

PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE-PALAWAN
(PPA, PMO PALAWAN)

TERMS OF REFERENCE
FOR THE PROCUREMENT OF JANITORIAL AND MAINTENANCE SERVICES
July 1, 2018 to December 31, 2018

I. OBJECTIVES

These Terms of Reference (TOR) shall serve as a general guide to all applicants interested to participate in the public bidding process for the provision of janitorial and maintenance services for PMO Palawan for the period July 1, 2018 to December 31, 2018.

II. AREA, COVERAGE AND DURATION

The areas subject of the bid shall cover the PMO Palawan Baseport and its Terminal Management Offices (TMOs), to wit:

1. Baseport of Puerto Princesa	13	Janitors
2. TMO Brooke's Point	1	Janitors
3. TMO Cuyo	1	Janitor
4. TMO Coron	2	Janitors
5. TMO Culion	1	Janitor
6. TMO El Nido	<u>2</u>	Janitor
TOTAL -	20	Janitors
	==	

The winning bidder shall provide the janitorial and maintenance services over the enumerated areas for a period of six (6) months or as stated and indicated in the Contract that shall be entered-into by and between the Philippine Ports Authority, Port Management Office-Palawan (PPA, PMO Palawan) and the winning bidder.

III. SCOPE OF UNDERTAKING

Under the TOR, the scope of undertaking shall include but not limited to the following:

- A. Provision of janitorial and maintenance services and other related services as enumerated in the Scope of Work as provided in Section VI-Deliverables for the areas as mentioned in Section II of this TOR.
- B. Provision of required minimum janitorial equipment, tools, materials and environment friendly cleaning products and supplies as provided in Section VI- Deliverables of this TOR.

IV. OBLIGATIONS AND RESPONSIBILITIES

A. OF THE CONTRACTOR

1. Provide efficient janitorial and maintenance services and other related services in accordance with the standards prescribed by the Philippine Ports Authority (PPA).

2. Deploy twenty (20) Janitors at any one time to carry out and perform the janitorial and maintenance services and other related services covered by and under the Contract.
3. Maintain the areas in clean, neat and proper working condition. Provide the required janitorial equipment, tools, materials and environment-friendly cleaning products and supplies.
4. Comply with the reportorial requirements prescribed by PPA relative to the contractual obligations under the Contract.
5. Put up the required Performance Security within ten (10) days from receipt of the Notice of Award to guarantee full and faithful compliance with each-and-every term, stipulation and condition of the Contract.
6. Guarantee compliance with existing labor laws and standards, rules and regulations of the Department of Labor and Employment on workers or on its employees as to their wages, taxes, SSS premiums, PhilHealth and Pag-IBIG benefits and other requirements in accordance with Philippine laws on the matter.
7. Open an ATM payroll account for its employees where salaries will be credited twice a month. In the event that salaries must be sent through money/fund transfer or in which case the employee has no ATM account, the Contractor shall shoulder the corresponding fees or charges excluding the amount due to salaries, quitclaims and other benefits of its present or former employees assigned at this PMO.
8. Guarantee that its employees are physically and mentally fit to perform the job, honest, of good moral character and covered by appropriate government clearances such as the NBI, Police and Barangay Clearance. Medical Certificate and Drug Test must also be required of an applicant to determine if he/she is fit for employment.
9. Assign an Area Supervisor/Manager from their Main Office, not from among the pool of janitors, who will conduct inspection, monitoring and supervision, on a daily basis of its personnel to ensure performance efficiency, to include checking of attendance and punctuality, payroll preparation, issuance of memorandum and the like.
10. Evaluate the performance of its personnel, monthly, using the prescribed instrument to determine if they still meet the required standards for performance including attendance, punctuality and attitude towards work.
11. Non-disrupting of services rendered by having adequate number of relievers in case of leave of absence of any of its janitorial personnel.
12. Conduct drug testing among its employees once during the term of the Contract, at its own expense.
13. Shall ensure that the janitorial supplies are of good quality and its bid amount per janitor per month shall not be less than One Thousand Nine Hundred Pesos (P1,900.00)

14. Shall give priority to the workers hired by the existing Agency, especially those who are performing satisfactorily, to ensure protection of the Contract of Service or Job Order workers.
15. **Guarantee that its employees are well trained.** The winning contractor shall see to it that personnel assigned to PPA, PMO Palawan shall have received or shall be subjected to appropriate training for them to be equipped with the right knowledge and skills in the performance of their duties and responsibilities, and that such training may be conducted or sponsored by the service provider at least once in the duration of the Contract, and
16. Comply with all other applicable rules and regulations of the PPA.

