

TERMS OF REFERENCE FOR DOT JANITORIAL SERVICES REQUIREMENT

INTRODUCTION AND BACKGROUND

The Department of Tourism (DOT) is the primary government agency charged with the responsibility to encourage, promote and develop tourism as a major socio-economic activity to generate foreign currency and employment and to spread the benefits of tourism to a wider segment of the population with the support, assistance and cooperation of both the private and public sectors, and to ensure the safe, convenient, enjoyable stay and travel of the foreign and local tourists in the country.

The DOT office is located at a 6-storey building at No. 351 Sen. Gil Puyat Ave., Makati City.

As a public office, the DOT building premises are frequented by the general public transacting official business on matters pertaining to travel and tours concerns and the accreditation of tourism oriented and related establishments.

It is therefore imperative that its building premises are maintained clean and sanitary condition at all times.

The DOT now invites interested and qualified janitorial services agencies to submit bids for the DOT's janitorial services requirements at the DOT Building in accordance with this Terms of Reference.

BIDDING ON THE PROCUREMENT OF JANITORIAL SERVICES

Under Section 5 (h) of R.A. 9184, as reiterated in Section 5 (r) of its Implementing Rules and Regulations (IRR), procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods. Thus, for purposes of bidding in the procurement of security services of the DOT, the winning bid shall be determined by the Lowest Calculated and Responsive Bid (LCRB).

In order, however, to achieve proper and efficient procurement of DOT's requirements for janitorial services, the Bids and Awards Committee (BAC) 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 Annex "A" of 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 in Annex "A".

The procurement of janitorial services shall not to exceed two (2) years although for purposes of this bidding, 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 year shall be fixed and the same as the ABC for the first year and shall not be adjusted during the contract implementation except for increase in minimum daily wage pursuant to law or new wage order issued after date of bidding, increase in taxes, and if during the term of the contract, both the DOT sees the need for an increase or decrease in the number of janitors, 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 DOT 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; (iv) contract administration and management; and (v) provision of regular progress reports on the status of DOT's premises in terms of janitorial services in accordance with the housekeeping plan. Said satisfactory level of performance shall be assessed by DOT before the end of the year and shall serve as basis for the renewal of its contract for another one (1) year in accordance with Government Procurement Policy Board (GPPB) rules and regulations.

Based on the assessment, the DOT may pre-terminate the contract of the janitorial service contractor for its failure to perform its obligations thereon.

**DEPARTMENT OF TOURISM
JANITORIAL SERVICES TERMS OF REFERENCE 2018**

I. SCOPE OF WORK

1. Clean the DOT building basement, grounds, the periphery of all entrances, the parking lots, and the elevators;
2. Clean the DOT building floors including corridors, sidewalls, doors, partitions, sidings, glass doors and windows, stairways and other part /portions of the DOT building premises;
3. Clean and sanitize all rooms and wash rooms /restrooms;
4. Clean and polish /shampoo furniture and fixtures;

5. Maintain the cleanliness and neatness of all rooms;
6. Pick cigarette butts, trash/ rubbish and regular disposing of garbage;
7. Maintain the cleanliness of all other portions of the building /office equipment not mentioned above but which add to the neat appearance of the whole building and its premises;
8. The janitor/personnel assigned shall make the necessary report to the DOT General Services Division (GSD) of all broken fixtures in the comfort rooms, hallways and stairs and other observations, which require the immediate attention of GSD Maintenance Section;
9. Every comfort room shall have an assigned janitor / personnel to maintain its cleanliness and sanitation.

II. DEPARTMENT REQUIREMENTS

Three (3) shifts: 6:00am to 11:00pm, on an 8-hour basis

| <i>Deployment per floor</i> | <i>6:00 a.m. to 3:00 p.m.</i> | <i>9:00 a.m. to 6:00 p.m.</i> | <i>3:00 p.m. to 11:00 p.m.</i> |
|------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|
| <i>Ground Floor</i> | <i>2</i> | <i>2</i> | |
| <i>Second Floor</i> | <i>2</i> | <i>2</i> | |
| <i>Third Floor</i> | <i>2</i> | <i>2</i> | |
| <i>Forth Floor</i> | <i>2</i> | <i>2</i> | |
| <i>Fifth Floor</i> | <i>2</i> | <i>2</i> | |
| <i>Sixth Floor / Penthouse</i> | <i>2</i> | <i>2</i> | |
| <i>Night Shift</i> | | | <i>2*</i> |
| <i>Supervisors</i> | <i>1</i> | <i>1</i> | |
| <i>TOTAL</i> | <i>13</i> | <i>13</i> | <i>2</i> |

****Shall be assigned for garbage disposal and assistant for all floors***

LIST OF EQUIPMENT TO BE STATIONED IN DOT PREMISES

| | |
|-----------------------------|---------|
| 1. Warning Sign | 18 pcs. |
| 2. Push Cart / Utility Cart | 6 pcs. |
| 3. Garbage Hauler | 6 pcs. |
| 4. Utility Ladder | 6 pcs. |
| 5. Plastic Pail | 12 pcs. |
| 6. Dust Pan (Close / Open) | 30 pcs. |
| 7. Tong | 30 pcs. |
| 8. Rubber Force Pump | 12 pcs. |
| 9. Mop Handle (Regular) | 24 pcs. |
| 10. Mop Squeezer | 7 pcs. |

