

TERMS OF REFERENCE

PROCUREMENT OF 2021 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 **Seven Million Five Hundred Thousand Pesos (P7,500,000.00)** covering the period from 01 January to 31 December 2021 chargeable against the 2021 National Expenditure Program (NEP).

2. SCOPE OF WORK

The prospective bidders shall bid and provide housekeeping/janitorial services for the MARITIME INDUSTRY AUTHORITY Central Office with details as follows:

To provide minimum of thirty-five (35) utility personnel including one (1) Supervisor who shall work from Monday to Friday, from 7:00 A.M. to 6:00 P.M. on shifting schedules:

No. of Utility Personnel	LOCATION
28	MARINA Office at A. Bonifacio Drive corner 20th Street, Port Area, Manila
3	MARINA Satellite Office at SM City Manila, Concepcion corner Arroceros St., San Marcelino, Ermita, Manila
2	MARINA Satellite Office at PITX, Parañaque City
1	MARINA Satellite Office at POEA
1	Supervisor
35	TOTAL

2.1 To perform the following:

2.2.1 DAILY ROUTINE OPERATIONS:

- a. Sweeping, mopping and spot scrubbing and polishing 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 carpets and draperies;
- f. Cleaning of trashcans and 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/outdoor plants.

2.2.2 WEEKLY PERIODIC OPERATIONS:

- a. Polishing of floors;
- b. Carpet shampooing;
- c. Dusting of lighting fixtures, hanging lamps and electric fans, etc.;
- d. Washing and cleaning of inside and outside glass windows, glass partitions and doors, including venetian blinds;
- e. 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. Reporting minor repair and close coordination;
- d. 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)

- 6 units - floor polisher
- 10 units - vacuum cleaner

Tools:

- 30 pieces - Stripping pad for floor polisher
- 30 pieces - polishing pad for floor polisher
- 30 units - mop squeezer
- 10 pieces - Caution Signage
- 30 pieces - spatula
- 2 pieces - 12' Aluminum ladder
- 3 units - 30 meter Water Hose
- 20 pieces - plastic pails
- 7 pieces - large plastic container (drum)
- 25 pieces - toilet hand pump
- 25 pieces - toilet bowl hand brush
- 300 pieces - rags for dry wiping/cleaning
- 300 pieces - rags for wet wiping/cleaning
- 300 pieces - soft broom
- 50 pieces - broom stick
- 60 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 bags (big)
- Garbage bags (small, for trash bin)

3. MARINA REQUIREMENTS:

In addition to the provisions of RA 9184 and its IRR, the following are the MARINA requirements:

- The bidders must have at least three (3) client's satisfaction rating from a government agency or a private corporation with whom the bidder had contract for the past two (2) years or on-going; and
- The bidders must have no pending case(s) against the government.

4. PERIOD OF THE CONTRACT

The contract for janitorial services shall cover the duration of twelve (12) months from 01 January to 31 December 2021 effective upon receipt of the Notice to Proceed by the winning bidder.

5. CONDITIONS OF THE CONTRACT

- 5.1 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.
- 5.2 The winning bidder shall ensure that the utility personnel assigned at MARINA are compliant with the following qualification requirements:
- a) not less than 21 years old;
 - b) with good moral character and without criminal or police records;
 - c) physically and mentally fit, and with complete medical clearance (including drug test, neuro-psychological test, Hepa B, and COVID-19 RT-PCR Test); and
 - d) Duly trained and skilled to function as janitorial personnel.
- 5.3 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.
- 5.4 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.

5.5 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.

5.6 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.

5.7 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.

5.8 MARINA may have a utility personnel changed or replaced at any time whose work it finds or believes to be below standard, or whose conduct is unsatisfactory, or is prejudicial to its interest.

5.9 The winning bidder shall submit a housekeeping plan tailored fit to the service requirement of MARINA Central Office and its satellite/extension offices stating/enumerating therein the specific methodology to be employed for the execution of the housekeeping plan.

5.10 The winning bidder shall be responsible in providing the appropriate supply of Personal Protective Equipment (PPE) including Alcohol to the utility personnel assigned at MARINA as shall ensure that they are wearing PPE at all time during the performance of their duties, such as face masks, face shields, and hand gloves.

5.11 MARINA shall not be responsible for any accident, mishap or injury of any kind or nature that may be sustained by any of the personnel of the Service Provider while performing their respective duties, including death resulting therefrom.

5.12 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.

6. PAYMENT TERMS

Monthly payment is within fifteen (15) days after end of each billing month, complete with supporting documents.