B. OF THE PHILIPPINE PORTS AUTHORITY (PPA)

1. Grant the contract for the provision of janitorial and maintenance services for PMO Palawan and its Terminal Management Offices subject to the terms and conditions of the Contract.
2. Allocate the total amount of **One Million Seven Hundred Forty-Five Thousand Twenty-Five Pesos & 60/100 (P1,745,025.60)** as the Approved Budget for the Contract (ABC) to cover the payment of the services rendered by the janitorial personnel deployed thereat by the winning Contractor.
3. Pay the winning service provider / contractor the Monthly Billing Rates stipulated in said Contract, subject to existing government auditing and accounting rules and regulations, for and in consideration of the services rendered by support personnel deployed by the winning service provider/contractor and upon presentation of its semi-monthly personnel payment and affidavit or sworn certification that it has paid the salaries and benefits of its personnel for the period covered, per submitted payroll, and remitted the corresponding premiums to Pag-IBIG, SSS, PhilHealth, ECC, etc.

V. RIGHTS

A. OF THE CONTRACTOR

1. Collect lawful charges for the services rendered.

B. OF THE PHILIPPINE PORTS AUTHORITY (PPA)

1. Supervise the janitorial and maintenance services and other related functions/works being rendered by the Contractor to ensure maximum efficiency.
2. Prescribe standard cleaning services checklist and guidelines to ensure the contractor's compliance under the Contract.
3. Suspend, cancel or terminate the Contract, on any of the following grounds:
 - a. Inability to provide the necessary efficient janitorial and maintenance services and related works.
 - b. Violation of any pertinent PPA rules and regulations or of the conditions, agreements or restrictions stipulated in the Contract.

VI. DELIVERABLES

1. SCOPE OF WORK

	SERVICES	ITEMS TO BE CLEANED	FREQUENCY (Min. Requirement)
A.	JANITORIAL & MAINTENANCE SERVICES		
1	Cleaning, sweeping, mopping, spot scrubbing	Floor areas, garage, parking area, sidewalks, walkways, yards and premises of the bldg.	Daily (At mornings before office hours and as needed)
2	Scrubbing, stripping waxing, polishing	Floor areas	Once a week (Saturdays)
3	Scrubbing/washing	Garage, parking areas	Once a week (Saturdays)
4	Vacuuming	Fabric upholstery Carpeted floor areas	As needed on non-office day
5	Vacuuming and shampooing	Fabric upholstery Carpeted floor areas	Once a Month (Saturdays)
6	Restroom Cleaning, sanitizing	Toilet: Toilet bowls, commodes, urinals & washbasins	Three times a day
7	Dusting and/or damp wiping	Vertical and horizontal surfaces: tables (<i>clerical, conference, computer</i>), chairs, cabinets, racks, doors, bookshelves, windows, ledges, roman /venetian blinds, furniture & fixtures	Daily (At mornings before office hours and as needed)
8	Cleaning/ dusting/ scrubbing	Glass panes, windows, walls, ceilings, corridors, aisles, corners	Three times a week and as needed
9	Watering, trimming and tendering of plants /green areas inside and outside the bldg.	Ornamental and herbal plants inside the buildings, at the herbal garden and at green areas.	Daily and as needed
10	Cleaning/ Dusting	Fluorescent tubes, casing diffusers or housings of lightning fixtures	Twice a month (Saturdays) and as needed
11	Trash Removal	Waste/trash cans/bins or containers	Once a day and as needed; Zero waste at the end of the day
12	Cleaning/washing	Aircon filters and covers	Once a week (Sat. or Sun.)
13	Minor Repair/ Maintenance	Minor carpentry and masonry works	As needed

B. OTHER SERVICES

Provide extra manpower in emergency situations and special occasions like conferences, seminars, meetings, parties, anniversaries, and/or sports activities; and messengerial service and hauling of tables, chairs, audio/visual system, equipment and implement and the like, as needed/requested.

2. JANITORIAL SUPPLIES AND EQUIPMENT TO BE PROVIDED:

PARTICULARS		UNIT	QTY
A. For Building Cleaning and Maintenance			
1.	Floor Polisher (13" drive block, AC/DC 1.5 HP)	unit	1
2.	Aluminum (A-Type) Ladder-6' height, foldable, heavy duty	unit	1
B. To Be Supplied Monthly			
1.	Air Freshener - 300 ml net content, Glade or equivalent	tin	8
2.	All-Purpose Cleaner – liquid, Greenex or equivalent	gallon	8
3.	Bar Soap – Ajax or equivalent	bar	12
4.	Bathroom Disinfectant – Lysol or equivalent	gallon	8
5.	Deodorant Cake - Albatross or equivalent, 50 grams	piece	24
6.	Detergent Powder – Ajax or equivalent	kilo	14
7.	Dishwashing Liquid – Joy or equivalent	gallon	6
8.	Disinfectant Spray – Lysol, 340g net content	tin	8
9.	Doormat - regular size, for office use	piece	18
10.	Furniture Spray – 330ml net content, Pledge or equivalent	can	8
11.	Hand Gloves – household gloves, made of rubber	pair	12
12.	Insect Spray - water based, 500ml net content, Baygon in aerosol can or equivalent	can	8
13.	Liquid Hand Soap – Safeguard or equivalent	gallon	6
14.	Mop Head – 5" headband size, cotton, Rubbermaid or equivalent	piece	8
15.	Plastic Garbage Bag – XXL, black, 10 pcs per pack	Pack	20
16.	Plastic Sando Bag – large, white, 100 pcs per pack	Pack	6
17.	Rags – round, standard size	Kilo	10
18.	Scouring Pad with sponge – Scotch brite or equivalent	piece	12
19.	Scouring Pad (w/o Sponge) - Scotch Brite or equivalent	piece	6
20.	Toilet Bowl and Urinal Cleaner – Lysol or equivalent	gallon	6
21.	Toilet Paper (big)	roll	24
22.	Zonrox Bleach or equivalent	gallon	8
C. To Be Supplied Quarterly (every three months)			
1.	Cotton duster	piece	10
2.	De-clogging Liquid – 250ml net content, Liquid Sosa or equivalent	bottle	10
3.	Glass Cleaner - Glance Johnson or equivalent	gallon	3
4.	Toilet Bowl Brush – plastic, white, round head, Rubbermaid or equivalent	piece	10
5.	Mask – protective face mask (cloth)	piece	12
6.	Soft Broom – Tambo, standard size	piece	15
7.	Broom stick- Tingting, standard size, bundle 4" in diameter	piece	15

