

**Section VII
TECHNICAL SPECIFICATIONS**

Terms of Reference for Janitorial Services

Specifications	Statement of Compliance
<p>A. BACK GROUND</p> <p>The Philippine Science High School - Main Campus (PSHS-MC) is in need for janitorial and cleaning services to maintain the premises, buildings and social facilities owned/managed by PSHS-MC.</p> <p>B. SPECIFIC PROVISIONS</p> <p>1. The Agency shall provide PSHS-MC with janitorial services composed of qualified, efficient, competent, well-trained, courteous janitors as may be required by PSHS-MC from time to time. In addition to the foregoing, the janitors and supervisor employed by the Agency shall possess the following general qualifications:</p> <ul style="list-style-type: none"> a. Must be of good moral character, without criminal and/or police records. b. Each janitor shall be provided by the Agency with 2 sets complete uniform and identification (ID) cards free of charge. c. Must be physically and mentally fit, as evidenced by a medical certificate issued by a DOH accredited Medical Service Provider. <p>Any misrepresentation by the Agency with respect to such qualifications shall be ground for the termination/cancellation of the Contract.</p> <p>2. Specific Qualifications of the janitors and supervisor:</p> <ul style="list-style-type: none"> ➤ Supervisor <ul style="list-style-type: none"> a. Physically fit and of legal age b. At least two years of college studies. c. At least three (3) years supervisory experience. d. At least two (2) years of experience with the agency. e. With knowledge in inventory of materials and preparation of daily reports. f. With good coordination and leadership skills. g. With good oral and written communication skills. h. Police Clearance ➤ Janitors <ul style="list-style-type: none"> a. Physically fit and of legal age b. With at least six (6) months janitorial experience and has acquired skills in the operation of various janitorial equipment. c. At least six (6) months experience with the agency. d. Police Clearance <p>3. It is understood that the Agency’s personnel shall be provided with ID cards for their identification and that they shall be subject at all times to on-the spot search upon entering, leaving or during their stay inside the PSHS-MC premises. The Agency shall, therefore provide PSHS-MC an updated list of its personnel assigned thereat whenever there is a change in staffing, including temporary personnel.</p>	<p><i>Please state here “Complying” or “Not Complying”</i></p>

The Agency shall pay the wages, salaries or compensation of the janitors in accordance with the provisions of the Minimum Wage Law as follows:

- a. Not later than the 15th and 30th day of the month
- b. Through ATM payroll account
- c. Acknowledgement of the payroll sheet shall be done on PSHS premises
- d. Payslips should be provided per payroll period.

The payment shall be made, even if, for some reason or the other, the Agency fails to collect on time from PSHS-MC.

4. The Agency hereby acknowledges that no authority has been conferred upon it by PSHS-MC to hire any person or persons in behalf of PSHS-MC, and it is understood that each person or persons employed or utilized by the Agency in carrying out the janitorial services shall be paid by and considered as exclusive employee or agent of the Agency and as such PSHS-MC shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Agency and/or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the janitors.

The Agency holds PSHS-MC free and harmless from any claim whatsoever from its janitors and personnel.

5. Any janitor found ineffective based on signed reports shall be immediately replaced by the Agency upon written request by the Head of the Procuring Entity or his duly authorized representative.
6. PSHS-MC, in case of disagreement or controversy regarding the restitution of any PSHS-MC property lost, damaged or destroyed during the term of the Contract, shall create an Investigation Board composed of two (2) officials from the PSHS-MC and one (1) from the Agency whose decision shall be final unless otherwise reversed by the Head of the Procuring Entity. Immediately after it has been determined that Agency is at fault, the Agency shall immediately pay PSHS-MC the cost of the lost items, otherwise, PSHS-MC shall withhold such amount from the Agency's billings.

