

**TERMS OF REFERENCE (TOR)
FOR BIDDING OF JANITORIAL SERVICES
FOR QUEZON CITY PUBLIC SCHOOLS**

1.0 RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to acquire effective and efficient janitorial services for the purpose of maintaining the cleanliness and sanitary condition of the Quezon City Public Schools.

In view of the mandated functions of administering cleanliness, sanitation and beautification of the Quezon City Public Schools' buildings and grounds, the hiring of private janitorial services is deemed imperative to ensure the cleanliness of its working place and to prevent hazardous elements that may surround the buildings in accordance to the city's vision of a quality city.

2.0 DEFINITION OF TERMS

The following words, expressions and abbreviations shall have the meaning hereby assigned to them, except where the context requires otherwise.

1. **CONTRACTOR** – the individual, firm, partnership, corporation, which undertakes the contract of work herein described.
2. **CLIENT** – refers to the City Government
3. **JANITOR/TRESS** – refers to the janitorial agency personnel task to maintain cleanliness and sanitation of the janitorial site.
4. **JANITORIAL SITE/SERVICE AREA** – means buildings, premises, compound of different public schools (elementary and secondary schools).
5. **DETAILED WORK PLAN** – refers to the description of the activities and strategies to be undertaken in accomplishing the Project objectives and scope of work/services. The detailed work plan must demonstrate unequivocally the capability of the Contractor to undertake satisfactorily the Project.
6. **CITY GOVERNMENT**- refers to the Quezon City Government represented by its City Mayor or his representative.
7. **CONTRACT**- means an agreement made between Quezon City Government and the janitorial agency for the execution of and payment for the work as defined in the Contract documents.
8. **RESERVED JANITORIAL PERSONNEL** – refers to the twenty percent (20%) of the total janitorial personnel that are readily available for posting at any given time in cases of emergency or when need arises for special operations

in any city government installations and for special events and activities without additional cost to the City Government.

3.0 PROJECT DESCRIPTION

The project subject to this Terms of Reference (TOR), involves basically the undertaking of maintaining the cleanliness, sanitary condition and beautification of all buildings and landscape areas of the area coverage.

4.0 PROJECT OBJECTIVES

The project's primary objective is to ensure a clean, orderly and sanitized environment free from any garbage, dirt, hazardous elements and unpleasant odor.

5.0 PROJECT SCOPE OF WORK

The scope of work under this project aims to ensure attainment of the project's objectives. The following are the minimum activities to be undertaken to pursue the objectives:

1. Cleaning and sanitizing of the following areas and building facilities, parts and fixtures:
 - a. comfort rooms
 - b. classrooms
 - c. lobbies
 - d. hallways/corridors
 - e. stairways
 - f. roof decks
 - g. window panels
 - h. glass panels/glass doors
 - i. columns/post
 - j. diffusers
 - k. fire exits
 - l. grounds
 - m. and other building parts and fixtures
2. Gardening, Landscaping, beautification and cleanliness of the whole school premises
 - a. Parking lots
 - b. Streets and alleyways
 - c. Canal and Drainage
 - d. Covered Walks
 - e. Planting Strips, pocket and island gardens
 - f. Quadrangle

The services to be rendered by the applicant shall essentially consist of providing the following requirements stated hereunder, which is necessary for the performance of

janitorial, maintenance and landscaping services for the Quezon City Public School buildings and grounds and other local government installations.

- All labor
- Appropriate tools and equipment
- Service vehicle with markings and should be available at all time
- Supplies and cleaning materials

6.0 AREA OF COVERAGE AND MANPOWER REQUIREMENT

The Contractor shall provide appropriate number of janitorial personnel, and with skilled workers such as plumber, carpenter, electricians, landscaper; task in the maintenance, cleanliness and sanitation as well as for beautification of Quezon City Public Schools building and grounds (this may vary depending upon the Contractor/applicants option to increase/decrease its janitorial deployment).

Provision of 20% reserved janitorial personnel as additional manpower as required by the client which shall be made available in cases of emergency as may be determined by the procuring entity, such as but not limited to the following;

- a) Emergency Situations
 - Fire
 - Earthquake
 - Typhoon etc.
- b) Special operations, activities and/or events of the City Government
- c) Deployment to other city government installations