D. To Be Supplied Semi-Annually (July-December 2018)			
1.	Dipper – plastic	piece	16
2.	Dust Pan – plastic, for indoor use	piece	16
3.	Dust Pan – tin, for outdoor use	piece	20
4.	Mop Handle- Rubbermaid or equivalent	piece	12
5.	Pail – plastic, medium size	piece	12
6.	Scrubbing Brush	piece	16
7.	Waste Bin with Cover, medium size	piece	24
8.	Lobby Broom and Upright Dustpan with Cover Set – long-handled, Rubbermaid or equivalent	piece	5
9.	Glass Wiper / Roller / Squeegee	piece	12
10.	Mop Bucket and Wringer	piece	4
11.	Scrubbing Brush with Long Handle	piece	16
12.	Toilet Bowl Pump / sink plunger–wooden handle, rubber pump	piece	12
13.	Warning Signs (for Wet Floor)	piece	6
14.	Dust Mop (big)	piece	6
15.	Dust Mop (small)	piece	10
16.	Safety Vest (neon green)	piece	20

RECOMMENDING APPROVAL:


FRASY M. DE GUZMAN
Manager, Admin. Division

APPROVED:


ELVIS R. MEDALLA
Acting Port Manager

PHILIPPINE PORTS AUTHORITY
PMO PALAWAN
TABLE OF COST REQUIREMENTS FOR JANITORIAL SERVICES
For the Period July 1, 2018 to Decemebr 31, 2018

	No. of Personnel	SALARY RATE		Overtime ** (Holidays)	13th Month Pay	5-Day Incentive Pay	SSS	Pag-IBIG	PHIL HEALTH	ECC	TOTAL PAID TO PERSONNEL & GOVT.	SUPPLIES	ADMINIS- TRATIVE COSTS	TOTAL	VAT	TOTAL COST/ PAX/MONTH	TOTAL
		Daily*	Monthly														
Baseport	13	300.00	7,850.00	375.00	654.17	125.00	589.30	100.00	100.00	10.00	9,803.47	2,000.00	1,180.35	12,983.82	1,558.06	14,541.88	1,134,266.64
Coron	2	300.00	7,850.00	375.00	654.17	125.00	589.30	100.00	100.00	10.00	9,803.47	2,000.00	1,180.35	12,983.82	1,558.06	14,541.88	174,502.56
El Nido	2	300.00	7,850.00	375.00	654.17	125.00	589.30	100.00	100.00	10.00	9,803.47	2,000.00	1,180.35	12,983.82	1,558.06	14,541.88	174,502.56
Brookes Pt	1	300.00	7,850.00	375.00	654.17	125.00	589.30	100.00	100.00	10.00	9,803.47	2,000.00	1,180.35	12,983.82	1,558.06	14,541.88	87,251.28
Culion	1	300.00	7,850.00	375.00	654.17	125.00	589.30	100.00	100.00	10.00	9,803.47	2,000.00	1,180.35	12,983.82	1,558.06	14,541.88	87,251.28
Cuyo	1	300.00	7,850.00	375.00	654.17	125.00	589.30	100.00	100.00	10.00	9,803.47	2,000.00	1,180.35	12,983.82	1,558.06	14,541.88	87,251.28
Total	20																1,745,025.60

* Based on existing DOLE minimum wage rates (DOLE Wage Order No. RB-MIMAROPA-08)

** Schedule for Overtime Pay during Holidays (Annex A)

Prepared by:


MARLEEN C. GONZALES
 HRMO II/Acting Procurement Officer

Certified correct:


NORA ANGELA B. ANTENOR
 Acting Administrative Officer IV

Noted by:


FRASY M. DE GUZMAN
 Manager, Administrative Division