

**SCOPE OF SERVICES AND REQUIREMENTS  
FOR THE PROCUREMENT OF JANITORIAL SERVICES CY 2023**

**1. General Objective**

**John Hay Management Corporation (JHMC)** seeks to procure the services of a manpower service contractor to:

1.1. Provide janitorial services with manpower requirements of one **(1) working Overall Supervisor and six (6) personnel** to ensure the cleanliness and sanitation of the following JHMC facilities located within:

- a. JHMC Office Complex (Cottages 629)
- b. SEZAD/Customs Clearance Area (CCA)
- c. JHMC Office Building
- d. Historical Core:
  - Grounds: Bell House parking Area; History Trail, Pathway leading to secret garden, walkways leading to Bell Amphitheatre , Cemetery of Negativism 1 & 2, Liberty park walkways and the Liberty Loop Road.
  - Structures: Bell House, Secret garden Gazebo, Bell Amphitheatre and Latrine at Amphitheatre
- e. Other areas within the jurisdiction of JHMC, upon request by the JHMC management

1.2. Provide janitorial supplies and equipment

1.3. Report maintenance problems, if any, in the designated areas of responsibility

1.4. Perform other functions from time to time, upon request of JHMC

**2. Duration of Contract**

The Contract shall be for a period of one (1) year renewable annually for another two (2) years, subject to the result of annual performance evaluation, exigency of service, availability of funds, and mutual agreement of parties.

Effectivity of the contract shall commence from date of receipt by the winning bidder of the Notice to Proceed (NTP) issued by JHMC.

**3. Extension of Contract**

The contract shall be automatically extended on a monthly basis without need of executing an Extension Contract in cases when the procuring entity (JHMC) has not completed the procurement activities required due to circumstances beyond its control.

The Contract may be extended until the contract is awarded to a new service provider subject to limitations provided under Government Procurement Policy Board Resolution No. 23-007 entitled "APPROVING AND ADOPTING THE REVISED GUIDELINES ON THE EXTENSION OF CONTRACTS FOR GENERAL SUPPORT SERVICES.

**4. Approved Budget**

The yearly budget for the procurement of janitorial services is **One Million Nine Hundred Thirty-Three Thousand Pesos (PHP 1,933,000)**.

## **5. Manner of Payment**

The Winning Bidder shall bill JHMC twice a month for services actually rendered. Billings shall be submitted reckoned from the last date of each schedule as follows:

- a. Billing for the 1<sup>st</sup> to 5<sup>th</sup> day of the month shall be submitted from 16<sup>th</sup> day of the month until the last day of the month.
- b. Billing for the 16<sup>th</sup> to end of the month shall be submitted from 1<sup>st</sup> to the 15<sup>th</sup> day of the ensuing month.

Billings shall be based on the actual number of days worked during the billing period and shall include special and legal holidays with corresponding items of payments.

Payment for overtime or services rendered during special or legal holidays shall only be allowed upon the submission of a duly approved overtime request form (attached as **Annex "A"**) and Accomplished Report for the Overtime undertaken as verified by any JHMC personnel authorized for the purpose.

JHMC shall pay the Winning Bidder within ten (10) working days from receipt of all the documents required by JHMC for payment, including but not limited to the Statement of Account and other supporting documents that may be required.

## **6. Responsibility of the Winning Bidder**

6.1. The Winning Bidder upon affectivity of the contract shall immediately provide manpower requirements of one (1) working Overall Supervisor and eight (8) personnel with the following duties:

### Daily operations

- a. Sweeping, mopping, spot scrubbing and polishing of all JHMC facilities. Common areas shall be serviced continuously during regular hours to ensure cleanliness
- b. Cleaning, sanitizing, and disinfecting comfort rooms and pantry
- c. Dusting and cleaning of all glass tops, doors, windows ledges, furniture and fixtures.
- d. Cleaning of trash receptacles
- e. Watering of indoor and outdoor plants, as needed
- f. Collecting and segregation of waste materials to be stored or disposed at designated areas.
- g. Reporting of defective or damaged utilities (i.e. leaking faucets, busted bulbs, etc.), facilities and equipment that need subsequent repairs.
- h. Assist in the transfer/ rearrangement of tables, chairs, cabinets and other furniture and fixtures as needed.

### Weekly Operations

- a. Washing, scrubbing, vacuum cleaning, carpet shampooing, and polishing of all floors.

