



**TECHNICAL SPECIFICATIONS**

<p><b>Project Description</b></p>	<p><b>Procurement of Janitorial Services for the MARINA Central Office and Its Satellite Offices for FY 2025</b></p>										
<p><b>Approved Budget for the Contract</b></p>	<p>The Approved Budget for the Contract is Php <u>10,272,614.47</u> inclusive of all applicable taxes, chargeable against the Fiscal Year 2025 Regular Agency Budget of MARINA Central Office.</p>										
<p><b>Specifications / Deliverables</b> <i>(Ex. Size, color, materials used, and other specs requirements)</i></p>	<p>1. Provision of Janitorial Services consists mainly of providing reliable and well-trained thirty-four (34) Janitor Personnel, including Cleaning Supplies, Materials, and Equipment for twelve (12) months.</p> <p>All thirty-four (34) janitor personnel, one of whom will be designated as the Supervisor, will be assigned to the MARINA Central Office Building and Satellite Offices located at the following addresses:</p> <table border="1" data-bbox="451 1300 1378 1698"> <thead> <tr> <th>Location</th> <th>No. of Personnel</th> </tr> </thead> <tbody> <tr> <td>a. A. Bonifacio Drive corner 20th Street, Port Area, Manila</td> <td>31</td> </tr> <tr> <td>b. SM Manila -Concepcion corner Arroceros St., San Marcelino, Ermita, Manila</td> <td>2</td> </tr> <tr> <td>c. POEA- ground floor, Ortigas, Pasig</td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td><b>34</b></td> </tr> </tbody> </table> <p>2. <b>Janitorial Services</b></p> <p>a. Each service personnel shall be required to" render a minimum of eight (8) hours of service from Mondays to Fridays, observing the work schedule of 7:00 AM - 4:00 PM or 9:00 AM - 6:00 PM;</p> <p>b. MARINA shall prescribe the schedule and corresponding duties of the janitorial personnel. The respective areas of assignment of the janitorial personnel shall also be determined by MARINA;</p> <p>c. The Service Provider shall provide additional service personnel under the same rate and manner of payment or reduce the number thereof as the need arises, upon the request of MARINA;</p>	Location	No. of Personnel	a. A. Bonifacio Drive corner 20th Street, Port Area, Manila	31	b. SM Manila -Concepcion corner Arroceros St., San Marcelino, Ermita, Manila	2	c. POEA- ground floor, Ortigas, Pasig	1	<b>Total</b>	<b>34</b>
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- d. Should a Service Provider personnel go on a scheduled or unscheduled leave of absence, the Service Provider shall promptly dispatch/assign a reliever, otherwise, a corresponding reduction in the monetary obligation of MARINA shall be made;
- e. The Service Provider shall assign a Supervisor to monitor the performance of the janitorial personnel, and attendance and handle the consolidation of daily time records periodically as a documentary basis for billing to MARINA.
- f. Under the direction and supervision of MARINA's Chief, General Services Division, the Service Provider agrees to subject its janitorial personnel assigned to MARINA to perform the following tasks:

**Daily Routine:**

1. Sweep, mop dry, scrub, and polish all floors of all offices including corridors, lobbies, entrance and exit stairways. These areas shall be serviced continuously during hours of public use to guarantee cleanliness;
2. Clean and sanitize all toilet facilities, including facial mirrors, toilet cubicles, lavatories, countertops, cabinets, toilet bowls, and urinals;
3. Check and replenish the supply of liquid soap dispensers at all toilet facilities;
4. Dust, clean, and wipe all glass panels/walls/doors, glass tops, doors and windows, office equipment, shelves, cabinets, and all other furniture, fixtures, and furnishings;
5. Clean and sanitize MARINA premises;
6. Switch off/on all lights/air-conditioning units when not in use and areas where necessary;
7. Clear/remove/dispose of waste and undertake segregation of all biodegradable/non-biodegradable waste;
8. Vacuum of all carpeted areas in all offices;
9. Assist in the hauling/transfer of boxes of documents, office supplies, and various furniture and equipment;
10. Upkeep of indoor potted and garden plants; and
11. Prepare and serve refreshments during conferences and/or meetings.

**Weekly Routine**

1. Wash, scrub, wax, remove dirt stain with stripper, wash and polish all floors;
2. Clean, sanitize, and disinfect all washrooms and toilets, toilet bowls, urinals, lavatories, and water containers;
3. Thorough cleaning, washing, and scrubbing of all rooms and comfort room facilities;
4. Wash, soap, rinse, and wipe dry all glass windows, trash receptacles, and garbage cans;
5. Defrost and clean refrigerators, water dispensers, microwave ovens, and oven toasters;

6. Wash, clean, and wipe dry light diffusers, vertical/horizontal blinds, ACU vents, electric fans, air purifier; and
7. Vacuum carpeted floors and remove spots and stains with remover, liquid shampoo, and brush.