LIST OF SUPPLIES

| Weekly | Monthly | Every Two Months | Quarterly |
|--|-------------------------------|--|-------------------------|
| Toilet paper, 100 rolls / box, 5 boxes | Franela, 50 pcs. | Soft broom, 24 pcs. | Broom stick, 6 pcs. |
| Air freshener, 5 gals. | Garbage bag, 500 pcs. | Liquid sosa, 20 liters | Plunger, 6 pcs. |
| Liquid hand soap, 6 gals. | Mop head, 24 pcs. | Toilet oval brush with handle, 12 pcs. | Toilet brush, 24 pcs. |
| Scotch brite, 24 pcs. | Deodorant cake, 150 pcs. | Rubber gloves, 28 pairs | Galss squeegee, 24 pcs. |
| Liquid detergent, 10 gals. | Bowl bite cleaner, 6 gals. | Hand brush, 24 pcs. | |
| | Liquid glass cleaner, 5 gals. | | |

Note: All of the above-listed supplies on a weekly, monthly, bi-monthly and quarterly requirement shall be delivered to the DOT - GSD.

III. APPROVED BUDGET FOR THE CONTRACT OF ONE YEAR

Computation for One (1) Year Contract

| Item No. | Description | | | | Total Price |
|-----------------|---|-----------------------------|----------------------------------|------------------------|--------------------|
| | No. of Days Work per Week | No. of Days per Year | No. of Hours Work per Day | Daily Wage (DW) | |
| | 6 days | 313 days | 8 hours | 502.00 | |
| | Amount Directly to Janitor | | | | |
| | Average Pay per Month (DW x No. of Days per Year / 12) | | | | 13,093.83 |
| | 13 th Month Pay (Average Pay per Month / 12) | | | | 1,091.15 |
| | 5 Days Incentive Pay (DW + COLA x 5 / 12) | | | | 213.33 |
| | COLA (PhP10.00 x 377 / 12) | | | | 314.17 |
| A. | TOTAL AMOUNT DIRECTLY TO JANITOR | | | | 14,712.48 |
| | Amount to Government in favor of Janitor | | | | |
| | SSS Premium | | | | 1,068.20 |
| | Philhealth Contribution | | | | 200.00 |
| | State Insurance Fund | | | | 30.00 |
| | PAG – IBIG Fund | | | | 100.00 |
| B. | TOTAL AMOUNT TO GOVERNMENT IN FAVOR OF JANITOR | | | | 1,398.20 |

| | | |
|-----------|--|------------------|
| | | |
| C. | TOTAL AMOUNT TO JANITOR AND GOVERNMENT (A + B) | 16,110.68 |
| | | |
| D. | AGENCY FEE (ADMINISTRATIVE OVERHEAD AND MARGIN) | 3,866.56 |
| | | |
| E. | VALUE ADDED TAX (12% VAT) | 463.99 |
| | | |
| F. | TOTAL MINIMUM CONTRACT RATE FOR 8 HOURS (C + D + E) | 20,441.23 |
| | | |

Total Minimum Contract Rate for 8 hours x 12 months x no. of janitors required = ABC

$$\text{PhP}20,441.23 \times 28 = \text{PhP}572,354.44$$

$$\text{PhP}572,354.44 \times 12 = \text{PhP}6,868,253.28$$

APPROVED BUDGET FOR THE CONTRACT (ABC)

= Six Million Eight Hundred Sixty-Eight Thousand Two Hundred Fifty-Three & 28/100 Pesos (PhP6,868,253.28)

IV. OTHER CONDITIONS

Based on satisfactory level of performances of each janitors / personnel currently on duty, the DOT may request the winning janitorial service contractor to retain or absorb their services.

SET OF MINIMUM REQUIREMENTS

Janitorial Services

1. Stability

- (a) Years of Experience
 - ✓ at least five (5) years
- (b) Liquidity of the Contractor
 - ✓ Net Financial Contracting Capacity (NFCC) at least equal to ABC
- (c) Organizational Set-up

2. Resources

- (a) No. and Kind of Equipment
 - ✓ actual number of equipment
- (b) No. of Janitors
 - ✓ twenty-eight (28) janitors

3. Housekeeping Plan

- ✓ based on personnel deployment from 6am to 3pm, 9am to 6pm, 3pm to 11pm on 8-hour basis

4. Other Factors

- (a) Recruitment and Selection Criteria
 - ✓ at least second (2nd) year high school
 - ✓ health certificate
 - ✓ drug test with proof of certificate from government accredited granting office
- (b) Completeness of Uniforms and Other Paraphernalia standard company uniform
- (c) Company Manual of Operations to include disciplinary measures.