Terms of Reference
For the Public Bidding for Janitorial Services of Port Management Office of Batangas

The Philippine Ports Authority, PMO-Batangas hereby invites interested service providers / contractors to submit bid proposal for the provision of Janitorial Services for the following areas / jurisdiction:

1. Admin Building
2. PTB II at Phase I (all offices occupied by PPA personnel)
3. PPD Headquarters at Phase I
4. Main Gate/Radar Station at Phase I
5. Port Manager's Staff House/Guest House at Phase I
6. TMO Bauan, Bauan, Batangas
7. TMO Tablas, Odiongan, Romblon
8. TMO Romblon, Romblon

1. TECHNICAL REQUIREMENTS

1.1 PPA Administration Building

(a) Manpower Complement – Twenty Seven (27) Personnel

(b) Work Schedule – Six (6) days a week or a total of three hundred twelve (312) days, eight (8) hours daily with duty schedule from 7:00 AM – 3:00 PM, 3:00 PM – 11:00 PM (7^{th} floor); and 8:00 AM – 5:00 PM with one (1) hour break

(c) Areas of Coverage (Whole building and its surroundings except areas leased to other entities and areas that cannot be reached by ladders)

(d) Scope of Work

(i) Daily / Routine

(aa) Sweeping, mopping, spot scrubbing and polishing of all floors of the building;

(bb) Thorough cleaning, sanitizing and application of disinfecting agent on commodes, urinals and wash basins;

(cc) Dusting and/or damp wiping of other vertical and horizontal surfaces, racks, cabinets, doors, windows, ledges, equipment, furniture and fixtures;

(dd) Cleaning/Polishing of glass doors, windows and panes on all floors;

(ee) Collecting and emptying of trash and cleaning of trash receptacles, spit tans, ash trays and disposal at specified point;

(ff) Cleaning/Sweeping of concrete entrance, path walk for disabled, sidewalks and the premises of the building;

(gg) Cleaning, removal of cobwebs on concrete RC beams and girder;

(hh) Watering and caring of ornamental plants inside the building;

(ii) Cleaning of stairs, stair railings and landings and fire exits; canopy and

(jj) Checking of water faucets, water apparatus, lights and electrically run equipment, windows and doors at the close of office hours.

(ii) Weekly Services

(aa) Scrubbing, waxing and polishing of floors which include stripping;

(bb) Scrubbing and dusting of walls, sidewalks and corners;

(cc) Vacuum or washing of all Venetian blinds installed in all offices;

(dd) Cleaning of aircon filters; and

(ee) Cleaning and scrubbing of multi-purpose deck

(iii) Periodic Services

(aa) Cleaning / dusting of fluorescent tubes, casings, diffusers or housing;

(bb) Cleaning of inside walls and office ceiling;

(cc) Cleaning of gutters;

(dd) Cleaning of machine room twice a month; and

(ee) De-clogging of sink and urinals

(iv) Other Services

(aa) To provide extra manpower on special occasions like parties, anniversaries and hauling services upon

request of the AUTHORITY, without additional expense/cost to do it;

(bb) To provide a standby reliever to ensure smooth cleaning operation; and

(cc) To assist in other activities outside janitorial services.

1.2 Passenger Terminal Building II

(a) Manpower Complement – Eight (8) Personnel

(b) Work Schedule – Six (6) days a week or a total of three hundred twelve (312) days, eight (8) hours daily with duty schedule from 6:00 AM – 2:00 PM, 2:00 PM – 10:00 PM

(c) Areas of Coverage (all offices occupied by PPA personnel)

(d) Scope of Work

(i) Daily / Routine

(aa) Sweeping, mopping, spot scrubbing and polishing of all floors;

(bb) Thorough cleaning, sanitizing and disinfecting agent on commodes, urinals and wash basins;

(cc) Dusting and/or damp wiping of urinal doors, partitions, window ledges;

(dd) Cleaning/Polishing of glass doors, windows and panes;

(ee) Collecting and emptying of trash and cleaning of trash receptacles located at the comfort rooms and disposal at specified point;

(ff) Cleaning, removal of cobwebs; and

(gg) Checking of water faucets, water apparatus and lights at the close of office hour.

(ii) Weekly Services

(aa) Scrubbing, waxing and polishing of floors which includes stripping; and

(bb) Scrubbing and dusting of walls

(iii) Periodic Services

(aa) Cleaning/Dusting of fluorescent tubes, casings, diffusers or housing

(bb) Cleaning of ceiling; and

(cc) De-clogging of sink and urinals

(iv) Other Services

(aa) To provide a standby reliever to ensure smooth cleaning operation; and

(bb) To assist in other activities outside janitorial services

1.3 Port Police Headquarters

(a) Manpower Complement – One (1) Personnel

(b) Work Schedule – Six (6) days a week or a total of three hundred twelve (312) days, eight (8) hours daily with duty schedule from 7:00 AM – 4:00 PM with one (1) hour break

(c) Areas of Coverage (Whole building and its surroundings)

(d) Scope of Work

(i) Daily / Routine Services

(aa) Sweeping, mopping, spot scrubbing and polishing of flooring;