#### **Monthly Routine**

1. Dust and remove cobwebs in all areas of the MARINA premises;
2. Clean, shampoo, and vacuum-dry partitions, as necessary;
3. Shampoo and vacuum-dry all carpeted areas;
4. Wipe ceiling boards in the office areas, and clean the utility and storage rooms;
5. Clean ornamental plants and polish metal signs;
6. Refill liquid deodorizers in all restrooms; and
7. Spraying insecticides and other pest control activities.

#### **8. Janitorial Supervisor (Daily Operations):**

1. Supervise the work of the janitorial personnel to ensure faithful performance of their tasks;
2. Prepare work assignments and schedule twice a month;
3. Represent the Service Provider and be responsible for attending to/implementing Various requests and instructions, and addressing/resolving complaints reported by MARINA;
4. Prepare and submit monthly work accomplishments and inventory reports on (1) the monitoring of the use of consumable supplies/items and (2) the detection of defective tools and equipment to be fixed/repared and/or replaced;
5. Prepare a work accomplishment report for extra service/overtime services rendered; and
6. Perform other similar and related tasks as required or assigned from time to time.

#### **Miscellaneous and Other Services:**

Miscellaneous services will be performed as required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures and equipment, and other official errands). Other services include:

1. Reporting of any damage/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixtures that will need immediate repair;
2. Performing errands as required by the concerned MARINA units/offices (in performing errand services, the janitorial personnel must fill out a Pass Slip form which will be provided by the Service Provider).

### 3. Tools and Equipment Used in Daily Operations

- a. The Service Provider shall make available, for its own account and at no additional cost to MARINA, the following tools and equipment necessary for the satisfactory performance of the service:

#	PARTICULARS	UNIT	QTY.
1.	12' Aluminum ladder	Unit	2
2.	Floor Polisher	Unit	6
3.	Vacuum Cleaner	Unit	10
4.	Mop Squeezer	Unit	30
5.	Wheeled Bucket Wringer (mop bucket)	Unit	15
6.	Housekeeping Cleaning Tool Belt bags	Unit	35
7.	Rubber Water Hose, 30 meters	Unit	3

- b. The Service Provider shall make available every month for the duration of the contract the following minimum consumable supplies and items for the satisfactory performance of the service based on the quantities itemized below:

#	PARTICULARS	UNIT	QTY.
1.	Liquid Wax - 3.75 liters	botl.	12
2.	Floor Polishing Stripping pad 16" ordinary	pcs.	24
3.	Microfiber rags	kg.	24
4.	Deodorizer cake, 30 grams	doz.	5
5.	Air freshener - 320 ml; aerosol spray	can	30
6.	Insect Spray - water-based, liquid, 420 ml. net content, aerosol spray	can	30
7.	Liquid disinfectant - 5 liters per container	botl.	40
8.	Liquid fabric conditioner @ 900 ml. per container (for carpeted flooring)	botl.	8
9.	Cleaning pads (for toilets and pantries)	pcs.	40
10.	Toilet bowl cleaner	btl.	16
11.	Powder Soap/detergent	kg.	50
12.	Bleaching Solution	gal.	8
13.	Carpet shampoo	botl.	10
14.	Ceiling broom	pc.	6
15.	Hand brush for toilets	pc.	35
16.	Hand gloves - rubber	pc.	35
17.	Dustpan	pc.	12
18.	Soft broom (tambo)	pc.	15
19.	Stick broom (ting-ting)	pc.	15
20.	Liquid Glass Cleaners, 3700 ml.	gal.	12
21.	Metal Polish - 150 ml.	pu.	5
22.	Mop Head for bucket wringer	pc.	30
23.	Garbage/Trash bags (small)	pc.	3,600
24.	Garbage bags (xxl)	pc.	1,200

- c. The Service Provider shall promptly replace any tool or equipment found defective or unserviceable at no additional cost to MARINA;

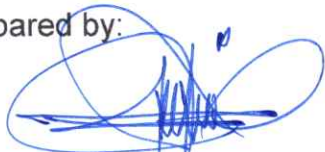
	<p>d. Ensure the delivery of supplies needed by its complement for the month and submit in addition to that a list/inventory level thereof to the GSD Chief and/or Supply/Property Officer every first Monday of the month;</p>
<p><b>Other End-User Requirements</b>  <i>Ex. Warranty, photos of the product and other end-user requirements</i></p>	<p>1. The qualifications of the Service Provider are as follows:</p> <ul style="list-style-type: none"> <li>a) Should have at least three (3) years of experience providing janitorial services;</li> <li>b) Must be duly registered with the Philippine Government Electronic Procurement System (PHILGEPS);</li> <li>c) Must be a duly licensed and registered service provider with the DOLE;</li> <li>d) Must be registered with the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);</li> <li>e) Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (HDMF), PAG-IBIG and PhilHealth;</li> <li>f) Must be duly registered with the Bureau of Internal Revenue (BIR);</li> <li>g) Net Financial Contracting Capacity at least equal to the ABC or Committed Line Credit at least equal to 10% of ABC;</li> <li>h) A very satisfactory rating from at least three (3) government agencies or private corporations, with whom the Service Provider has a past or ongoing contract; and</li> <li>i) The Service Provider must have a physical office in Metro Manila and an available line for communications;</li> </ul> <p>2. The Service Provider <b>shall collate and submit</b> the following Personnel Data information to MARINA;</p> <ul style="list-style-type: none"> <li>a. Copy of Employee Personal Data Sheet with details such as SSS, PAG-IBIG, Philhealth Numbers, and other information;</li> <li>b. Latest Copy of the Barangay, Police, and NBI Clearance;</li> <li>c. Health Permit issued from the City of Manila; and</li> <li>d. Copy of Pre-employment Medical Exam.</li> </ul> <p>3. PERFORMANCE EVALUATION</p> <p>The Service Provider shall maintain a satisfactory level of performance throughout the term of the Contract. MARINA shall evaluate the agency's performance based on the following:</p> <ul style="list-style-type: none"> <li>a. Quality of Service Rendered;</li> <li>b. Submission of regular Monthly Accomplishment Report; and</li> <li>c. Management and suitability of Personnel.</li> </ul> <p>4. DOCUMENTARY REQUIREMENTS</p> <p>The Service Provider <b>shall submit</b> the following documentary requirements:</p>