A. Public Elementary and High School - 430

NO.	SCHOOL ASSIGNMENT	NO. OF JANITORS TO BE DEPLOYED
	QUEZON CITY PUBLIC HIGH SCHOOLS	
	CONGRESSIONAL DISTRICT I	Total (25)
1	BALINGASA HIGH SCHOOL	2
2	ERNESTO RONDON HIGH SCHOOL	4
3	E. RODRIGUEZ HIGH SCHOOL	2
4	JUDGE JUAN LUNA HIGH SCHOOL	3
5	MASAMBONG HIGH SCHOOL	2
6	PUGAD LAWIN HIGH SCHOOL	1
7	QUEZON CITY SCIENCE HIGH SCHOOL	2
8	SAN FRANCISCO HIGH SCHOOL	3
9	SAN JOSE HIGH SCHOOL	1
10	SERGIO OSMEÑA HIGH SCHOOL	2
11	CARLOS P. ROMULO SHS (WITHIN B. PAGASA ES)	1
12	LUCRESIA KASILAG SHS (WITHIN E. ABADA ES)	1
13	NICK JOAQUIN SHS (WITHIN TORO HILLS ES)	1
	CONGRESSIONAL DISTRICT II	Total (39)
14	BAGONG SILANGAN HIGH SCHOOL	4
15	BATASAN HILLS NATIONAL HIGH SCHOOL	12
16	COMMONWEALTH HIGH SCHOOL	7

17	HOLY SPIRIT NATIONAL HIGH SCHOOL	3
18	HOLY SPIRIT NATIONAL HIGH SCHOOL ANNEX	1
19	JUDGE FELICIANO BELMONTE HIGH SCHOOL	5
20	JUSTICE CECILIA MUÑOZ PALMA HIGH SCHOOL	6
21	JUSTICE CECILIA MUÑOZ PALMA SHS	1
	CONGRESSIONAL DISTRICT III	Total (14)
22	BALARA HIGH SCHOOL	2
23	CAMP GEN. EMILIO AGUINALDO HGIH SCHOOL	2
24	CARLOS P. GARCIA HIGH SCHOOL	2
25	JOSE P. LAUREL HIGH SCHOOL	1
26	DON QUINTIN PAREDES HIGH SCHOOL	1
27	QUIRINO HIGH SCHOOL	2
28	JUAN SUMULONG HIGH SCHOOL	2
29	VITO L. BELARMINO	2
	CONGRESSIONAL DISTRICT IV	Total (23)
30	FLORA YLAGAN HIGH SCHOOL	2
31	CARLOS ALBERT HIGH SCHOOL	3
32	PONCIANO BERNARDO HIGH SCHOOL	1
33	CAMP CRAME HIGH SCHOOL	1
34	RAMON MAGSAYSAY HIGH SCHOOL (CUBAO)	2
35	QUEZON CITY HIGH SCHOOL	2
36	DON A. ROCES SCIENCE AND TECH. HIGH SCHOOL	2
37	MANUEL ROXAS HIGH SCHOOL	2
38	DOÑA JOSEFA JARA MARTINEZ VOC. HIGH SCHOOL	2
39	KRUS NA LIGAS HIGH SCHOOL	2
40	FERNANDO C. AMORSOLO SHS	1
41	EUGENIO M. LOPEZ JR. CENTER FOR MEDIA ARTS	1
42	JOSE V. PALMA SENIOR HIGH SCHOOL	1
43	PEDRO TUASON SENIOR HIGH SCHOOL	1
	CONGRESSIONAL DISTRICT V	Total (29)
44	NOVALICHES HIGH SCHOOL	2
45	DOÑA ROSARIO HIGH SCHOOL	3
46	SAN BARTOLOME HIGH SCHOOL	5
47	STA. LUCIA HIGH SCHOOL	3
48	LAGRO HIGH SCHOOL	5
49	NORTH FAIRVIEW HIGH SCHOOL	3
50	MALIGAYA HIGH SCHOOL	2
51	WEST FARVIEW HIGH SCHOOL	1
52	JOSE MARIA PANGANIBAN SHS	1
53	LEONDRO V. LOCSIN SHS	1
54	NOH-STA LUCIA SHS	1
55	NAGKAISANG NAYON SENIOR HIGH SCHOOL	2
	CONGRESSIONAL DISTRICT VI	Total (20)
56	NEW ERA HIGH SCHOOL	2
57	SAUYO HIGH SCHOOL	3
58	TANDANG SORA NATIONAL HIGH SCHOOL	4
59	CULIAT HIGH SCHOOL	2
60	ISMAEL MATHAY SR. HIGH SCHOOL	2
61	APOLONIO SAMSON SENIOR HIGH SCHOOL	1
62	EMILIO JACINTO NATIONAL HIGH SCHOOL	2
63	MELCHORA AQUINO HIGH SCHOOL	2
64	TALIPAPA ENIOR HIGH SCHOOL	2

