

TERMS OF REFERENCE

Provision of Janitorial Services for Offices of the Philippine Ports Authority, PMO-Western Leyte/Biliran CY 2018-2019

1. RATIONALE / OBJECTIVES

There is an exigent demand for a competent and reliable Janitorial Services Contractor at the PPA Port Management Office - Western Leyte/Biliran (PMO-WLB) offices due to the effects of the rationalization program in the government service wherein utility worker positions are among those affected.

The above mentioned Janitorial Services Contractor shall be required to perform cleaning and maintenance functions during the contract period.

This Terms of Reference shall serve as a guide to those interested to provide the required services as explained hereunder.

2. COVERAGE

The winning Contractor shall provide the services only to PPA, PMO – WLB.

When deemed necessary and subject to funds availability, PPA, PMO-WLB may increase the number of janitors under the same terms and financial conditions of the original contract;

The winning Janitorial Services Contractor shall provide the following:

7 JANITORS

The workers shall be stationed on-site where their services are required.

3. DURATION

This procurement is for the proposed contract covering a period of one year.

4. SCOPE OF WORKS

The winning contractor shall render janitorial services six (6) days a week for a total of forty eight (48) hours, and **provide the janitorial supplies for the**

succeeding quarter that shall be needed following a list of requirements hereto attached as (**Annex “B”**) to be delivered to the PMO Administrative Building every **25th day of the last month before the next quarter** to commence immediately when the contract have been executed, and valued at the amount specified in the detailed cost breakdown (**Annex “A”**).

JANITORS

1. Perform regular cleaning and maintenance work at the PPA, PMO-WLB offices.
2. Perform other support services as the need arises.

5. QUALIFICATION REQUIREMENTS OF PERSONNEL TO BE DEPLOYED/PROVIDED

For the efficient and effective performance of required services, the auxiliary staff to be provided shall have the following qualifications:

1. Must be able to read and write
2. Can work with minimal supervision
3. Must possess the necessary clearances to guarantee absence of criminal records
4. Physically and mentally fit;
5. Must not be less than 18 years of age.

6. OBLIGATIONS AND RESPONSIBILITIES

OF THE CONTRACTOR

1. Provide services as stated in number 4 above;
2. Pay the auxiliary work staffs' wages and benefits prescribed in the Breakdown of Worker's Compensation
3. Assume responsibility for any losses or damages resulting from the acts of its work staff and absorb the costs of repairs or replacement of such damaged or lost properties; and upon written notice or advice, replace immediately those work staff not performing satisfactorily their supposed tasks or responsibilities.
4. Deliver to the Authority the supplies and materials that forms part of the contractual agreement.
5. In addition to the benefits to be provided as required under existing laws, the Janitorial Services Contractor should be able to provide its employees with **Identification Card and 2 sets of uniform at the expense of the Contractor.**

OF THE AUTHORITY

1. Grant a contract to the winning Contractor;
2. Upon representation of Statement of Account with certification and proof that all wages and premiums due on the work staff have been settled, pay the contractor the amount as stipulated in the Contract, subject to the existing government accounting and auditing rules and regulations.

The Authority shall likewise be obligated to pay services beyond the period stipulated in number 4 above, subject to presentation of proofs of services that shall be prescribed by the Authority consistent with its existing rules and regulations.

Employee – Employer Relationship

The work staff to be deployed and assigned by the winning Contractor to the PMO shall not in any manner be construed as employees of PPA. Accordingly, all matters and responsibilities relating to the employment of the work staff shall be assumed solely by the contractor.

7. BREAKDOWN OF WORKERS' COMPENSATION

The PPA PMO – WLB shall pay the Contractor for the services rendered which shall be computed in accordance with and at the rate established and prescribed by the Department of Labor as contained in the breakdown of workers compensation that forms part of this document as **Annex "A"**.

The Contractor, on the other hand, shall ensure that the assigned work staff is paid at the rates not lower than the prescribed wage per category as shown in **Annex "A"**.

8. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED

The documents contained in the checklist of documents are to be submitted on or before specified deadlines.

ALL DOCUMENTS shall be duly certified as a true reproduction of the original, page numbered, signed by authorized signatory and soft bound together. Three (3) sets are to be submitted, one original and two duplicates. Refer to ITB clauses numbers 19 & 20 of the Instruction to Bidders

9. FINANCIAL OFFER

The bid (financial offer) accomplished in the prescribed form shall be contained in a separate envelope together with the bidders' bond.

(SGD) JUDY ANN M. SAN BUENAVENTURA
Acting Administrative Division Manager

Recommending Approval:

(SGD) GERRY D. LIQUIDO
Chairperson – BAC for Goods and Services

Approved:

(SGD) MANUEL A. BOHOLANO
Port Manager

Conforme:

Bidder's Authorized Representative