

TECHNICAL SPECIFICATIONS

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item No.	DESCRIPTION	Statement of Compliance
1	Stability of the Company	
	<p>a) Years of Experiences</p> <ul style="list-style-type: none"> - Has been in the business for three (3) years - Has provided janitorial services to government and private institution - Bidder shall submit certification under oath of list of contracts completed for the past three (3) years 	
	<p>b) Liquidity of the Contractor</p> <ul style="list-style-type: none"> - Submit Audited Financial Statement for CY 2020 & 2021 duly stamped received by BIR or its duly accredited and authorized institutions) - Computation: Current Assets Over Current Liabilities The ratio should be at least 3:1 based on 2020 & 2021 Audited Financial Statement 	
	<p>c) Organizational Set-up</p> <ul style="list-style-type: none"> - Submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders 	
2	Resources	
	<p>a) Number and Kind of Cleaning Equipment</p> <ul style="list-style-type: none"> - Submit an undertaking on the ownership of the equipment - Submit an undertaking on the adequacy of supply for one (1) month <p>b) Number of Janitors</p> <ul style="list-style-type: none"> - Submit certification under oath of its janitorial service complement of at least 100 personnel deployed to clients for CY 2020 & 2021 	

Item	Specifications	Bidder's Proposed Specifications	Statement of Compliance
3	Housekeeping Plan		
	a) Scope of work (Pls see attached Area of Assignment & Schedule)- - Submit proposed housekeeping plan for UP Mindanao		
4	Other factors		
	a) Recruitment and Selection Criteria - Submit company policy on recruitment/ selection criteria of janitors b) Accessibility - Submit sketch/map of office going to UP Mindanao c) Benefits entitled to Janitors - Submit certification under oath of the additional benefits entitled for Janitors to be deployed in UP Mindanao		

SCOPE OF SERVICES TO BE PROVIDED BY THE CONTRACTOR

To hire service provider for the supply of labor, tools, equipment, materials and supplies including janitorial, sanitation and other related services which includes general cleaning and janitorial maintenance works for CY 2022 for the Procuring Agency in accordance with its prescribed standards, methodologies and approved janitorial plans and manpower deployment schedule through public bidding.

WORKMANSHIP

Only qualified and skilled personnel of the Contractor/Supplier with sufficient experience in similar operations shall be allowed to undertake the required work as provided for in any and all parts of the scope of works and technical specifications of the project.

INSPECTION OF SITE

The Contractor acknowledges, warrants that it has fully inspected and examined the site and their surroundings, satisfied itself by submitting its Bid, which is based on current data, including physical conditions at the site. That its Bid conforms with the requirements of the work and materials necessary for the completion of the works, the means of access to the site, the accommodation it may require and that it has obtained for itself all necessary information as to risks, contingencies

and other circumstances which may have influenced or affected its Bid. No increase in cost or extension of time will be considered for failure to familiarize, inspect and examine the site condition.

REJECTIONS

Materials, tools and equipment not in conformance with the provisions of the technical specifications and scope of work of this project shall be rejected anytime during the contract period. The Contractor shall see to it that all of the tools and equipment as required in this contract be available for use at all times and that there will be no delays in the provision of janitorial, hauling and other related services to be rendered due to lack of supplies or defective tools and equipment.

PRE-TERMINATION CLAUSE

The Procuring Agency reserves the right to pre-terminate this janitorial contract after thirty (30) calendar days written notice to the CONTRACTOR if in its opinion after due verification of facts that the CONTRACTOR is not providing satisfactory services or not complying with the Terms and Conditions of the contract.

The grounds for the termination of the CONTRACT by the Procuring Agency include but not limited to the following:

1. The CONTRACTOR violated any of the Terms and Conditions of the Contract;
2. Non-compliance to the Minimum Wage Law;
3. Non-remittance/Delayed/Under-remittance of SSS contributions and loan amortization of its employees and other mandatory contributions due to government agencies by the CONTRACTOR;
4. Failure to maintain a satisfactory level of performance and should there be a considerable delay in the payment of salaries and wages of its janitors, as above mentioned, the Procuring Agency, after informing the Contractor, may opt to pay the janitors of their salaries and wages, to be drawn from the account of the End-user, subject to applicable accounting and auditing regulations. Said amount shall be deducted from the Contractor's receivables from the Procuring Agency.
5. Any other act or omission committed by the CONTRACTOR or its supervisor/service personnel which is detrimental or prejudicial to the interest of the Procuring Agency, its employee(s), member(s) or public.