C. SCOPE OF WORK

The following is the Scope of Work for the Contract for Janitorial Services. PSHS-MC may provide specific work assignments to the assigned janitors with respect to details of the work, such as the number of janitors/janitresses to be assigned per shift, areas to be cleaned (or areas of responsibility), and other details that PSHS-MC may deem necessary as called for any situation, or janitorial requirements as advised by the Agency with PSHS-MC's approval.

1. The Agency shall provide for the Janitorial Services needs of PSHS-MC as follows:
 - a) Provide Janitors/Janitress, their uniform, cleaning tools and work equipment, and other necessary paraphernalia used in carrying out the required janitorial services;
 - b) Provide an initial janitorial force consisting of **TWENTY FIVE (25)** men and women which includes one (1) supervisor and

twenty two (24) janitors/janitresses; however, additional personnel maybe requested from time to time for special occasions.

- c) Provide janitorial personnel who will work from 6:00 a.m.to 3:00 p.m., 7:00 a.m. to 4:00 p.m. and 8:00 a.m. to 5:00 p.m. from Monday to Friday; and shall report from 7:00 a.m. - 4:00 p.m. on Saturdays;
- d) Provide one full time supervisor tasked in ensuring the proper execution of all janitorial activities from 8:00 a.m. to 5:00 p.m. from Monday to Friday, and 7:00 a.m. to 4:00 pm. on Saturdays;
- e) From the initial janitorial force of TWENTY FIVE (25) personnel, janitors/janitress shall be distributed to the following areas of responsibilities:
 - Administration Building – two (2)
 - 1. Offices, furniture, hallways and rest rooms, admin & SHB lobby
 - Science-Humanities Building – eight (8)
 - 1. 1st floor classrooms, laboratory rooms, faculty offices,
 - 2. 1st floor hallways, open areas and animal house.
 - 3. 2nd floor offices, furniture, library, faculty office, hallways.
 - 4. 3rd floor classrooms, auditorium, hallways.
 - 5. 4th floor classrooms, auditorium, faculty office, furniture, hallways.
 - 6. SHB 1st to 4th floor comfort rooms
 - 7. SHB 1st to 4th floor stairs.
 - 8. SHB Extension
 - Advanced Science and Technology Building – two (2)
 - 1. ASTB classrooms, laboratory rooms, exhibit hall, faculty office, furniture, conference room, audio-visual room, hallways, comfort rooms and ASTB perimeter.
 - Dormitory Buildings – four (4)
 - 1. Girls’ Residence Hall Annex Building bedrooms, managers’ office, furniture, toilets, stockrooms, hallways, building perimeter.
 - 2. Girls’ Residence Hall Main Building bedrooms, managers’ office, furniture, toilets, stockrooms, hallways, building perimeter.
 - 3. Boys’ Residence Hall Annex Building bedrooms, managers’ office, furniture, toilets, stockrooms, hallways, building perimeter.
 - 4. Boys’ Residence Hall Main Building bedrooms, managers’ office, furniture, toilets, stockrooms, hallways, building perimeter.
 - MPG – two (2)
 - 1. MPG surroundings, 2nd floor toilets, ground floor toilets & locker rooms
 - Perimeter/ Grounds – five (5)
 - 1. Perimeter roadway, roof gutters, drainage canals, ornamental plants garden, mini-forest areas, football field.

➤ Supervisor – one (1)

2. The Agency shall ensure the immediate availability of relievers for continuous and uninterrupted service in case of inability of regular personnel to report for work.
3. The Agency shall be duly licensed and registered with the appropriate Government Agencies including the Social Security System.
4. Work Activities:

The activities of the Agency covering areas as stated in the Scope of Work items above shall be as enumerated hereunder but not limited to this list. These must be observed and complied with as required daily, weekly and monthly.

