rendered is substandard and/or unsatisfactory. [Source: Terms of Reference (TOR) for Janitorial

¹http://osg.gov.ph/old/osgwebsite/images/procurement_pdf/for%20Christian/TOR%20JANITORIAL%20SERVICES%202017.pdf

Services of the Philippine Deposit Insurance Corporation (PDIC) for the year 2015-2018]²

- 4.7 The service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria, which shall include, among others: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports. [Source: Terms of Reference (TOR) for Janitorial Services of the Philippine Deposit Insurance Corporation (PDIC) for the year 2015-2018]³
- 4.8 Before end of each year, MARINA shall conduct an assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria prescribed by the MARINA.⁴

5. PRE-BID CONFERENCE

A Pre-Bid Conference shall be conducted on **08 March 2018, 9:00 A.M.** at the MARINA Central Office located at the 4th floor, MARINA Lounge, Parkview Plaza, 984 Taft Avenue corner T.M. Kalaw Avenue, Ermita, Manila, to clarify and address the Bidders' questions on the requirements, terms and conditions and specifications stipulated in the Bidding Documents.

Bidders are encouraged to attend the Pre-Bid Conference but their non-attendance shall in no way prejudice their Bid. The Bidders, however are expected to know the changes and/or amendments to the Bidding Documents discussed during the Pre-Bid Conference.

6. BID SECURITY

- 6.1 All bids shall be accompanied by a bid security as required in Section 27 of the revised Implement Rules and Regulations (IRR) of Republic Act (RA) No. 9184, payable to MARINA as a guarantee that the successful bidder shall, within ten (10) calendar days or less, as indicated in the Instructions to Bidders, from receipt of the notice of award, enter into contract with the MARINA and furnish the performance security, except when Section 37.1 thereof allows a longer period. Failure to enclose the required bid security in the form and amount prescribed herein shall automatically disqualify the bid concerned.
- 6.2 The bid security shall be in the amount equal to a percentage of the ABC in accordance with the following schedule:

² [http://www.pdic.gov.ph/files/TOR-Janitorial%20and%20Allied%20Services%20\(2015-2018\).pdf](http://www.pdic.gov.ph/files/TOR-Janitorial%20and%20Allied%20Services%20(2015-2018).pdf)

³ [http://www.pdic.gov.ph/files/TOR-Janitorial%20and%20Allied%20Services%20\(2015-2018\).pdf](http://www.pdic.gov.ph/files/TOR-Janitorial%20and%20Allied%20Services%20(2015-2018).pdf)

⁴ Item 5.5 of Appendix 23 of the IRR of RA 9184.

Form of Bid Security	Amount of Bid Security (Equal to Percentage of ABC)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Two percent (2%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five Percent (5%)

However, in lieu of a bid security mentioned above, the bidder may submit a Bid Securing Declaration that is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, as indicated in the Bidding Documents, from receipt of the Notice of Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.

7. PERFORMANCE SECURITY

To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Bidding Documents, it shall post the performance security as required under Section 39 of the Revised IRR of RA 9184 prior to the signing of the contract. The performance security shall be denominated in Philippine Pesos and posted in favor of MARINA, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

8. LANGUAGE OF BID

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the MARINA, shall be written in English.

9. ELIGIBILITY CHECK

Prior to Bid opening the Bidder must first pass an eligibility check. Only after a Bidder has satisfactorily passed this eligibility check will its Bid be included in the Bid opening.

A Bidder shall include its eligibility documents in a separate envelope marked "Eligibility Documents" and shall be submitted together with the Technical and Financial Bid envelope on or before the deadline specified in the PBDs.

10. ELIGIBILITY DOCUMENTS

For purposes of determining the eligibility of bidders using the criteria stated in Section 23.5 of the Revised IRR of RA 9184, only the following documents shall be required by the BAC using the forms prescribed in the Bidding documents:

10.1 Class "A" Documents

10.1.1 Legal Documents

- (a) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- (b) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of Revised IRR of RA 9184.

- (c) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

10.1.2 Technical Documents

- (a) Statement of the prospective Bidder of all its ongoing and completed government and private contracts, where applicable, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the period for the last five (5) years. The statement shall include all information required in the PBDs prescribed by the GPPB:

1. Name of the contract;
2. Date of the contract;
3. Kinds of goods;
4. Amount of contract and value of outstanding contracts;
5. Date of delivery; and
6. End user's acceptance or official receipt(s) issued for the contract, if completed.

(b) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents.

10.1.3 Financial Documents

- (a) The prospective Bidder's audited financial statements, showing among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- (b) The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC).

The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

Where: K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

10.2 Class "B" documents

Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint

venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

2. BIDDING DOCUMENTS

A complete set of Bidding Documents containing other information and instructions to bidders can be purchased by interested bidders at the **4th Floor GSD-Procurement Section, MARINA Central Office**, Parkview Plaza, Taft Avenue corner T.M. Kalaw Avenue, Ermita, Manila and upon payment of a non-refundable fee in the amount of **Five Thousand Pesos (Php 5,000.00)**.

The Bidding Documents may also be downloaded at the following websites provided that the bidders shall pay the fee for the bidding documents upon submission of their bids:

1. MARINA Website- www.marina.gov.ph
2. PHILGEPS – www.philgeps.gov.ph