

TERMS OF REFERENCE FOR JANITORIAL SERVICES FOR THE YEAR 2019

I. QUALIFICATIONS OF THE CONTRACTOR	COMPLIANT
Must be a duly licensed and registered Service Contractor in accordance with Department Order No. 174, Series of 2017 (D.O. No. 174 s, 2017).	
Must be duly registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA).	
Must present a Client Satisfaction Rating from at least three (3) government agencies or private corporations, with whom the contractor has a past or ongoing contract.	
Must be based in or around Metro Manila.	
Must have at least 5 years experience in the business.	
Must have Net Financial Contracting Capacity (NFCC) at least equal to the Approved Budget for the Contract (ABC).	
Must submit a copy of the Company's Organizational and Functional Set-up.	
Must submit a copy of the Company's actual number and kind of equipment used in its business operations.	
Must have at least one hundred (100) janitors/service partners deployed.	

II. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR	COMPLIANT
Must submit a sworn statement that it is compliant with the Labor Laws and Other Social Legislations as mandated by Section 25.2 of the Implementing Rules and Regulations of R.A. No. 9184.	
Must provide certifications from the proper government agencies that it is religiously paying the Social Security System, Pag-Ibig Fund, and Philhealth Insurance contributions as mandated by law, as well as income taxes (if applicable) of the employees to be assigned at the OSG.	
Must warrant that its employees are paid not less than the minimum wage as provided by law.	
Upon request, must provide the OSG with documents to verify the identity of the contractual employees assigned to the premises.	
Must provide the OSG's Chief Security Officer with a complete and up-to-date list and photographs of its contractual employees assigned to the premises.	

<p>Must submit to the OSG within the first five (5) days of every month a statement signed by the Contractor's duly authorized representative that it has paid all wages, salaries, compensation and other benefits of the employees assigned to the OSG for services rendered by them during the immediately preceding month, and that such payments were all in accordance with the requirements of law.</p>	
<p>Must submit to the OSG within the first ten (10) days of every quarter a copy of its duly accomplished forms signed by the authorized Contractor's signature of the quarterly SSS remittance form together with the corresponding check voucher.</p>	
<p>The Contractor shall have direct supervision and control over all contracted employees.</p>	
<p>As an employer, the Contractor shall have the exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures, direct and control the services and determine the wages, salaries and compensation of the employees who shall be assigned to the OSG.</p>	
<p>The Contractor shall assume full responsibility and undertake to reimburse the OSG for any loss, damage, or injury caused to the OSG or its employees properties or premises, arising from or occasioned by the employee's act or omission.</p>	
<p>The Contractor shall take necessary precaution and exercise due care and diligence in the performance of its undertaking so as not to cause injury, damage or loss to any person and property and shall at all times save the OSG from any claim for damage arising therefrom.</p>	
<p>The Contractor shall provide cleanliness and maintenance services to the OSG for 8 hours a day, six (6) days a week, from Monday to Saturday;</p>	
<p>The Contractor shall prepare the weekly schedule of the janitors and ensure that a janitor shall only work 8 hours a day, five days a week.</p>	
<p>The Contractor shall prepare the weekly schedule which shall ensure the availability of a skeletal cleaning workforce of at least 7 janitors on Saturdays.</p>	
<p>The Contractor shall ensure the availability of a replacement janitor in case of an unscheduled absence of a janitor.</p>	
<p>The Contractor must provide the employees assigned to the OSG with proper uniforms. The Contractor must ensure that all employees wear the prescribed uniform at all times while on duty. <i>(Type A – Polo, slacks & Type B – Polo shirt slacks)</i></p>	
<p>As the need arises, the Contractor must provide additional personnel or reduce the number of personnel assigned and the corresponding cleaning</p>	

materials upon request of the client under the same rate and manner of payment.	
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III. BUDGET	COMPLIANT
Five Million Eight Hundred Eighty Thousand Pesos (P5,880,000.00) inclusive of all the government taxes, charges, and the standard administrative fee.	

IV. COMPLEMENT	COMPLIANT
Twenty Two (22) Janitors	
One (1) Working Supervisor	

V. HOURS OF WORK	COMPLIANT
The Contractor shall provide cleanliness and maintenance services to the OSG for 8 hours a day, six (6) days a week, from Monday to Saturday.	
Each Janitor and the Supervisor shall work only for 8 hours a day, 5 days a week. The Contractor shall be responsible for preparing the weekly schedule of its employees.	

VI. QUALIFICATIONS OF THE SUPERVISOR	COMPLIANT
Of good moral character and reputation, courteous, alert and without any criminal or police record.	
Physically and mentally fit.	
Must possess at least a Vocational Diploma or a Bachelor's/College Degree.	
At least three (3) years of relevant supervisory experience.	

VII. QUALIFICATIONS OF THE JANITORS	COMPLIANT
Of good moral character and reputation, courteous, alert and without any criminal or police record.	
Physically and mentally fit.	
At least a high school graduate and with at least one (1) year experience as a janitor.	