- a. Washing, scrubbing, vacuum cleaning, carpet shampooing, and polishing of all floors.
- b. Thorough cleaning, sanitizing and disinfecting of all comfort rooms and pantry
- c. Wiping of interior glass, windows and doors
- d. Cleaning of glass doors and wooden partitions
- e. Dusting of lightning fixtures
- f. Facilitate disposal of biodegradable waste collected to the appropriate composting area

Monthly Operations

- a. Thorough cleaning of all JHMC facilities
- b. Wiping of ceilings and walls
- c. Cleaning of roof and gutters
- d. Cleaning of maintenance and storage rooms
- e. Maintaining the beauty of the general landscape of all JHMC facilities
- f. Spraying of insecticide

Other Duties

- A. The personnel deployed shall submit to JHMC an accomplishment report every fifteen (15) days (i.e. every 15<sup>th</sup> and 30<sup>th</sup> day of the month) for monitoring and performance evaluation and billing purposes.
- B. Personnel shall render eight (8) hours of work daily, six (6) days a week, except on the personnel's designated rest day. The number of working days shall be twenty-six (26) days, however only the actual number of workdays and man-hours spent shall be charged for billing purposes.
- C. Other related duties as may be required by JHMC

6.2 To provide the following supplies and equipment as scheduled:

A. Per Quarter

<b>Item Name/Description</b>	<b>Unit</b>	<b>Quantity</b>
Disinfectant,	Litters	10
Floor wax, red	Can	3
Furniture Cleaner, Pledge or equivalent	Can	20
Mop head (tornado)	Piece	10
Plunger, big	Piece	5
Brush, with long wooden handle	Piece	5
Brush, hand brush, without handle	Piece	5
Scotch brite with foam	Piece	50

Toilet Bowl Brush, plastic	Piece	10
Detergent Powder, 500 g	Pack	60
Rubber Gloves	Pair	30
Foldable Dustpan w/ broom	set	10
Stick Broom	Piece	50
Rug (Pranela)	Piece	50
Foot Rug	Piece	30
Rubber mop, with handle, aluminum, for glass	Piece	5
Rubber mop, with handle, for floor/tiles	Piece	3
Polisher pad, white for M16 floor polisher	Piece	3
Toilet Air Freshener (sticker)	Piece	30
Dishwashing Liquid (Concentrated)	Gallons	10
Trash bag, XXL	Roll	5
Glass Cleaner Spray	Piece	10

B. Per Semester

<b>Item Name/Description</b>	<b>Unit</b>	<b>Quantity</b>
Plastic Dust Pan w/ cover	Piece	5
Pail, medium size,	Piece	5
Carpet Shampoo, Mr. Muscle all purpose cleaner	Gallon	5

C. One-time

<b>Item Name/Description</b>	<b>Unit</b>	<b>Quantity</b>
Rain boots, Heavy duty	Pair	7
Rain Coats, up and down, heavy duty	Piece	7

Uniform (white polo shirt) for Monday & Wednesday	Piece	7
Uniform (blue polo shirt) for Tuesday and Thursday	Piece	7
Uniform (green polo shirt) for Friday	Piece	7
Mop (Tornado)	Set	6
Polisher brush, M16 floor polisher	Piece	2
Dipper, big	Piece	5
Grass trimmers, heavy duty	Unit	2
Pruning shears, heavy duty	Unit	2
Blower, heavy duty, for pine needles	Unit	2
Mop Wringer Bucket, plastic	Unit	3
Vacuum cleaner, high quality, wet and dry	Unit	2
Ladder (Stand alone/size: 12 ft)	Unit	1

6.3. The Winning Bidder shall provide extra personnel if during the term of the Contract the JHMC see the need for an increase in the number of personnel. The working days for the additional manpower shall as necessary to be determined by JHMC. JHMC shall provide additional funding for the purpose.

6.4. All personnel to be deployed shall be reliable, trained, courteous, cooperative, and have secured their corresponding National Bureau of Investigation (NBI) Clearances. They must wear proper uniforms and identification cards (IDs). Further, they shall be physically fit for the job as evidenced by a medical certificate issued within the month before the commencement of duties and submitted to JHMC.

6.5. JHMC has the right to demand the replacement of personnel found to be unqualified and/or not performing work satisfactorily.

6.6. Relievers and/or replacements shall be made available at all times to ensure continuous and uninterrupted service.

## 7. Other Conditions

7.1. The Winning Bidder warrants under contract that it is an independent service provider, possesses necessary machinery to perform all the obligations stated herein, and is a duly registered entity to conduct such business.

