

JANITORIAL SERVICES TERMS OF REFERENCE

(Building & Grounds Maintenance Division, General Services Department)

Procurement of general support services, including non-personal or contractual services, such as general / janitorial services, falls under the definition of goods per Section 5 (h) of R.A. 9184 and reiterated in Section 5 (r) of its Implementing Rules and Regulations (IRR).

For purposes of bidding in the procurement of **Services of Utility Workers for Building & Grounds Maintenance Division, GSD** of ZCWD, the winning bid shall be determined by the lowest calculated and responsive bid. For efficient procurement of ZCWD's requirements for general/janitorial services, the Bids and Awards Committee (BAC) pursuant to **Guidelines on the Procurement of Security / Janitorial Services**, shall also take into consideration, aside from cost, other factors in determining the winning bid, such as, but not limited to, **contracts with other clients, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.**

The minimum requirements prescribed in this Terms of Reference shall be used as basis in evaluating the technical proposal of the bidder. Compliance of the bidder to the said minimum requirements shall be determined using a "pass-fail system", provided, however, that the BAC may require additional documents or materials as part of the bidder's technical proposal to substantiate the bidder's compliance to the set of parameters enumerated.

The instant procurement of general / janitorial services shall be a **one (1) year contract**. The Approved Budget for the Contract (ABC) shall be in the amount corresponding to the contract amount for the first year only. The contract cost for the next two (2) years shall be fixed and the same as the ABC for the first year and shall not be adjusted during the contract implementation except for the following

- a. increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;
- b. increase in taxes, and
- c. if during the term of the contract, ZCWD sees the need for an increase or decrease in the number of personnel, provided, however, that the ABC for the relevant year is not exceeded.

The Financial Proposal shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract.

The winning bidder is expected by ZCWD to maintain a satisfactory level of performance throughout the term of the contract based on the performance criteria which shall include, among others,

- (i) quality of service delivered;
- (ii) time management;
- (iii) management and suitability of personnel; and
- (iv) contract administration and management;

Before end of each year, ZCWD or its authorized representative shall conduct an assessment or evaluation of the aforementioned performance criteria. Based on the assessment, ZCWD may pre-terminate the contract for failure of the service provider to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004.

GENERAL / JANITORIAL SERVICES

I. SCOPE OF SERVICES/REQUIREMENTS

a. Janitorial Agency

- i. The Janitorial Agency must be duly licensed, registered, and with proper operating permits and other statutory requirements. It must have been engaged in the business for at least five (5) years.
- ii. The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies. Same shall be submitted during post-qualification.
- iii. The Janitorial Services Agency will provide Eighteen (18) maintenance workers who will render services at General Services Department.
- iv. The General Services / Janitorial Agency shall be required to submit Certificate of Registration from DOLE during the post-qualification.

II. APPROVED BUDGET FOR THE CONTRACT OF ONE YEAR Computation for One (1) Year Contract

NO. OF GENERAL SERVICES	18 PERSONNEL
CONTRACT DURATION	12 MONTHS
EMR FACTOR	313 DAYS

A	AMOUNT PAYABLE TO JANITOR	
1	Applicable Daily Rate	316.00
2	Equivalent Monthly Rate (EMR)- $ADR \times 325.30 / 12$	8,566.23
3	13th Month Pay ($ADR \times 365 \text{ days} / 12 / 12$)	686.86
4	Service Incentive Leave Pay ($ADR \times 5 / 12$)	131.67
5	Retirement Benefits per RA 7641 ($ADR \times 22.5 / 12$)	592.50
	TOTAL AMOUNT DUE TO JANITOR	9,977.26
B.	EMPLOYER'S CONTRIBUTION TO GOV'T IN FAVOR OF JANITOR	
a.	SSS Contribution	760.00
b.	Phil-Health Contribution	137.50
c.	State Insurance Fund	10.00
d.	Pag-ibig Contribution	100.00
	TOTAL	1,007.50
C.	TOTAL AMOUNT PAYABLE TO JANITOR & GOV'T (A + B)	10,984.76
D.	AGENCY'S ADMINISTRATIVE OVERHEAD MARGIN (10%)	

E.	BASIC CONTRACT RATE (C + D)		
F.	VALUE ADDED TAX (12%)		
G.	MINIMUM CONTRACT RATE PER JANITOR (E + F)		
H.	TOTAL ANNUAL CONTRACT PER JANITOR		
I.	MULTIPLIED BY 12 MONTHS		

Total Contract Price in Words: **TWOMILLION NINE HUNDRED TWENTY TWO THREE ONE HUNDRED SEVENTY SEVEN PESOS & SIXTY EIGHT CENTAVOS.**

III. SCOPE OF GENERAL SERVICES/REQUIREMENTS

1. Properly maintain the cleanliness of the surroundings, grounds and structures of the following:
 - Water Treatment Plant Phase I & II Compound
 - Old Reservoir Compound
 - Putik Collection Center
 - Motorpool Compound
 - Main Office and
 - Other similar office structures
2. Each agency worker shall function in accordance with their job description as prescribed by the Office thru the General Services Department.
3. Assist in the cleaning of all water production facilities.
4. Perform other duties and responsibilities as maybe required.

IV. SET OF MINIMUM REQUIREMENTS

- a. Stability
 - i. Years of Experience
 - ✓ at least five (5) years
 - ii. Liquidity of the Contractor Net Financial Contracting Capacity (NFCC)
 - ✓ at least equal to ABC
 - iii. Organizational Set-up

b. Resources

i. No. and kind of Equipment

- ✓ 20 pcs goggles
- ✓ 20 pcs heavy duty gloves
- ✓ 20 pcs boots
- ✓ 20 pcs hard hat
- ✓ 20 sets cover all jumpsuit

ii. No. of Personnel

- ✓ 20 utility workers

c. Other Factors

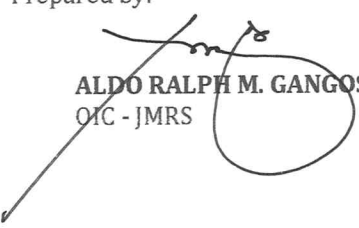
i. Recruitment and Selection Criteria

- ✓ Filipino Citizen and not more than 60 years old
- ✓ At least elementary graduate
- ✓ health certificate (mentally & physically fit)
- ✓ drug test must be one (1) month old upon signing of contract with proof of certificate from accredited government agency specifically the Department of Health (DOH).

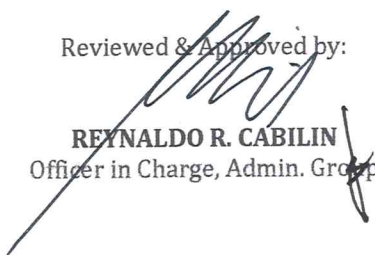
ii. Completeness of Uniforms and Other Paraphernalia

- ✓ Standard company uniform with identification card

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