VIII. SCOPE OF WORK

A. DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR

	COMPLIANT
Must submit to the Chief of the OSG General Services Section every first Monday of the month, a monthly Manpower Deployment Schedule.	
Must ensure compliance with the Manpower Deployment Schedule.	
Must submit to the Chief of the OSG General Services Section a projected monthly and semi-annual schedule of general cleaning within Fifteen (15) days from assumption of duties.	
Must schedule work assignments, set priorities, and direct the work of subordinate employees in coordination with the Chief of the OSG General Services Section.	
Must evaluate and verify employee performance through the review of completed work assignments and work techniques.	
Must submit to the Chief of the OSG General Services Section a performance evaluation of its janitorial staff every first Monday of the month.	
Must ensure that proper labor relations and conditions of employment are maintained;	
Must ensure implementation, enforcement, and compliance with the OSG rules and regulations relative to the maintenance of cleanliness and sanitation of office premises.	
Must maintain records, prepares reports, and composes correspondence relative to the prescribed scope of work.	
Must make the rounds to check crew coverage in designated work areas.	
Must conduct inspections and investigations of complaints.	
Must conduct a daily inspection of the premises to ensure clean and safe conditions.	
Must inspect equipment for cleanliness and repair.	
Must ensure delivery of the supplies needed by the deployed janitors for the month and submit therewith a list/inventory thereof to the Chief of the OSG General Services Section every first Monday of the month.	
Must determine, on a monthly basis, the materials, supplies, and equipment needed.	
Must submit every first Monday of the month to the Chief of the OSG General Services Section a report of the supplies consumed during the previous month and an inventory of the remaining supplies to be consumed for the year.	

Must perform other services necessary or desirable for the maintenance and upkeep of the office premises and minister to the personal comfort, convenience, or safety of OSG officers, employees, and visitors.	
In case the first Monday of the month falls on a holiday or there is suspension of work in government, the required submission of documents under this section will be on the next working day.	

B. BUILDING HOUSEKEEPING

1. DAILY JANITORIAL ACTIVITIES	COMPLIANT
Sweeping, damp mopping, scrubbing, and spray buffing of all floors – including elevators – to maintain luster and shine at all times.	
Cleaning of interior glass panels and their appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime.	
Cleaning, dusting and damp wiping of office furniture, fixtures and equipment and application of appropriate furniture polish to maintain luster and shine at all times.	
Keeping stairways, fire exits, and entrances clean and free of obstruction at all times.	
Cleaning, sanitizing and disinfecting comfort room urinals, lavatories, toilet bowls, and wash room basins.	
Checking and reloading if required of toilet paper, liquid hand soap and other toilet supplies.	
Cleaning of wastebaskets and vertical and horizontal blinds.	
Sweeping, vacuum cleaning, and stain spotting of carpeted rooms.	
Sweeping of driveways, dumpsite and surroundings.	
Informing the Building Administrator and the Chief of the OSG General Services Section, of any defective conditions such as busted bulbs, leaking faucets/cracked wall plaster, unsafe conditions and/or any unusual activity within the building and its surroundings.	
Cleaning of kitchen, pantry and cabinets.	
Washing of dishes, glasses and utensils.	
Washing of table cloth, seat cover and other office fabric related materials.	
Movement and transfer of furniture, equipment, supplies, and materials as may be necessary, and only upon the instruction of the Chief of the OSG General Services Section.	

Collection and disposal of trash and other trash materials to the garbage dump, compliant with RA No. 9003 (Ecological Solid Waste Management Act), City Ordinances and Makati Commercial Estate Association, Inc. (MACEA) rules and regulations.	
Perform such services usually necessary or desirable for the maintenance and upkeep of the office premises and minister to the personal comfort, convenience, or safety of OSG officers, employees, and visitors.	

2. WEEKLY JANITORIAL ACTIVITIES

COMPLIANT

General cleaning, washing, scrubbing and polishing of floors, hallways, comfort rooms and wash rooms, interior glass panels, and baseboards.	
General cleaning of wall partitions and other vertical surfaces.	
General cleaning of offices including dusting, spot scrubbing, and damp wiping of office furniture, fixtures and equipment and application of furniture polish.	
Sweeping and washing of driveways, dumpsite, and surroundings.	

3. MONTHLY JANITORIAL ACTIVITIES

COMPLIANT

General cleaning of Office Premises.	
Cleaning and application of polishing solution to the vertical/horizontal walls, dividers, and ledges of the division premises.	
General cleaning of wall partitions and other vertical surfaces.	
General cleaning of OSG parapets.	
General cleaning of the OSG basement.	
General cleaning of offices including dusting and damp wiping of office furniture, fixtures and equipment and application of furniture polish.	
General cleaning of surfaces, receptacles, corners, air conditioning vents, and areas that are not ordinarily cleaned during the daily and weekly services.	
Cleaning and dusting of file rooms.	
Cleaning and declogging of decks, gutters, downspouts, storm drains.	
General cleaning of light diffusers and other receptacles.	

4. SEMI-ANNUAL JANITORIAL ACTIVITIES

COMPLIANT

General cleaning, washing, scrubbing and polishing of floors, hallways, comfort rooms and wash rooms, interior glass panels, and baseboards.	
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