	QUEZON CITY PUBLIC ELEMENTARY SCHOOLS	
	CONGRESSIONAL DISTRICT I	Total (41)
1	DEMETRIO TUAZON ELEMENTARY SCHOOL	2
2	PAG-IBIG SA NAYON ELEMENTARY SCHOOL	1
3	DALUPAN ELEMENTARY SCHOOL	1
4	MASAMBONG ELEMENTARY SCHOOL	2
5	CONG. R. CALALAY ELEMENTARY SCHOOL	2
6	SAN FRANCISCO ELEMENTARY SCHOOL	2
7	ESTEBAN ABADA ELEMENTARY SCHOOL	2
8	BUNGAD ELEMENTARY SCHOOL	1
9	BAYANIHAN ELEMENTARY SCHOOL	1
10	PALTOK ELEMENTARY SCHOOL	1
11	SINAG-TALA ELEMENTARY SCHOOL	1
12	BAGO BANTAY ELEMENTARY SCHOOL	3
13	SAN ANTONIO ELEMENTARY SCHOOL	3
14	TORO HILLS ELEMENTARY SCHOOL	4
15	BAGONG PAG-ASA ELEMENTARY SCHOOL	2
16	PROJECT 6 ELEMENTARY SCHOOL	3
17	MINES ELEMENTARY SCHOOL	2
18	RAMON MAGSAYSAY ELEMENTARY SCHOOL	2
19	SAN JOSE ELEMENTARY SCHOOL	2
20	STO. CRISTO ELEMENTARY SCHOOL	2
21	BALINGASA ELEMENTARY SCHOOL	1
22	NOH-SCHOOLS FOR CRIPPLED CHILDREN	1
	CONGRESSIONAL DISTRICT II	Total (69)
23	BAGONG SILANGAN ELEMENTARY SCHOOL	10
24	CORAZON AQUINO ELEMENTARY SCHOOL	8
25	COMMONWEALTH ELEMENTARY SCHOOL	8
26	BENIGNO S. AQUINO ELEMENTARY SCHOOL	3
27	DOÑA JUANA ELEMENTARY SCHOOL	6
28	HOLY SPIRIT ELEMENTARY SCHOOL	7
29	LUPANG PANGAKO ELEMENTARY SCHOOL	4
30	MANUEL L. QUEZON ELEMENTARY SCHOOL	4
31	MELENCIO CASTELO ELEMENTARY SCHOOL	5
32	PAYATAS B ELEMENTARY SCHOOL	4
33	RAYMUNDO PUNONGBAYAN (PAYATAS B ANNEX)	2
34	PAYATAS C ELEMENTARY SCHOOL	3
35	SAN DIEGO ELEMENTARY SCHOOL	5
	CONGRESSIONAL DISTRICT III	Total (37)
36	BALARA ELEMENTARY SCHOOL	4
37	OLD BALARA ELEMENTARY SCHOOL	4
38	BAGUMBAYAN ELEMENTARY SCHOOL	2
39	LIBIS ELEMENTARY SCHOOL	2
40	CUBAO ELEMENTARY SCHOOL	3
41	QUIRINO ELEMENTARY SCHOOL	3
42	E. RODRIGUEZ ELEMENTARY SCHOOL	2
43	T. ALONZO ELEMENTARY SCHOOL	2
44	PROJECT 3 ELEMENTARY SCHOOL	2
45	P. V. KALAW ELEMENTARY SCHOOL	2
46	KALANTIYAW ELEMENTARY SCHOOL	1
47	BATINO ELEMENTARY SCHOOL	2
48	FORT AGUINALDO ELEMENTARY SCHOOL	1