CONTRACTOR'S RESPONSIBILITIES

1. The cost of replacement, repair and maintenance of all tools, devices and equipment required shall be for the account of the CONTRACTOR.
3. The CONTRACTOR and its service personnel deployed at the Procuring Agency shall agree to abide with its performance and security requirements in general and in the department/office where they are assigned at all times; and comply promptly with the directives, instructions and existing rules and regulations of the Procuring Agency. For this purpose, all service personnel shall attend an orientation seminar or briefing to be conducted by the End-user before they are allowed to work at the Procuring Agency.

4. The CONTRACTOR shall provide the required uniforms to all janitorial service personnel appropriate to their positions.
5. The CONTRACTOR's Performance Bond shall be liable for any damages or losses that may arise directly or indirectly, attributable to the negligence or misbehavior or direct participation of the janitor assigned by the CONTRACTOR. In case the bond is not sufficient to cover such losses or damages, the CONTRACTOR shall have to pay the balance directly to the Procuring Agency.
6. The CONTRACTOR shall provide their own office equipment and office supplies such as biometrics station, computer, printer, fax machine, DTR holder, etc. as part of their administrative cost and at no extra cost to the Procuring Agency.
7. The CONTRACTOR shall agree and confirm to the scope of services/work, specifications, standards and methodologies, benchmark, guidelines, procedures and manpower deployment set by the Procuring Agency. He may complement it with his own plan and schedule of distribution of supplies and materials as well as the tools and equipment to be used and training(s) of employees to attain janitorial service objectives.
8. The CONTRACTOR shall see to it that their personnel use appropriate Personal Protective Equipment when performing activities/tasks that would require its use.
9. The CONTRACTOR may ventilate their problems or difficulties encountered during the period of the contract as well as give suggestions or recommendations to improve relationship with the Procuring Agency and services rendered, during weekly coordination meetings or in WRITING, for proper action.

PERSONNEL

1. The CONTRACTOR shall provide 19 janitorial personnel and a supervisor who will visit the Campus at least once a week.
2. All service personnel are subject for background investigation by the Procuring Agency. In case there are incoming relievers who will report to the Procuring Agency, to replace current relievers during the implementation of the contract, the abovementioned documents will also be submitted to the End-user.
5. The service personnel assigned at the Procuring Agency must have been well-screened, trained and found to be courteous, efficient, honest, reliable, trustworthy, cooperative, well-groomed, physically and mentally fit.
6. The CONTRACTOR may be required to have its service personnel retrained at its own expense by an accredited Training Institute.
7. The CONTRACTOR shall have five (5) relievers for the Procuring Agency available at any time to take over in case some regular service personnel are absent at no extra cost to the Procuring Agency. Forced day-offs of regular service personnel will not be allowed. In no case shall the service be sub-contracted. No trainees shall be allowed as a reliever even if they are allowed and identified as such.
8. The CONTRACTOR shall absorb at least fifty percent (50%) of the qualified personnel of the Procuring Agency's present CONTRACTOR. The service personnel assigned shall only be allowed to work after they have been further screened and accepted by the End-user. The Procuring Agency, however, reserves the right to demand the immediate replacement of any service personnel assigned by the CONTRACTOR to the job who, in opinion of the former, is

wanting in competency, with questionable honesty and integrity or whose services will be prejudicial to the interests of the Procuring Agency. The CONTRACTOR shall give written notice to the End-user whenever any of these service personnel are to be replaced or removed. The number of janitors/janitresses required in the Contract may be revised in accordance with the needs of the Procuring Agency.

9. The employees of the Contractor are not employees of the Procuring Agency neither is there an employer-employee relationship between the Procuring Agency and the CONTRACTOR.

10. The CONTRACTOR shall immediately upon receipt of request and verification replace, any service personnel who may be found and considered undesirable and incompetent by the End-user. The CONTRACTOR, however, shall abide by the procedural and substantial requirements of the Labor Code of the Philippines.

TIME SCHEDULE AND PROGRAM OF SERVICES

1. The CONTRACTOR shall provide the required janitorial services in accordance with the scope of service/work, standards, methodology, approved janitorial plan and manpower complement and deployment.

2. Each service personnel shall be required to render a minimum of eight (8) hours service daily or (40) hours per week. Only when required by the Procuring Agency shall a janitor be allowed to work beyond the specified 8-hour limit and during legal and special holidays.

3. The CONTRACTOR may ventilate their problems or difficulties encountered during the period of the contract as well as give suggestions or recommendations to improve relationship with the Procuring Agency.

5. The CONTRACTOR could provide additional manpower (at least 2 personnel) in case the Procuring Agency will request during special occasions, at no cost to the University.