7.2. The Winning Bidder shall comply with all provisions of the Labor Code. Any finding by JHMC of violation of this provision shall be a ground/s for the termination of the

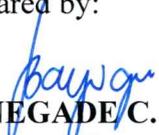
contract.

- 7.3. The Winning Bidder shall ensure that the daily minimum wage as determined by the Regional Tripartite Wage and Productivity Board (RTWPB) be complied with and adjusted accordingly whenever new wage orders or labor guidelines are issued. Any increases in wages as mandated by RTWB during the duration of the contract shall be funded by JHMC.
- 7.4. Services rendered beyond eight (8) hours or the required number of hours; and/or authorized works during special and legal holidays shall be compensated in accordance with the existing Labor Code and shall be included in the billing.
- 7.5. The Winning Bidder shall ensure and guarantee that the salaries of its Service Personnel deployed in JHMC are properly paid on time. The Winning Bidder shall make arrangements with any reputable Philippine commercial bank to provide ATM services to its personnel which payment of the personnel's wages and other benefits could be coursed through.
- 7.6. The Winning Bidder shall submit every quarter duly certified true copies or proof of payment of all its obligations under the provision of the Social Security Service (SSS) Law, Employees Compensation Act, RA 7875 or the National Health Insurance Act of 1995 (Philippine Health Insurance Corporation), HDMF, and other pertinent statutes presently in force and effect.
- 7.7. The Winning Bidder shall secure accident insurance over its employees who will be deployed at JHMC. Proof of the insurance shall be submitted before the commencement of duties.
- 7.8. Nothing herein shall be construed as establishing an employer-employee relationship between JHMC and the Winning Bidder and/or the latter's employees deployed at JHMC. The Winning Bidder shall be directly responsible for its personnel under its employ at all times.
- 7.9. The Winning Bidder shall be bound to answer and/or indemnify JHMC for the cost of any damage to or loss of any JHMC property which is due or sustained through the fault of its personnel. The Winning Bidder's personnel shall submit their belongings for inspection by the security personnel/guards on duty upon entering and/or leaving JHMC premises.
- 7.10. Supplies/materials and equipment provided by the Winning Bidder shall be subjected to inspection prior to use by its personnel in the performance of their designated duties and responsibilities. Replenishment thereof shall be the responsibility of the Winning Bidder.
- 7.11. JHMC upon written notice may pre-terminate the service contract for any violation committed by the Winning Bidder in any of the provisions of the contract.
- 7.12. The JHMC reserved the right to conduct a performance evaluation on the Winning Bidder in a quarterly basis. A rating of unsatisfactory for two (2) quarters shall be a ground for termination of the contract.
- 7.13. JHMC shall not in any case be liable for the obligation of the Winning Bidder to its

employees.

- 7.14. Within a maximum period of ten (10) calendar days from the receipt of the Notice of Award (NOA) from JHMC and in no case later than signing of the contract between the Winning Bidder and JMHC, the Winning Bidder shall submit to JHMC a Performance Security in the form prescribed in the Bidding Documents to guarantee faithful performance of the Winning Bidder of its obligations under the contract.
- 7.15. The Performance Security in favor of JHMC shall be in an amount equal to a percentage of the total contract price in accordance with the schedule provided for in Section 39.2 of the RIRR of RA 9184. This will provide guarantee for payment of any unpaid wages, losses and/or damages.
- 7.16. The performance security shall be dominated in Philippines pesos and posted in favor of JHMC, which shall be forfeited in the event it is established that the Winning Bidder was in default in any of its obligations under the contract.
- 7.17. The performance security shall remain valid until issuance by the procuring entity of the final Certificate of Appearance.
- 7.18. The performance security may be released by the JHMC after the issuance of the Certificate of Acceptance, subject to the following conditions;
- a) JHMC has no claims filed against the Winning Bidder;
  - b) It has no claims for labor and materials filed against the Winner Bidder; and
  - c) Other terms of the contract.
- 7.19. In the case of failure, refusal or inability of the Winning Bidder to post the required performance Security, the Bids and Awards Committee (BAC) may disqualify the Winning Bidder, declare a failure of bidding and conduct a re-bidding, as provided for in Section 40 of the 2016 Revised Implementing Rules and Regulation of R.A. 9184.

Prepared by:

  
**RENEGADE C. BAYOG**  
Property Custodian

Recommending Approval:

  
**BENJAMIN P. QUIÑO JR.**  
GS Manager

Approved by:

  
**JANE THERESA G. TABALINGCOS**  
Vice President and COO / OIC-ASD