49	DOÑA JOSEFA E. MARCOS ELEMENTARY SCHOOL	2
50	CAMARILLA ELEMENTARY SCHOOL	2
51	AGUINALDO ELEMENTARY SCHOOL	2
52	15 TH AVENUE ELEMENTARY SCHOOL	1
	CONGRESSIONAL DISTRICT IV	Total (30)
53	PINYAHAN ELEMENTARY SCHOOL	3
54	SAN VICENTE ELEMENTARY SCHOOL	2
55	KRUS NA LIGAS ELEMENTARY SCHOOL	3
56	MALAYA ELEMENTARY SCHOOL	2
57	P. BERNARDO ELEMENTARY SCHOOL	2
58	CAMP CRAME ELEMENTARY SCHOOL	2
59	KAMUNING ELEMENTARY SCHOOL	2
60	GENERAL ROXAS ELEMENTARY SCHOOL	2
61	M.H. DEL PILAR ELEMENTARY SCHOOL	2
62	TOMAS MORATO ELEMENTARY SCHOOL	2
63	AURORA A. QUEZON ELEMENTARY SCHOOL	2
64	BETTY GO-BELMONTE ELEMENTARY SCHOOL	3
65	DIOSDADO MACAPAGAL ELEMENTARY SCHOOL	3
	CONGRESSIONAL DISTRICT V	Total (58)
66	SAN BARTOLOME ELEMENTARY SCHOOL	3
67	ODELCO ELEMENTARY SCHOOL	2
68	BAGBAG ELEMENTARY SCHOOL	3
69	GOODWILL ELEMENTARY SCHOOL	2
70	ROSA SUSANO – NOVALICHES ELEMENTARY SCHOOL	8
71	DOÑA ROSARIO ELEMENTARY SCHOOL	2
72	SAN GABRIEL ELEMENTARY SCHOOL	5
73	VILLA VERDE ELEMENTARY SCHOOL	2
74	FES – WEST FAIRVIEW ANNEX	3
75	LAGRO ELEMENTARY SCHOOL	3
76	NORTH FAIRVIEW ELEMENTARY SCHOOL	2
77	KALIGAYAHAN ELEMENTARY SCHOOL	3
78	NAGKAISANG NAYON ELEMENTARY SCHOOL	3
79	DAMONG MALIIT ELEMENTARY SCHOOL	2
80	SAN AGUSTIN ELEMENTARY SCHOOL	4
81	D. M. GERALDEZ ELEMENTARY SCHOOL	2
82	MALIGAYA ELEMENTARY SCHOOL	5
83	FAIRVIEW ELEMENTARY SCHOOL	4
	CONGRESSIONAL DISTRICT VI	Total (36)
84	GSIS VILLAGE ELEMENTARY SCHOOL	2
85	NEW ERA ELEMENTARY SCHOOL	3
86	TANDANG SORA ELEMENTARY SCHOOL	2
87	CULIAT ELEMENTARY SCHOOL	2
88	PASONG TAMO ELEMENTARY SCHOOL	8
89	LUCAS PASCUAL ELEMENTARY SCHOOL	2
90	BALUMBATO ELEMENTARY SCHOOL	2
91	SAUYO ELEMENTARY SCHOOL	4
92	L. B. SANTOS ELEMENTARY SCHOOL	2
93	BONIFACIO ELEMENTARY SCHOOL	2
94	APOLONIO SAMSON ELEMENTARY SCHOOL	2
95	PLACIDO DEL MUNDO ELEMENTARY SCHOOL	5
	OTHERS	Total (9)

1	QUEZON CITY SCIENCE INTERACTIVE CENTER	7
2	PIMENTEL MANSION (Old Balara Elem. School)	2

7.0 PROJECT IMPLEMENTORS

The City General Services Department is the office mandated under Articles Twenty, Section 490, Title V, Chapter III of the Local Government Code of 1991 (RA No. 7160) which provide that the office of the General Services shall "maintain and supervise janitorial, landscaping and security of government public buildings and other real property, whether owned or leased by the government unit."

8.0 PROJECT STANDARDS AND REQUIREMENTS

(Please see attached "Annex A" for the set of minimum requirements).
To ensure accomplishment of the Project objectives, the following are minimum performance requirements:

Keep designated Service Areas **clean** twenty four (24) hours a day seven (7) days a week during the Project duration.

"Clean" means –

- a) Absence of garbage, litter, waste or similar materials from the building and its surrounding.
- b) Free from unpleasant and hazardous odor or materials.
- c) Polished floors, stairways and other fixtures or the buildings.
- d) Absence of dust, dirty markings on floors, walls, glass windows, doors and any fixtures of the buildings.
- e) To use environmentally friendly cleaning solutions, disinfectants, detergents, etc.

Minimum Requirements for the Janitorial Agency

Track Record

The agency must have at least five (5) years of experience in the field janitorial services.

Organization

- 1. The Contractor shall submit its detailed organization chart which indicates an established Organizational Structure to show its capability to undertake the Project; clearly identified lines of authority and responsibility and the specific divisions dedicated to each of the needed service which are manned by full-time employees.
- 2. The Contractor shall also exercise Fair Labor Practice; hence the salaries and benefits of all his personnel must be in accordance with the rates/policies prescribed by the Department of Labor and Employment (DOLE) and all

applicable labor laws. Thus all personnel must also be provided with updated social security and mandated benefits.

3. The Contractor shall submit completed Personal Information Sheet (with recent I.D. Photo) of all personnel, Barangay Clearance/NBI Clearance, Contracts, to abide with the requirements of the city in accordance with reasonable standards of performance.
4. The contractor should comply with the DOLE Department Order 174 Series of 2017 particularly on section 14 – the mandatory registration and registry of legitimate contractors. Consistent with the authority of the Secretary of Labor and Employment to restrict or prohibit the contracting out of labor to protect the rights of workers, it shall be mandatory for all persons or entities acting as contractors to register with the Regional Office of the Department of labor and Employment (DOLE) where it principally operates.