A. Daily Routine Operations:

- a. Cleaning and polishing of all floors, including lobbies, stairways, landing, corridors and hallways;
- b. Cleaning , waxing and polishing of all furniture, fixtures, artworks, counters, floors walls, windows, vertical and horizontal areas and ceiling;
- c. Proper trash segregation and disposal including emptying of waste baskets & other receptacles;
- d. Cleaning, sanitizing and disinfecting of comfort rooms and wash rooms. Supplies such as toilet disinfectants must be replenished as required.
- e. Cleaning of Warehouse/property stockyard, Rooftop, parking areas assigned to PSHS-MC and quadrangle.
- f. Reporting of defective plumbing and lighting fixtures to the maintenance personnel.

B. Weekly Operations

- a. Scrubbing of driveways, parking area, roof tops/gutters and surroundings;
- b. Washing and cleaning of interior and exterior window glass and panels;
- c. Cleaning & vacuuming of carpets;
- d. Inspection and eradication of cobwebs in the ceiling of rooms, exits, stairways and likely places.
- e. Maintenance of gardens and plants at parking and quadrangle.
- f. Washing of tables and benches at the social areas.

C. Monthly Operations

- a. Cleaning of light diffusers. This involves removal, dusting or cleaning of stains on ceilings of diffuser receptacles;
- b. Spot scrubbing of dirt outside the walls of rooms. This involves scrubbing of spots, stains or smudges on interior walls and outside walls which may require the use of chemicals or detergents to restore the original luster;
- c. Scrubbing and waxing of floor areas, lobbies, stairways, fire exit ways and landings. These areas are to be scrubbed with

- suds, dried, waxed and polished.
 d. Pressurized washing of exterior walls;

5. Special Activities

In case there will be special activities (other than routine) such as Anniversary Celebration, fairs, exhibits, etc., in certain areas of the PSHS-MC building or compound, where additional hands are required, PSHS-MC may request for additional janitorial personnel for the occasion.

6. Cleaning Materials & Equipment

PSHS-MC shall provide the Agency with a suitable storage space for all its equipment, materials and supplies. The janitorial agency shall ensure delivery in amounts or number sufficient to provide the necessary logistics and other consumables to carry out its function per schedule.

A. Cleaning Materials and Supplies

The Agency shall ensure delivery in amounts or number sufficient enough for scheduled cleaning activities. In the event that there is insufficient cleaning materials delivered, PSHS-MC may buy the same, subject to deduction from the total amount due to the Agency.

The Agency shall equip its personnel with the necessary materials and supplies such as but not limited to the following:

- Supplied Quarterly or replaced as necessary:

QTY	UNIT	ITEM	
24	pieces	toilet bowl brush	
10	pieces	toilet bowl plunger	
20	pieces	mop handle; heavy duty	
8	pieces	floor polishing brush (carbonegro)	
8	pieces	polishing pad; for brightening	
12	pieces	polishing pad; for scrubbing/stripping	
3	pieces	spark plug	
4	pieces	push brush with handle	
20	pairs	heavy duty rubber gloves; scotch brite or approved equivalent	
1	gallon	furniture polish	
1	gallon	carpet shampoo	
1	gallon	glass cleaner	
1	piece	sharpening stone (carborundum)	

5	pieces	hand brush	
5	pieces	spatula/scrapper; 2" with handle	
5	canisters	WD-40 (382mL)	
100	pieces	Seedling Bag (M)	
100	pieces	Seedling Bag (L)	

➤ Supplied Monthly or Replaced/Replenished as necessary:

QTY	UNIT	ITEM	
20	kilograms	round rugs	
1	gallon	furniture polish	
10	gallons	emulsion wax	
10	gallons	muriatic acid	
25	gallons	natural wax	
10	pieces	soft broom	
25	pieces	stick broom	
30	kilograms	powder soap	
6	gallons	disinfectant (no specific brand)	
30	pieces	abrasive pad (scotch brite, other brand)	
16	liters	insecticide (mosquitoes, flies, roaches, ants); Baygon or approved equivalent	
8	canisters	air freshener/disinfectant (lysol/glade) 500mL	
6	pieces	air freshener (shaldan)	
4	gallons	air freshener (sweet aroma)	
20	pieces	mop head (thread-like)	
600	pieces	garbage bags (biodegradable); XXXL	
4	tube	steel wool (12 pads/ tube)	
6	pieces	ceiling broom	
5	gallons	zonrox	
4	kilograms	nylon cord for grass cutter (tansi)	
80	liters	unleaded gasoline for grass cutter	
3	liters	2T oil for grass cutter	
8	gallons	toilet bowl cleaner	
4	gallons	liquid hand soap	

