

**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;

- 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 two (2) roving Coordinators 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 one (1) year are as follows:

Equipment (to be provided free of charge)

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

Tools:

- 12 pieces - Stripping pad for floor polisher
- 12 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
- 20 pieces - plastic pails
- 7 pieces - large plastic container (drum)
- 10 pieces - toilet hand pump
- 15 pieces - toilet bowl hand brush
- 50 pieces - rags for dry wiping/cleaning
- 50 pieces - rags for wet wiping/cleaning
- 30 pieces - soft broom
- 30 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
- 700 Garbage bag (big)
- 200 Garbage bag (small, for trash bin)

3. PERIOD OF THE CONTRACT

The contract for janitorial services shall cover January 2019 to December 2019 effective upon receipt of the Notice to Proceed.

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 separate envelopes the following:
- a) a Certification, under oath, certifying that they have no pending case(s) against the government.

b) 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.

- 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, and shall have the option to hire additional housekeeping/janitorial services once the MARINA Budget for FY 2019 will be approved.
- 4.7 The service provider/contractor shall maintain a very 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
- 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.