Personnel

1. The Contractor shall submit certificate of employment or job contract of all their employees and Certificate of Undertaking that all personnel have undergone and continue to undergo regular and periodic trainings and orientations on efficient and effective janitorial services to continuously improve the performance of their duties and responsibilities. Employees must also undergo basic orientation on work ethics.
2. In order to attain maximum efficiency in the performance of their duties, the personnel to be deployed by the contractor should be physically fit and can cope with the heavy workload. In accordance with PD 856 Code on Sanitation of the Philippines and Quezon City Ordinance No. SP 2503 S-2016 "Revised Sanitation Code of Quezon City", Health Certificate from the Quezon City Health Department must be issued to all workers in establishments regardless of job description, upon compliance with all the requirements set by the Quezon City Health Department.
3. All personnel must be provided with identification cards, uniforms (pants, t-shirt with collar, shoes).
4. The Contractor shall at all times, during the term of the Contract, maintain in its employ the following required personnel with the appropriate qualifications to ensure that the service is being carried out properly and efficiently in the Service Area including deployment of janitorial skilled workers.
5. The contractor should warrant that at least sixty percent (60%) of the personnel to be allocated for this project must be based in Quezon City including its relievers to provide job opportunities to its own residents and to ensure their immediate availability and deployment in case of unscheduled absences and urgent service request/s of the client

6. The contractor should provide medical insurance/life insurance to all personnel that covers accident and or injuries that may be sustained in the workplace in case of medical emergencies that may not be fully covered by the PhilHealth.

POSITION	NO. OF PERSONNEL	REMARKS
Health/Safety Officer/ (one (1) in every two hundred (200) janitors	3	Certification from the contractor that the following are qualified to their position
Janitors -Ground Sweepers -Landscapers/Gardeners -Maintenance Skilled -Workers (plumber, carpenter, electrician)	430	

9.0 PROJECT IMPLEMENTATION

The Project is to be implemented under a Fixed Price Contract, except in the cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no-loss gain basis, where for a definite price and in accordance with the stated project standards and requirements, the contractor is expected to undertake the Project's Scope of Work or Services.

A Detailed Work Plan (covering the Service Area) shall be drawn up and submitted by the Contractor as parts of its Bid. This Detailed Work Plan should contain a description of the activities and strategies to be undertaken in accomplishing the Project objectives and scope of work/services.

The provision included in this TOR are minimum requirements; hence, the Contractor is not precluded from improving thereon. In essence, the detailed work plan must demonstrate unequivocally the capability of the Contractor to undertake satisfactorily the Project.

The contents and attachments of the Detailed Work Plan should include the following:

- a) Scope of service to be rendered in the Service Area
- b) Organization Chart showing the organizational structure with the specific division(s) dedicated to each of the services included in the Project;
- c) Personnel Schedule indicating the number of personnel and their qualification (educational attainment, training and experience); and
- d) Equipment, tools, service vehicle and cleaning materials. List and description (specifications, type and use) of cleaning equipment/material per service area.

As general rule, the Contractor should be able to show documentary proof, where applicable, to establish its legal, technical and financial capabilities.

Duties and Responsibilities of the Contractor

- 1. The Contractor shall assist in the physical arrangement of City Government and schools sponsored and approved activities.
- 2. The Contractor shall provide adequate and responsible supervision over its personnel and shall assume full responsibility of their proper and efficient performance.
- 3. Provide manpower assistance in other agency installations within and outside school compound as may be authorized by the City Government.
- 4. The Contractor shall be solely and exclusively responsible for any act of omission of all personnel during their assigned duty.
- 5. The discipline and administration of the janitors shall conform to existing laws and implementing rules and regulations.
- 6. The Contractor shall assume full responsibility for occurrences arising from the negligence, fault, misdemeanor, or unlawful act of its personnel and hereby agree to indemnify any loss, damage, destruction or injury that maybe occurred or suffered by the Client
- 7. The Contractor shall guarantee absolute non-occurrence of any form of mass action protest, mass leave, or strike by its janitors within the city and school’s premises.
- 8. The Contractor shall provide the following tools, equipment and service vehicle in the implementation of their contract:

PUBLIC ELEMENTARY & HIGH SCHOOLS

TOOLS AND EQUIPMENT – DISTRICT 1

Equipment and Tools	Quantity
Vacuum Cleaner, heavy duty	2 units
Aluminum Ladder, standard size, heavy duty	2 units
Floor Polisher, heavy duty	2 units
Buggy, heavy duty	27 units
Trowel	27 pcs.
Fork	27 pcs.
Pruner	27 pcs.
Gardening Scissor	1 pc.
Rake	27 pcs.
Shovel	2 pcs.
Water Hoses (200 meters)	4 rolls
Water Sprinklers	4 units
Push Carts/Trolley	2 units