MONITORING AND VALIDATION OF ATTENDANCE

1. The daily time records and attendance log sheets, prepared by the CONTRACTOR's authorized Point person and checked by the End-user's authorized representative shall be the basis in the preparation of payroll and payment by the Procuring Agency.

PAYMENTS

1. The labor cost must be based on the Minimum Wage Law.

2. The Procuring Agency shall pay the CONTRACTOR based on the man-days/hours rendered by the service personnel (regular & relievers) in accordance with the prevailing minimum wage rate. Payments for the services rendered by the janitors assigned at the Procuring Agency shall be processed by the End-user upon submission of the CONTRACTOR's Statement of Account.

3. The amount of employer's share for contributions due to SSS, ECC, Philhealth and Pag-ibig, should be in accordance with its respective schedule of contributions based on monthly salary bracket.

9. The billing together with the supporting documents shall be reviewed, and validated by the End-user against the summary of attendance. Any discrepancy shall be promptly notified to the CONTRACTOR to effect corrections in the billing.
10. All applicable taxes due to the Bureau of Internal Revenue (BIR) shall be deducted from the collectible amount of the CONTRACTOR from the Procuring Agency.
11. The End-user shall prepare the Disbursement Voucher duly signed by the authorized signatories together with the summary of attendance, billing and supporting documents for processing of payment to the Procuring Agency's Accounting Department.
12. It is understood that all payments shall be subject to the government accounting and auditing rules and regulations.
13. The Contractor shall ensure that their performance bond is valid until the Procuring Agency issue the Notice of Award. The Contractor shall also submit the endorsement/amendments to the End-user on extension or revisions to its validity, as maybe necessary, not later than seven (7) days before the expiration of the originally submitted Performance Bond. No payment shall be made unless the Performance Bond is updated.

COMPLIANCE WITH LABOR LAWS AND OTHER RELATED LAWS

1. The CONTRACTOR shall faithfully comply with all laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Law, Labor Code of the Philippines, Social Security Law, Employees Compensation and State Insurance Fund, Philippine Health Insurance Fund, and Home Development Mutual Fund.
2. All obligations under the provisions of the SSS Law, Employees Compensation and other related pertinent statutes presently in force and effect shall be paid and updated.
3. Should the CONTRACTOR fail to comply with its obligations under the provisions of the SSS Law, Employees Compensation and other related pertinent statutes presently in force and effect, the Procuring Agency shall have the option to either rescind the CONTRACT or deduct from the service fee any amount due and demandable from the CONTRACTOR for its obligations, including interest and penalties, if any. This option is without prejudice on the right of the Procuring Agency to confiscate the bond filed by the CONTRACTOR, as well as to avail of other remedies provided for by law.
4. The CONTRACTOR shall have no previous record to delinquency on payment of premiums and shall secure and submit clearance certificates from the implementing government agencies.
5. The CONTRACTOR shall assume full responsibility on any claim for any compensation on injuries from accidents of the service personnel it assigned to the Procuring Agency in connection with the performance of their duties and shall free the Procuring Agency for any legal suit or liabilities in connection therewith.

PRICE ADJUSTMENT

The bid price shall be fixed and not subject to any escalation during the contract implementation regardless of an increase in the price of fuel, peso devaluation and other

causes, except as specifically mandated by law (e.g. increase in minimum daily wage pursuant to law or new wage order issued after date of bidding, increase in taxes, etc.)

ELIGIBILITY CRITERIA

The Prospective Bidder should have at least three (3) years of experience in providing janitorial services with exposure preferably in government institutions and other government offices. The Certificate/s of Satisfactory Performance issued by the Procuring Agency for the said project shall be submitted.

DAILY ROUTINE SERVICES (INDOOR)

- Cleaning of all horizontal and vertical surfaces such as floors, ramp walls, windows, window ledges, window panels, vertical blinds, railing doors, ceiling, etc.;
- Sweeping and mopping (dry and wet) of horizontal surfaces;
- Sweeping and mopping (dry and wet) of stairways, hallways lobbies and corridors;
- Cleaning, wiping, disinfecting, dusting-off and/or polishing of furniture, office tables, glass tops, fixture, equipment, appliances, diffusers, window ledges, counters, glass partitions and doors/doorknobs;
- Cleaning, sanitizing and disinfecting of all comfort rooms, toilet bowls, urinals, commodes, kitchens, wash rooms and wash basins with detergents/cleanser and removal of spots or stains from floors and other surfaces;
- Emptying, collecting and cleaning of trash receptacles and waste containers and disposal of trash to the trash storage areas;
- Keeping the stairway and entrances from obstructions;
- Watering of indoor plants and stems of fresh flowers, damp-wiping of artificial plants and flowers, ridding its pots and planters boxes; -
Wiping of windowsills, window panes, glass mirrors, aluminum/stainless and steel frames and doors;
- Wiping of tables, chairs, steels and wooden cabinets, electric fans, telephone instruments and other equipment;
- Thorough cleaning of all glass panels, glass doors, glass window and glass walls by means of the approved glass cleaners; and
- Thorough cleaning of stairs and fire exits.

