



TERMS OF REFERENCE

PROJECT : PROVISION OF JANITORIAL SERVICES FOR A PERIOD OF ONE (1) YEAR IN THE DOLE-CENTRAL OFFICE

OWNER : DEPARTMENT OF LABOR AND EMPLOYMENT

LOCATION : INTRAMUROS, MANILA

APPROVED BUDGET FOR THE CONTRACT: P12,467,619.38

I. PURPOSE:

The Department of Labor and Employment desires to engage the services of a service agency to provide for the maintenance, sanitation, cleaning and other janitorial works for its DOLE Main and Executive Buildings and surrounding premises, as well as the offices of its Bureaus housed in BF Condominium and G. E. Antonino Buildings.

II. MINIMUM QUALIFICATION REQUIRED:

The Service Agency should be registered under DOLE Department Order No. 174, Series of 2017 and licensed to engage in the business of cleaning, janitorial services, sanitation and related services.

III. SCOPE OF WORK:

DAILY ROUTINE OPERATIONS

- a. Sweeping, mopping, spot scrubbing and polishing of all floors. Areas where heavy traffic occurs, including the main lobby, entrance ways, waiting areas, elevator cars and comfort rooms shall be serviced continuously during hours of public use to guarantee cleanliness.
- b. Cleaning and sanitizing of toilets and restrooms, including the washbasins, urinals and toilet bowls, using an effective disinfecting chemicals.
- c. Fogging of toilets and hallways with deodorants.
- d. Dusting and cleaning of horizontal and vertical surfaces including furniture.
- e. Dusting, polishing and cleaning of all glass tops, glass doors, glass partitions, inside windows ledges, air vents, partitions and bass attachments which require daily attention.
- f. Emptying and cleaning of ashtrays and waste paper containers.

- g. Picking-up and disposal of cigarette buds from sand urns to the provided receptacles, and the cleaning of the latter.
- h. Sweeping of cobwebs and removing of fingermarks on the walls and ceiling where necessary.
- i. Maintenance/watering of ornamental plants.
- j. Washing of cups, saucers, spoons and other office utensils used by DOLE officials.
- k. Sweeping of sidewalks and Intramuros walls fronting the building.
- l. Cleaning of Motorpool compound/parking area.
- m. Checking of water faucets, water apparatus, lights and electricity-run.
- n. Operation and cleaning of General Luna and Muralla elevators.
- o. Disinfection of work areas and frequently handled and touched objects such as toilets, door handle or door knob, countertops, switches and tables at least once every two (2) hours with disinfectant solution of 1:10 bleach and water dilution.
- p. And other related services.

WEEKLY PERIODIC OPERATIONS

- a. Washing, scrubbing, waxing and polishing of all floors and stairways.
- b. Washing of inside glass windows, partitions and doors.
- c. Dusting of light fixtures suspended from the ceiling venetian blinds and drapers.
- d. Cleaning, waxing and polishing of all office furniture and fixtures, counters, refrigerators, stoves, etc. excluding equipment that require specialized maintenance. Furnitures such as davenport and chairs, showing signs of soil due to any cause will be washed and cleaned.
- e. Cultivation of plants.
- f. Polishing of all metal signs.
- g. Vacuum cleaning of draperies and carpets.

MONTHLY PERIODIC OPERATIONS

- a. General cleaning of all exteriors glasses and ledges.

- b. Thorough general cleaning of all areas covered by this contract.
- c. Cleaning of diffusers, light, venetian blinds and other fixtures as may be indicated by the DOLE.

MISCELLANEOUS SERVICES

- a. Shampooing of carpets and furniture in fabric quarterly or as may be indicated by DOLE.
- b. Assistance in the undertaking of necessary repairs, revarnishing, repainting, construction or improvement of shelves and other furniture or renovations.
- c. Hauling of office furniture and equipment.
- d. Report of needed repairs such as leaking of pipes and faucets.
- e. Cleaning and de-clogging of roof decks, gutters and downspouts.
- f. High-pressure washing of the outside portion of the building.
- g. Provide free indoors plants at the ground floor lobbies.
- h. Provision of tissue papers and hand wash for VIP rooms.
- i. Performing miscellaneous errands as may be required by heads of offices.

IV. GENERAL CONDITIONS

1. That in order to carry out the maintenance, janitorial and sanitation services, the SERVICE AGENCY shall furnish its personnel with all the necessary equipment, supplies and materials for its own account but the cost of electricity and water shall be for the account of the DOLE. All the supplies of the SERVICE AGENCY shall be turned over on a quarterly basis to the Administrative Service for monitoring/safekeeping based on the bid details of the SERVICE AGENCY.

The DOLE shall provide a space where aforementioned equipment and materials of the SERVICE AGENCY shall be stored. The DOLE may inspect the above at any time through its duly authorized representative. The SERVICE AGENCY may hold the DOLE free from any liability arising from loss or damage of such materials and equipment.

2. For the performance of the foregoing maintenance and sanitation job, the SERVICE AGENCY shall furnish the services of healthy, reliable, honest, professionally trained and carefully selected personnel who have the necessary adequate Medical (including drugs test), NBI and Police Clearances composed of **forty-three (43) janitors** to work eight (8) hours a