



MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE PROCUREMENT OF 2023 JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES THROUGH EARLY PROCUREMENT

I. BACKGROUND

The Maritime Industry Authority (MARINA) shall engage a contract with a reputable janitorial service provider that will provide efficient janitorial/housekeeping services and has a pool of well-trained personnel who are able to maintain adequate and reliable maintenance services to ensure orderliness and sanitation of the office premises.

II. APPROVED BUDGET OF THE CONTRACT (ABC)

1. The fund for this engagement shall be sourced from the National Expenditure Program (NEP) 2023 of the MARINA.
2. The ABC for the project is **NINE MILLION PESOS (P9,000,000.00)**, inclusive of all government taxes, other fees and charges.

III. CONTRACT PERIOD

The contract period shall be from January 01 to December 31, 2023.

Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of RA 9184; the parties shall extend the contract on a week-to week or month to month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event no new contract is awarded after the expiration of the present contract. The extended term shall in accordance with the Department Order No. 18A, automatically terminate upon effectivity of the contract.

IV. QUALIFICATIONS OF THE BIDDER:

1. Must be a duly licensed and registered Janitorial Service Agency;
2. Must be duly registered with the SEC and DTI or CDA;
3. Must be Philgeps registered with proper operating permit and other statutory requirements;
4. Must have no pending case within the last two (2) years from the date of bidding supported by an original certificate from DOLE;
5. Must have engaged in the business for at least Five (5) years from the date of the bid opening;

6. Must present a verifiable satisfaction performance records from at least three (3) government agencies or private corporations, with whom the contractor has ongoing or complete contracts for the past five (5) years; and
7. The bidder's principal/main business address must be within Metro-Manila or must have a branch in Manila.

V. SCOPE OF SERVICE

1. The Janitorial Service Agency shall provide janitorial services for the MARINA Central Office and its extension offices, to wit:

Janitorial Personnel	28	MARINA Central Office 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, Ortigas, Pasig
Supervisor	1	
Total Janitorial Personnel	35	

2. The Janitorial Service Agency shall deploy a minimum of **thirty-five (35) janitorial personnel including one (1) Supervisor** who shall render eight (8) hours of work everyday from Monday to Friday, from 7:00 am to 4:00 pm, 8:00 am to 5:00 pm, and 9:00 am to 6:00 pm on shifting schedules applicable to the MARINA Central Office or depending on the work assignment of the janitorial personnel of the satellite offices;
3. The Janitorial Service Agency shall employ janitorial personnel who will be assigned to perform the following:

A. DAILY ROUTINE

1. Sweeping, dusting, mopping and polishing floors of all rooms, corridors, lobbies, stairs and entrances or areas which may be specified by MARINA;
2. Cleaning and sanitizing of work stations, comfort rooms, pantries and sinks; removal of spots or stains from floors; and wiping by application of cleaning solutions of all surfaces, such as tabletops, chairs, and computers to remove dust, soot, and grime;

3. Proper disposal of solid waste from the service area assigned to the designated trash storage;
4. Spraying of disinfectant; and
5. Upkeep of indoor potted and garden plants.

B. WEEKLY ROUTINE

1. Spot scrubbing, dirt stain removal and cleaning of chairs, tables and window blinds;
2. Thorough cleaning, washing and scrubbing, of all rooms and comfort room facilities;
3. Cleaning and polishing of walls, counters, light diffusers, picture frames and hanging wall frames; and
4. Washing, scrubbing, stripping, waxing and polishing floors.

C. MONTHLY ROUTINE

1. Dusting and removing of cobwebs from ceiling of the premises;
2. Cleaning of ornamental plants and polishing of metal signs;
3. General cleaning of window blinds; and
4. Refilling of liquid deodorizers in all restrooms.