Floor Squeegee (2 meter length)	27 units
Backpack Sprayer	2 units

TOOLS AND EQUIPMENT – DISTRICT 2

Equipment and Tools	Quantity
Vacuum Cleaner, heavy duty	2 units
Aluminum Ladder, standard size, heavy duty	2 units
Floor Polisher, heavy duty	2 units
Buggy, heavy duty	20 units
Trowel	20 pcs.
Fork	20 pcs.
Pruner	20 pcs.
Gardening Scissor	1 pc.
Rake	20 pcs.
Shovel	2 pcs.
Water Hoses (200 meters)	4 rolls
Water Sprinklers	4 units
Push Carts/Trolley	2 units
Floor Squeegee (2 meter length)	20 units
Backpack Sprayer	2 units

TOOLS AND EQUIPMENT – DISTRICT 3

Equipment and Tools	Quantity
Vacuum Cleaner, heavy duty	2 units
Aluminum Ladder, standard size, heavy duty	2 units
Floor Polisher, heavy duty	2 units
Buggy, heavy duty	25 units
Trowel	25 pcs.
Fork	25 pcs.
Pruner	25 pcs.
Gardening Scissor	1 pc.
Rake	25 pcs.
Shovel	2 pcs.
Water Hoses (200 meters)	4 rolls
Water Sprinklers	4 units
Push Carts/Trolley	2 units
Floor Squeegee (2 meter length)	25 units
Backpack Sprayer	2 units

TOOLS AND EQUIPMENT – DISTRICT 4

Equipment and Tools	Quantity
Vacuum Cleaner, heavy duty	2 units
Aluminum Ladder, standard size, heavy duty	2 units
Floor Polisher, heavy duty	2 units
Buggy, heavy duty	24 units

Trowel	24 pcs.
Fork	24 pcs.
Pruner	24 pcs.
Gardening Scissor	1 pc.
Rake	24 pcs.
Shovel	2 pcs.
Water Hoses (200 meters)	4 rolls
Water Sprinklers	4 units
Push Carts/Trolley	2 units
Floor Squeegee (2 meter length)	24 units
Backpack Sprayer	2 units

TOOLS AND EQUIPMENT – DISTRICT 5

Equipment and Tools	Quantity
Vacuum Cleaner, heavy duty	2 units
Aluminum Ladder, standard size, heavy duty	2 units
Floor Polisher, heavy duty	2 units
Buggy, heavy duty	25units
Trowel	25 pcs.
Fork	25 pcs.
Pruner	25 pcs.
Gardening Scissor	2 pc.
Rake	25 pcs.
Shovel	2 pcs.
Water Hoses (200 meters)	4 rolls
Water Sprinklers	4 units
Push Carts/Trolley	2 units
Floor Squeegee (2 meter length)	25 units
Backpack Sprayer	2 units

TOOLS AND EQUIPMENT – DISTRICT 6

Equipment and Tools	Quantity
Vacuum Cleaner, heavy duty	2 units
Aluminum Ladder, standard size, heavy duty	2 units
Floor Polisher, heavy duty	2 units
Buggy, heavy duty	14 units
Trowel	14 pcs.
Fork	14 pcs.
Pruner	14 pcs.
Gardening Scissor	2 pc.
Rake	14 pcs.
Shovel	2 pcs.
Water Hoses (200 meters)	4 rolls
Water Sprinklers	4 units
Push Carts/Trolley	2 units
Floor Squeegee (2 meter length)	14 units

Backpack Sprayer

2 units

Common equipment for all districts (to be requested from agency head office)

- a. Motorized Grass Cutter 6 units
- b. Pressure Washer 6 units

The materials/consumables equivalent to **Twenty Thousand Two Hundred Thirty Two Pesos and 50/100 (Php 20,232.50)** per person (janitor/janitress)per year is itemized as follows

Mop Handle w/ head screw type, plastic wooden handle, with cotton head	pcs.	4		
Toilet Brush, plastic bristle	pcs.	4		
Duster, feather type	pcs.	4		
Dust Pan, plastic with handle, non rigid, detachable	pcs.	4		
Mop Head (heavy duty) rayon	pcs.	12		
Cleanser, 350 grams	pack	12		
Broom soft (Tambo), tiger grass	pcs.	12		
Powder Soap, All Purpose Detergent	kilo	12		
Disinfectant, bleaching solutions, 1 liter	bottle	12		
Furniture Cleaner, aerosol, 300 ml.	can	12		
Glass Stain Remover, 1 Liter	bottle	12		
Insecticide, 14 oz	can	12		
Cob web Remover, 3 ½” handle	pcs.	2		
Rags, round	kilo	12		
Hand Gloves, rubber	pcs .	2		
Toilet Bowl Cleaner, 1000ml	liter	12		
Deodorant Cake, 100 grams	pcs.	60		
Garbage Bag, plastic gusseted type black, 37”x40”	pcs.	120		
Rubber Force Pump	pcs.	4		
Dust Mask, washable	set	12		
Broom (Tingting)	pcs.	4		
Scrubbing Pad nylon, 95mm x 150mm	pcs.	4		
Raincoat, vinyl, 48 inches length and washable PPE	pc.	1		
Boots, industrial grade rubber, various sizes	pc.	1		
Water Container, 8 liter, plastic	pc.	1		
Total				20,232.50

- 10. Except for raincoat, boots, and dust mask quantity of items described as consumables, equivalent to three (3) months consumption should be delivered one (1) week before the start of the effectivity of the contract at the respective schools, subject to inspection and verification.
- 11. The next delivery for the succeeding quarter should be made, two (2) weeks before the start of the ensuring quarter.
- 12. The Contractor shall not, during the existence of its services or anything thereafter, disclose to any person or entity, any information concerning the

affairs of the city/schools, which the Contractor may have acquired by reason of its services.