DAILY ROUTINE SERVICES (GROUNDS)

- Sweeping of driveways, rooftop, concrete pavements, premises of building and parking areas including Oblation Park;
- Cutting & mowing of grasses;

- Trimming of plants & trees;
- Sweeping and cleaning rubbish and leaves in the surroundings;
- Emptying and cleaning waste/trash cans in the premises;
- Pulling of weeds;
- Watering of plants; and
- Hose washing and sweeping with hard broom all cement grounds.

DAILY SERVICES (OFFICES)

- Sweeping, mopping, spot scrubbing, waxing and polishing of all floors, shall be serviced continuously during hours of public use to guarantee cleanliness;
- Cleaning, sanitizing and disinfecting of all comfort rooms, wash rooms with the use of quality resources, wash basins, urinal and toilet bowls with the most efficient disinfectant;
- Dusting and cleaning of all glass tops, inside and outside windows and doors, window ledges, air vent partitions, furniture and fixtures which requires specialized maintenance;
 - Disposal of trash, rubbish and garbage from the confines of the buildings to receptacles provided for the purpose;
- Reporting of all breakage, electrical malfunctions and other deficiencies that require the attention of the administration;
- Sweeping soft carpets and vinyl tiles, polishing of vinyl and marble floors, mopping and wet wiping of entrance floors, degreasing and disinfecting of surfaces when necessary;
- Spot cleaning or glazed areas or glass hot plates, care and maintenance of cleaning machines and other cleaning equipment, cleaning of supply room and removal of cobwebs; and
- Regular cleaning of walls, mirrors by janitors/janitress assigned in a particular areas and making sure that all doormats are clean and dry.

OTHER JANITORIAL ACTIVITIES and related services that maybe assigned from time to time by the UP Mindanao officials and employees.

SUPPLIES, MATERIALS, TOOLS AND EQUIPMENT

1. The CONTRACTOR shall provide and deliver, at its own expense, all the required tools, devices and equipment to the Procuring Agency through the authorized End-user's personnel at the start of operations. These shall be stored at the designated place and should be made available for use and 100% operational at all times.

1.a. In case/s of breakdown/malfunction of any of the delivered tools and equipment, the CONTRACTOR shall effect the immediate replacement of the same. CONTRACTOR shall maintain an appropriate quantity of standby service units (for the entire duration of the contract) readily available for dispatch to the Procuring Agency anytime. Penalty Clause in paragraph I shall be applied for every day of

delay in the delivery of the replacement unit to be reckoned from the date of discovery of the equipment breakdown/malfunction.

2. The CONTRACTOR shall provide all cleaning supplies and materials and utilize the tools and equipment as prescribed, appropriate, necessary and incidental to the performance of the job in accordance with the benchmark, standards, methodologies and approved janitorial plan. All cleaning supplies and materials shall be environmentally-friendly. Use of Green Seal certified cleaning products with proper environmental certificates and with universally accepted fragrance is required for comfort rooms. CONTRACTOR shall submit specifications and samples together with appropriate Material Safety Data Sheet/s (MSDS) of its proposed products and materials for evaluation and approval of the End-user.
3. The required two-week supplies and materials shall be delivered at a designated area every Monday within the two-week period. A suitable space for storage of the tools, equipment, supplies and materials to be used by the CONTRACTOR for the Procuring Agency will be provided by the End-user.
4. All deliveries and issuance of supplies and materials should be properly accounted for in a control book to be kept and maintained by the authorized personnel of the CONTRACTOR and noted by the End-user. There shall be a joint inspection by the End-user and the CONTRACTOR to check if there are discrepancies in the quantity of items delivered.
5. Mops shall be color-coded according to the purpose intended. Mops for comfort rooms shall not be used for general floor cleaning. All tools and equipment shall be stored out of sight after each use.
6. The CONTRACTORs janitorial plan shall have provisions for such other activities, supplies, material, tools and equipment that are not found in the annexes herein, but are necessary and vital to achieve the desired results at no extra cost to the Procuring Agency.

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder	Signature Over Printed Name of Representative	Date
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