(bb) Thorough cleaning, sanitizing and disinfecting agent on commodes, urinals and wash basins;

(cc) Dusting and/or damp wiping of urinal doors, partitions, windows and ledges;

(dd) Dusting and/or damp wiping of other vertical and horizontal surfaces, racks, cabinets, doors, windows, ledges, equipment, furniture and fixtures;

(ee) Cleaning/polishing of glass doors, windows and panes;

(ff) Collecting and emptying of trash and cleaning of trash receptacles and disposal at specified point;

(gg) Cleaning/Sweeping of tiled entrance, path walk for disabled, sidewalks, parking space and the premises of the building;

(hh) Cleaning, removal of cobwebs; and

(ii) Checking of water faucets, water apparatus, lights and electrically run Equipment at the end of every shift;

(ii) Weekly Services

(aa) Scrubbing and dusting of flooring;

(bb) Vacuum or washing of all Venetian Blinds installed; and

(cc) Cleaning of aircon filters

(iii) Periodic Services

(aa) Cleaning/Dusting of fluorescent tubes, casings, diffusers or housing;

(bb) Cleaning of inside walls and office ceiling;

(cc) Cleaning of gutters; and

(dd) De-clogging of sink and urinals

(iv) Other Services

(aa) To provide a standby reliever to ensure smooth cleaning operation; and

(bb) To assist in other activities outside janitorial services.

1.4 Main Gate/Radar Station at Phase I

(a) Manpower Complement – One (1) Personnel
(b) Work Schedule – Six (6) daysor a total of three hundred twelve (312) days, eight (8) hours daily with duty schedule from 7:00 AM – 4:00 PM with one (1) hour break

(c) Areas of Coverage (Collecting Booth at Main Gate and Comfort Rooms and Radar Station building and its surroundings)

(d) Scope of Work

(i) Daily / Routine Services
aa) Sweeping, mopping, spot scrubbing and polishing of all floors;

(bb) Thorough cleaning, sanitizing and disinfecting agent on commodes, urinals and wash basins;

(cc) Dusting and/or damp wiping of urinal doors, partitions, windows and ledges;

(dd) Cleaning/Polishing of glass doors, windows, stairs and panes;

(ee) Collecting and emptying of trash and cleaning of trash receptacles and disposal at specified point;

(ff) Cleaning, removal of cobwebs on all of the covered areas;

(gg) Checking of water faucets, water apparatus and lights at the close of office hour

(ii) Weekly Services

(aa) Scrubbing, waxing and polishing of all floors which includes stripping; and

(bb) Scrubbing and dusting of walls and corners

(iii) Periodic Services

(aa) Cleaning/Dusting of hallway fluorescent tubes, casings, diffusers or housing;

(bb) Cleaning of hallway walls and hallway ceilings; and
(cc) De-clogging of sink and urinals

(iv) Other Services

(aa) To provide a standby reliever to ensure smooth cleaning operation; and

(bb) To assist in other activities outside janitorial services

1.5 Port Manager's Staff House/Guest House

(a) Manpower Complement – One (1) Personnel

(b) Work Schedule – Six (6) days a week or a total of three hundred twelve (312) days, eight (8) hours daily with duty schedule from 8:00 AM – 5:00 PM with one (1) hour break

(c) Areas of Coverage (Whole building and its surrounding)

(d) Scope of Work

(i) Daily / Routine Services

(aa) Sweeping, mopping, spot scrubbing and polishing of all floors;

(bb) Thorough cleaning, sanitizing and disinfecting agent on commodes, urinals and wash basins;

(cc) Dusting and/or damp wiping of urinal doors, partitions, windows and ledges;

(dd) Cleaning/Polishing of glass doors, windows and panes;

(ee) Collecting and emptying of trash and cleaning of trash receptacles and disposal at specified disposal point;

(ff) Cleaning, removal of cobwebs; and

(gg) Checking of water faucets, water apparatus, lights and other electrically run equipment at the end of every shift.

(ii) Weekly Services

(aa) Scrubbing and dusting of walls and ceilings;

(bb) Damp wiping or washing of all Venetian blinds installed; and

(cc) Cleaning of aircon filters

(iii) Periodic Services

(aa) Cleaning / dusting of fluorescent tubes, casings, diffusers or housing;

(bb) Cleaning inside walls and ceiling;

(cc) Cleaning of gutters; and

(dd) De-clogging of sink and urinals

(iv) Other Services

(aa) To provide a standby reliever to ensure smooth cleaning operation; and

(bb) To assist in other activities outside janitorial services

1.6 Terminal Management Offices

(a) Manpower Complement – has a total of three (3) personnel distributed as follows;

(i) One (1) Personnel – TMO Bauan, Bauan, Batangas
(ii) One (1) Personnel – TMO Tablas, Odiongan, Romblon
(iii) One (1) Personnel – TMO Romblon, Romblon, Romblon

(b) Work Schedule – Six (6) days a week or a total of three hundred twelve (312) days, eight (8) hours daily with duty schedule from 7:00 AM – 4:00 PM or 8:00 AM – 5:00 PM with one (1) hour break