- 13. The Contractor shall provide janitorial supervisors without additional service fees or charges to act as housekeeping consultant to the latter, likewise, it shall provide at its own expense, facilities for investigation and solution of cases where its personnel have been involved in any way or another.
- 14. The Contractor should be able to present all the required equipment, tools and service vehicle and cleaning materials on the first day of the contract implementation, except as otherwise provided in the preceding paragraph.
- 15. The Contractor shall comply with the reasonable standards of performance that shall be implemented by the client during the duration of the contract.

10.0 PROJECT DURATION

The Project has one (1) year duration but shall be subjected to a regular performance rating by the Schools Division Office and by the CGSD. The City has the right to terminate the contract pursuant to item 15.0 of this TOR or any kind of breach of contract.

11.0 BUDGET AND BASIS OF PAYMENT

The City Government has set the Approved Budget of the Contract (ABC) amounting to **One Hundred Twenty Two Million Four Hundred Seventeen Thousand Two Hundred Twenty Five Pesos and 32/100 (Php 122,417,225.32)** for one (1) year.

NCR Wage Order No. 24
Effective July 16, 2023

I. Labor Cost		
New Daily Wage (DW)(394.40 days		<u>P 610.00</u>
A. Amount Due to Janitor		
1. Basic Average Pay (BAP) (610 x 261/12		<u>13,267.50</u>
2. 13th Month Pay (BAP/12)		<u>1,105.62</u>
3. 5 Days Incentive Pay (610 x 5 /12)		<u>254.16</u>
		14,627.28
B. Amount Due to Government		
1. SSS Premium		<u>1,262.50</u>
2. Philhealth Contribution		<u>265.35</u>
3. ECC		<u>10.00</u>
4. Pag-ibig Fund		<u>100.00</u>
		1,637.85
C. Total Amount Due to Janitor and Government		<u>16,265.13</u>
D. Total Labor Cost (C x 430 x 12 months)	<u>83,928,070.80</u>	
II. Consumables		
A. Cost of Consumables per Janitor for 12 months		<u>20,232.50</u>
B. Total Cost of Consumables per Janitor for	<u>8,699,975.00</u>	
Total Number of Janitor (430) for 12 months		

TOTAL LABOR COST + CONSUMABLES		<u>92,628,045.80</u>
III.	Other Cost	
	A. Administrative Cost (18%)	<u>16,673,048.24</u>
	B. Value Added Tax (12%)	<u>13,116,131.28</u>
IV.	Total Monthly Contract Cost	<u>10,201,435.44</u>
V.	Total Contract Cost for Twelve (12) Months	<u>122,417,225.32</u>

FIXED PRICE CONTRACT payable for twelve (12) months for a minimum of **four hundred thirty (430)** janitors with provisions for an assurance of twenty (20%) reserved janitorial personnel as required by the client. The said amount includes supplies, tools, equipments, service vehicles and janitorial supervisors.

Method of Payment

Payment shall be based on actual services rendered by the Contractor. Strict monitoring shall be made by the Schools Division Office and City General Services Department in order to ensure the efficient performance of the service providers. Penalties for violations made by the contractor and its staff shall be deducted from the monthly billing.

The City Government shall pay the Contractor based on the latter's actual performance of the services under the contract and bid specifications taking into consideration the number of personnel posted, the contract rate per month and the deduction for penalties committed, and other charges, if any, for that particular month.

Processing of first payment shall be undertaken provided that the contractor has complied with all the required equipments, tools, service vehicles and cleaning materials.

It shall be made upon the submission of the following documents:

1. **Statement of Account (billing)** – to be submitted by the janitorial agency to the Schools Division Office and the City General Services Department twice a month (15th and 30th of the month) for preparation of disbursement voucher.
2. **Daily Time Record (DTR)** – to be submitted to CGSD for verification, duly signed by the janitors and school principals or his/her authorized representative.
3. **Certification/Summary of Expenses/Request of Allotment** – to be prepared by the City General Services Department along with the voucher to be signed by the City General Services Officer.
4. **Certificate of Acceptance** – to be issued by the City General Services Department and the Quezon City Schools Division Office in accordance with COA Circular 92-386.