D. MISCELLANEOUS ROUTINE

1. Report all breakages, electrical malfunctions and others that require immediate attention;
2. Miscellaneous work such as carrying, transporting or moving of office furniture, equipment, supplies within and/or outside office premises as may be assigned from time to time;
3. Rendition of overtime services during emergency situations and/or extraordinary circumstances may be allowed; and

4. The Janitorial Service Agency shall provide sufficient necessary cleaning equipment and supply of materials for the duration of the contract are as follows:

a. Equipment (to be provided free of charge)

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

b. 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

c. Materials:

- 36 gal - Liquid disinfectant for comfort rooms
- 48 gal - Muriatic acid
- 24 gal - Air freshener
- 48 gal - Furniture liquid polish
- 36 gal - Liquid stain remover
- 48 gal - Shine polish/wax for vinyl tiles
- 150 gal - Liquid soap for comfort rooms
- 600 pcs - Deodorant cake for comfort rooms
- 240 kg - Detergent powder
- 36 kg - Powder cleanser
- 36 reams - Scrubbing pad (for dishwashing)
- 36 pcs - Steel wool
- 600 pcs - Toilet tissue paper
- 48 cans - Insecticide
- 36 cans - Metal polish
- 8,400 pcs - Garbage bag (Black, XL)

- 3,600 pcs - Garbage bag (Black, Small)
- 1,200pcs - Garbage bag (transparent, XL)

5. The Janitorial Service Agency shall provide two (2) roving Coordinators who will work with the supervisor from time to time in monitoring the performance of the personnel deployed;
6. The Janitorial Service Agency shall submit a housekeeping plan tailor fit to the service requirement of MARINA Central Office and its satellite offices (PITX, POEA and SM MANILA) stating/enumerating therein the specific methodology to be employed for the execution of the housekeeping plan.
7. Report minor repair and close coordination with maintenance staff;
8. Report to the Division of Chief of the GSD any damaged/ leaking pipe plumbing, water and toilet facilities, electrical, and any damaged furniture and fixture that will need immediate repair.

VI. RESPONSIBILITIES OF THE JANITORIAL SERVICE AGENCY

1. The Janitorial Service Agency shall provide efficient janitorial and other related services in accordance with the standards prescribed by the MARINA;
2. The Janitorial Service Agency shall ensure that the duly trained and skilled janitorial personnel assigned at MARINA are compliant with following qualification requirements:
 - a. With good moral character and without criminal or police records;
 - b. physically and mentally fit, and with complete medical clearance (including drug test, neuro-psychological test and Hepa B); and
 - c. Fully vaccinated against covid 19
3. The personnel should also be covered by appropriate government clearances such as NBI, Police or Barangay Clearance;
4. The Janitorial Service Agency shall comply with existing labor laws and standards, rules and regulations of the Department of Labor and Employment (DOLE) on workers or on its employees as to their wages, taxes, SSS premiums, PhilHealth and Pag-IBIG benefits, and other requirements in accordance with current Philippine laws on the matter;
5. The Janitorial Service Agency shall assign an Area Supervisor/Manager from their Main Office, not from among the pool of personnel, who will conduct regular inspection, monitoring and supervision of their personnel. This will be for at least once in every quarter, to ensure performance efficiency;
6. The Janitorial Service Agency shall evaluate the performance of its personnel semi-annually using the instrument prescribed by the MARINA. This is to determine if they still meet the required standards for performance, including attendance, punctuality and attitude towards work.
7. The Janitorial Service Agency shall conduct drug testing among its personnel once during the term of the Contract, at its own expense;

8. The Janitorial Service Agency shall guarantee that its personnel are well-trained. The winning contractor shall see to it that personnel assigned to MARINA shall have received or subjected to appropriate training. This is for them to be equipped with the right knowledge and skills in the performance of their duties and responsibilities.

VII. OTHER REQUIREMENTS

The MARINA and the JANITORIAL SERVICE PROVIDER must be compliant with the DOLE Department Order No. 18-A, s. 2011, as amended, in particular. Place of Work: Compliance with Labor Standards and Occupational Health and Safety, and Administrative Fee which states that:

"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."

VIII. RIGHTS OF THE MARINA

1. Supervise the janitorial services and other related works being rendered by the Service Agency to guarantee maximum efficiency.
2. Prescribe standard cleaning services checklist and guidelines to ensure the Service Agency's compliance to the Contract.
3. MARINA shall have the sole option to 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.
4. MARINA may change or replace janitorial personnel at any time whose work it finds or believes to be below standard, or whose conduct is unsatisfactory, or it is prejudicial to its interest.
5. That if the exigency of the service so requires, MARINA shall have the right to require janitorial personnel to render overtime services, compensable in accordance with the provisions of the Labor Code.


IX. PAYMENT TERMS

Payment to the Service Agency shall be made on a monthly basis upon submission of billing statement, duly accomplished service and inspection report forms and other documentary requirements.

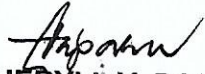
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