(c) Scope of Work

(i) Daily / Routine Services

(aa) Sweeping, mopping, spot scrubbing and polishing of all floors;

(bb) Thorough cleaning, sanitizing and disinfecting agent on commodes, urinals and wash basins;

(cc) Dusting and/or damp wiping of urinal doors, partitions, windows and ledges;

(dd) Cleaning/Polishing of glass doors, windows and panes;

(ee) Collecting and emptying of trash and cleaning of trash receptacles and disposal at specified disposal point;

(gg) Cleaning, removal of cobwebs;

(hh) Watering and caring ornamental plants inside the building and those outside of the building;

(ii) Cleaning of stairs and stair landings (for TMO Romblon);

(jj) Checking of water faucets, water apparatus, lights and other electrically run equipment; and

(ii) Weekly Services

(aa) Scrubbing, waxing and polishing of floors which includes stripping;

(bb) Scrubbing and dusting of walls, sidewalks and corners;

(cc) Damp wiping or washing of all Venetian blinds installed; and

(dd) Cleaning of aircon filters

(iii) Periodic Services

(aa) Cleaning / dusting of fluorescent tubes, casings, diffusers or housing;

(bb) Cleaning of inside walls and office ceiling;

(cc) Cleaning of gutters; and

(dd) De-clogging of sink and urinals

2. FINANCIAL OFFER

2.1 Salaries & Wages and Other Employee Benefits

(a) Monthly Basic Wage
(b) 13th Month Pay
(c) 5 Days Incentive Pay

2.2 Employee Contribution due the following entities:

(a) SSS
(b) PhilHealth
(c) Employees Compensation Fund
(d) Pag-IBIG

2.3 Administrative Charges as per GPPB Resolution No. 26-2013 dated April 26, 2013.

2.4 Charges for Supplies and Materials

MONTHLY CONSUMPTION

500	pcs	Garbage Bag (Assorted Sizes)
25	btls	Insecticides, 300ml
200	rolls	Toilet Paper (Jumbo), 3-ply
50	btls	Alcohol (70% Isopropyl, 250ml)
36	bars	Laundry Soap
20	btls	Disinfectant Spray, 250ml
25	kls	Powder Soap
25	gals	Toilet Bowl Cleaner
20	kls	Rag
40	pcs	Hand Soap, 90g
50	btls	Hand Sanitizer (500ml)
40	btls	Dishwashing Liquid, 250 ml
60	pcs	Scouring Pad (Heavy Duty)
7	gals	Wax Remover / Stripper
2	gals	Carpet Shampoo
12	gals	Liquid Wax
10	box	Facial Tissue
20	gals	All Purpose Cleaner
3	gals	Air Freshener
25	btls	Bleaching Liquid, 250ml
35	cans	Air Freshener (for offices), 70g
45	pairs	Rubber Hand Gloves
25	gals	Liquid Declogger

QUARTERLY CONSUMPTION

20	pcs	Soft Broom (Walis Tambo)
50	pcs	Mop head

SEMI ANNUAL CONSUMPTION

25	pcs	Mop Handle
30	pcs	Dust Pan
25	pcs	Toilet Bowl Rubber Pump
30	pcs	Toilet Bowl Brush with Handle
8	pcs	Polishing Pad
5	pcs	Stripping Pad
30	pairs	Pail and Dipper
20	pcs	Glass Cleaner Roller

EQUIPMENT AND OTHER CLEANING TOOLS

4	units	Heavy Duty Floor Polishers
2	units	Aluminum Ladder
5	units	Heavy Duty Mop Squeezer
3	units	Heavy Duty Vacuum Cleaner (Wet and Dry)

3. TERMS AND CONDITIONS

3.1 Contractor's Liability

The Parties, likewise agree that the employees of the CONTRACTOR are not employees of the PPA; the PPA shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the CONTRACTOR whether or not occurring during the performance of their duties. The CONTRACTOR agrees and binds itself to indemnify the PPA for whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the CONTRACTOR arising out of or in connection with or on the occasion of the performance of this agreement. The CONTRACTOR shall at all times, stand solely liable and responsible for the enforcement of, and compliance with all existing laws, rules and regulation and binds itself to save and hold PPA free and harmless from any liability in respect thereof and or arising therefrom and / or by reason of this Terms of Reference (TOR) and its implementation.

The performance criteria to be applied shall include, among others, the following: (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 report.

3.2 Of the Philippine Ports Authority

(a) Grant of Rights/Authority

Grant the contractor the sole and exclusive janitorial services within its vicinity subject to the scope of undertaking to be prescribed thereafter.

(b) Consideration

For and in consideration of the full, satisfactory and faithful performance by the CONTRACTOR of all its undertakings defined and provided for under this Terms of Reference (TOR) and contract documents the AUTHORITY agrees to pay the amount prescribed on the agreement signed inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, subject, however to existing accounting and auditing rules and regulations.

Recommending Approval:

(Signed)
MARGARITA EMELYN B. VILLAMOR
End-User

Approved by:

(Signed)
LEOPOLDO C. BISCOCHO, JR.
Port Manager

Conforme:

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(Signature over Printed Name)
Authorized Representative