	<p>a. Company profile, confirming the foregoing requirements including organizational chart;</p> <p>b. Copy of the Latest Mayor's/Business Permit or its Equivalent Document. A valid Certificate of PHILGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.</p> <p>c. Copies of the Certificate of Registrations from the following government agencies:</p> <ul style="list-style-type: none"> <li>● SEC or DTI or CDA;</li> <li>● PHILGEPS</li> <li>● SSS</li> <li>● PAGIBIG</li> <li>● PHILHEALTH</li> <li>● DOLE</li> </ul> <p>5. Copies of employee data and other employment requirements</p>
	<p><b>RIGHTS AND RESPONSIBILITIES OF MARINA</b></p> <p>1) MARINA has the authority to take immediate action in the event that service personnel are found to be dishonest, incompetent, lazy or engaging in conduct deemed prejudicial to MARINA's best interests.</p> <p>2) MARINA has the right to replace janitorial personnel whose work is below standard or whose conduct is unsatisfactory and detrimental to MARINA's interests.</p> <p>3) MARINA holds the exclusive option to terminate the contract at any time for violation of its terms and conditions, or if the services rendered are considered substandard or unsatisfactory.</p> <p>4) MARINA may pre-terminate the contract if the Service Provider fails to fulfill its obligations, following the procedure prescribed under the guidelines on contract termination issued by the Government Procurement Policy Board (GPPB).</p> <p>5) MARINA has the sole discretion to terminate the contract at any time for any violation of the terms and conditions, or if, in MARINA's judgment, the services rendered are deemed unsatisfactory or prejudicial to its interests.</p> <p>6) MARINA retains the right to relieve or replace any service provider personnel when it is deemed necessary and warranted.</p> <p>7) If necessary and upon determination by MARINA, MARINA has the right to require service provider personnel to render overtime services, compensable in accordance with the provisions of the Labor Code.</p>
<p><b>Delivery Terms/</b></p>	<p>The term of the Service Agreement for the Procurement of Janitorial Services for FY 2025 the MARINA Central Office and Its</p>

<p><i>(to be determined by the End-User)</i></p>	<p>of twelve (12) months, effective 01 January 2025 or upon receipt of the Notice to Proceed, whichever comes later, by the winning bidder.</p> <p>Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR). The parties shall extend the contract on a month-to-month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event that no new contract is awarded after the expiration of the current contract.</p> <p><b>CONTRACTUAL CONSIDERATION</b></p> <p>In the event that the minimum wage is increased or should an additional fringe benefit in favor of the service provider personnel be promulgated either by law or decree or wage order after the execution of the Contract, the new rate shall be adjusted to conform with the law. The Service Provider must inform MARINA (in writing) of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation, subject to the accounting and auditing rules and regulations;</p> <p>In case of any adjustment in the compensation, it shall be paid by MARINA without the need to execute a supplemental agreement. Moreover, any increase or adjustment of wages proclaimed and approved by the government shall be deemed automatically adopted and implemented by MARINA. Supplemental agreement to the effect shall then be not required.</p>
<p><b>Payment Terms</b> <i>(Government terms 15-30 CD)</i></p>	<ol style="list-style-type: none"> <li>1. Send bill arrangement;</li> <li>2. Within twenty (20) calendar days upon receipt of billing invoice/statement of account;</li> <li>3. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and</li> <li>4. The supplier shall provide the bank account wherein payment will be credited preferably LandBank of the Philippines account, otherwise, bank charges shall be borne by the supplier.</li> </ol>
<p><b>Documentary Requirements</b> <i>(per RA9184)</i></p>	<ol style="list-style-type: none"> <li>1. PHILGEPS Registration;</li> <li>2. Mayor's Permit/ Business Permit; and</li> </ol>

	<p>3. Notarized Omnibus Sworn Statement</p> <ul style="list-style-type: none"><li>a. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).</li><li>b. To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture).</li></ul>
<p><b>Note: Prospective suppliers must comply with all of the above requirements to become eligible for the said procurement project.</b></p>	

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