

# Technical Specifications/Terms of Reference (ToR)

## PROCUREMENT OF TWENTY-TWO (22) JANITORIAL SERVICES PERSONNEL FOR PPA PMO EASTERN LEYTE/SAMAR CY 2018.

**PROJECT DESCRIPTION.** The winning bidder shall provide **twenty two (22) janitorial services personnel**, who shall render work for **eight (8) hours a day from Monday to Saturday**.

**AMOUNT OF BID.** The PPA, PMO - Eastern Leyte/Samar shall offer public bidding to all prospective bidders for the procurement of **Janitorial Services Personnel**. The Approved Budget for the Contract is **Two Million Twenty-Eight Thousand Seven Hundred Ninety Pesos (Php 2,028,790.00)** (inclusive of cleaning materials) for CY 2018 of the twenty two (22) janitorial services personnel which should be composed of the following:

1. Daily Minimum Wage (*Php 285.00 min. wage per DOLE ROS Wage Order No. RB VIII-19 effective February 12, 2017*)
2. Five (5) Day Service Incentive Leave
3. 13<sup>th</sup> Month Pay
4. Administrative Cost - *Percentage of the amount payable to Government and employee (Monthly Basic Salary, SSS, Philhealth, HDMF (Pag-ibig), EC, COLA, SIL, 13<sup>th</sup> Month Pay)*
5. Social Security System (SSS)
6. PhilHealth
7. Home Development Mutual Fund (HDMF) (Pag-ibig)
8. Employees Compensation (EC)
9. Value Added Tax (VAT) and other government taxes
10. Cost of Cleaning Materials – **Php 250,000.00** subject for monthly liquidation (**Annex C**)

### QUALIFICATION OF BIDDERS.

1. Prospective bidder must have completed, within the period specified in the Invitation to Bid, an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least 50% of the ABC.

A similar contract means, a contract at least fifty percent (50%) of the scope of services provided therein involves janitorial services.

2. Must be able to provide **twenty two (22) janitorial services personnel** with complete **uniform and identification card**.
3. Must be duly registered with the Department of Labor and Employment, SSS, PhilHealth and HDMF (Pag-ibig).

**DURATION OF THE CONTRACT.** The Contract shall be effective for **Seven (7) months** from **June 1, 2018 to December 31, 2018** and shall take effect upon the receipt of the Notice to Proceed.

**CONDITIONS OF THE CONTRACT.** The contract shall have provision for General Conditions, Special Conditions, Schedule of Requirements and Technical Specifications/ Terms of Reference (ToR) specified in the Bid Documents

That if the exigency of the service so requires, PPA shall have the right to require the janitorial services personnel to render overtime services, compensable with the provision of the Labor Code.

That the winning bidder shall agree, if PPA increase or decrease the number of janitorial personnel to be deployed under the Contract, subject to the actual janitorial requirements of PPA during the effectivity of the Contract provided that increase shall not exceed ten percent (10%) of the original price.

**COMPENSATION.** The winning bidder shall comply with the provision of the Labor Code on the payment of wages. The winning bidder shall advance the salaries of its employees assigned in **PPA PMO – Eastern Leyte/Samar** and its Terminal Offices, in case the Service Provider fails to collect from the PPA for reasons beyond the control of the PPA.

**COMPULSORY COVERAGE OF WORKERS.** Compulsory coverage of all workers assigned to the PPA with the **SSS, PhilHealth, HDMF (Pag-Ibig)** and all payments for employees under any and all laws shall be the sole responsibility of the Service Provider. The Service Provider should submit **proof of payments of SSS premium, PhilHealth, HDMF (Pag-ibig), EC and all payments** for employees under the law.

**SUPERVISION OF WORKERS.** The Service Provider shall exercise sole supervision and control over the procedure adopted in the provision of services and the performance of the personnel assigned in **PPA PMO Eastern Leyte/ Samar**. The Service Provider shall assign a Supervisor/ Coordinator who will visit the PMO Eastern Leyte/ Samar-Baseport, weekly and its Terminal Offices monthly. Certificate of Appearance will be attached to the monthly billing statement as part of the billing documents.

**EMPLOYEE-EMPLOYER RELATIONSHIP.** No worker of the Janitorial Services Provider assigned in **PPA PMO Eastern Leyte/ Samar** shall ever be deemed as employee or agent of the PPA and the Service Provider shall warrant that no employee-employer relationship exists between the Service Provider and the PPA. Should the PPA be sued by any employee of the Janitorial Services Provider the later shall assume any and all liabilities which may be rendered against the PPA.

**OTHER CONDITIONS:**

1. PPA shall not be responsible for any/or all liabilities arising out of accident, death or injury to the winning bidder and its employees occasioned by and/or connected with performance of the services and neither be liable for any injury, loss or damage caused by its workers/employees assigned to **PPA PMO – Eastern Leyte/ Samar** to any person and/or property in connection with the performance of the services under