These supplies shall be subject to inspection by PSHS-MC upon delivery and as necessary.

B. Tools & Equipment

The following equipment shall be provided and replenished by the Agency for the entire duration of the Contract:

QTY	UNIT	ITEM	SPECIFICATION
8	sets	floor polisher	heavy duty; 20" dia.
3	sets	vacuum cleaner	heavy duty, wet and dry vacuum cleaner
2	pieces	small hand shovel	heavy duty
2	pieces	small hand rake	heavy duty
2	pieces	shovel	heavy duty
2	sets	grass scissors	heavy duty
2	pieces	rake	heavy duty; with handle
2	pieces	pick mattock	heavy duty with handle
1	set	concrete buggy	two-wheel; heavy duty
16	pieces	dustpan	heavy duty
4	units	push cart	fabricated; made up of steel and heavy duty rubber tires
4	pieces	bolo	tempered steel; 20" blade length
3	units	motor grass cutter with accessories and tools	heavy duty; brand new
8	sets	mop bucket with wringer	heavy duty
2	pieces	sharpening stone (carborundum)	double sharpening face
5	pieces	rain coat	heavy duty; pants and jacket type
5	pairs	rain boots	heavy duty
1	set	knapsack type pressure sprayer	heavy duty plastic material; 18 liters capacity; suitable for oil-based liquids
12	pieces	pail;	heavy duty plastic; 18 liter capacity
30	pieces	dipper (tabo)	heavy duty plastic
90	meters	water hose with fittings	3 – 30 meter length with hose connectors
60	meters	extension cord	3 – 20 meter length with heavy duty plug & outlet
5	pieces	glass squeegee	heavy duty
2	sets	manual pressure sprayer	heavy duty plastic material; 8 liters capacity; suitable for oil-based liquids
10	sets	plastic spray gun	heavy duty plastic
1	set	pressure washer with electric motor	3.5-4PSI; heavy duty; complete with suction

7. Duties and Responsibilities of the Agency's Personnel

PSHS-MC shall have the absolute right to give instructions for proper safeguarding and protection of the persons, places and things of PSHS-MC from time to time. PSHS-MC may promulgate the specific janitorial functions of the Agency during the life of the Contract.

D. TRAININGS

The Agency shall be responsible for skills development of its employees such as skills training, product/equipment knowledge and values formation.

E. CONTRACT DURATION

The contract shall be for a period of one (1) year commencing upon receipt of Notice to Proceed, subject to one (1) year renewal base on the result of the annual performance evaluation of the Security Agency before the end of year period. Should the Janitorial Services Agency fail to maintain a *Satisfactory Performance* based on the set of performance criteria stated below, the PSHS-MC may pre-terminate the Contract for failure by the agency to perform its obligation following the procedure prescribed under the guidelines on termination of contract issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004, dated 22 December 2004.

The Performance criteria to be applied shall include, among others the following:

- Quality of Service delivered;
- Time Management;
- Management & suitability of personnel;
- Contract administration and management; and
- Provision of regular progress reports.

RATING:

- 4.21–5.00 = Outstanding
- 3.44–4.20 = Very Satisfactory
- 2.61–3.40 = Satisfactory
- 1.81–2.60 = Needs Improvement
- 1.00– 1.80 = Poor

Company Name : _____

Address : _____

Authorized Representative : _____

Date : _____