12.0 EFFICIENCY / PERFORMANCE STANDARDS

To ensure that the janitorial services are effectively and efficiently provided for the City Government’s benefit, strict monitoring and the following security measures should be implemented.

- 1. Weekly Activity Report – to be submitted by the Contractor janitorial inspectors to the Schools Division Office and the City General Services Department (CGSD).
- 2. Inspection Report – to be submitted by the CGSD janitorial inspector to the City General Services Officer and the Head, Division of City Schools.
- 3. Comfort Room Checklist – to be accomplished by the contractor’s supervisors and client inspectors on a daily basis
- 4. Daily Janitorial Detail – to be submitted by the Contractor’s janitorial supervisors to the Division of City Schools and CGSD to counter check the attendance of janitor/janitress.
- 5. Reshuffling of janitors – the City Government through the Division of City Schools and CGSD reserves the right to reshuffle janitors periodically in order to avoid familiarization to school and office operation and employees.

13.0 PENALTIES FOR VIOLATIONS

Disciplinary Actions – The City Government through the Division of City Schools and CGSD reserves the right to demand replacement of any personnel of the service provider who shall be found lacking in discipline, inefficient or for negligence in the performance of duty.

Hereunder are the Penalties for violations that shall be committed by the CONTRACTOR:

Light Offense – offenses that pertain to non-compliance to the requirements and standards of the city on the performance and physical appearance of the employee deployed by the contractor during the conduct of service.

Offense	Penalty
Non-wearing of prescribed uniform and identification card by the contractors employee	P 500/day/janitor/tress
Dirty or unsanitary service area	P 500/day/janitor/tress
Improper garbage disposal	P 500/day/janitor/tress
Loafing / abandoning of post	P 500/day/janitor/tress
Using mobile phone while on duty	P 500/day/janitor/tress

Grave Offense – offenses that directly impede the satisfactory delivery of services or scope of work according to standards and requirements set forth in this Terms of Reference

Offense	Penalty
Lack of manpower required	P 1,000/day/janitor/tress
Failure to provide all the required	P 1,000/day/janitor/tress

supplies and equipment	
Non-compliance to existing Housekeeping rules	P 1,000/day/rule

14.0 SUSPENSION, CANCELLATION OR TERMINATION OF CONTRACT

The CLIENT may, without prejudice to other remedies available, (extra judicially) suspend, cancel or terminate this CONTRACT, after a thirty (30) day notice, in whole or in part, due to default, insolvency, or for justifiable cause, or any ground which it deems inimical to the CLIENT’S, or public interest, which includes but not limited to the following:

- a. When the CONTRACTOR’S employees has willfully and intentionally or through negligence causes the death of or has inflicted serious physical injury on any person or any employees, visitors and officials while inside the CLIENT’S premises whether on off or official duty.
- b. When the CONTRACTOR’S employees has willfully and intentionally or through negligence cause irreparable damage to the prestige or any interest of the CLIENT, and destruction of CLIENT’s properties and equipment.
- c. When the CONTRACTOR has violated other obligations required under this contract and refused to comply and/or remedy the violations within reasonable period given by the CLIENT.
- d. When the CONTRACTOR fails to pay the salaries of any janitors for consecutive billing periods without just cause.
- e. When the CLIENT finds the CONTRACTOR to have failed in their obligation to any of its employees based on the CONTRACTOR’S agreement with the CLIENT, thus, affecting the state of morale and efficiency of the entire force.
- f. When the CONTRACTOR decreased the number of employees without the written approval of the CLIENT, and if so given shall also result in proportional reduction of contract price
- g. Failure to post the prescribed performance bond within ten (10) days after the receipt of Notice of Awards.
- h. In case of force majeure and the CONTRACTOR is unable to deliver or perform any or all of its obligations for a period of thirty (30) calendar days after receipt of the notice from the CLIENT stating that the circumstance of force majeure is deemed to have ceased.

15.0 The CLIENT may terminate this CONTRACT, in whole and in part, if it has determined the existence of conditions that makes project implementation economically, financially, or technically impractical and/or unnecessary, such as, but not limited to fortuitous event(s) or changes in law and national government policies;

16.0 ASSIGNMENT / PROHIBITION AGAINST SUB-CONTRACTING

This Contract or any portion thereof shall not be assigned, transferred or ceded to any other party or parties without the written consent of the client. The contractor is further prohibited from sub-contracting any obligation in this contract to any other party.

17.0 DAMAGES TO PERSONS AND PROPERTY

The Contractor shall be held liable for any injuries and damages and shall indemnify the City Government or any person or owner of property, for losses sustained which may arise or in consequence of the performance of this contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of or in relation thereto.

Prepared by:


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Noted:


CARLEEN S. SEDILLA, CESO V
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