

**SUPPLY OF JANITORIAL SERVICES AT COOPERATIVE
DEVELOPMENT AUTHORITY REGION XIII EXTENSION OFFICE
FOR CY 2024**

Outlining herewith the Terms and Conditions of the prospective contract but not limited to the following:

1.0 Provision of Janitorial Personnel-Manpower Requirements

1.1 The Service Provider shall provide one (1) janitorial personnel for the period from ***January 11, 2024 to December 31, 2024*** at Cooperative Development Authority (CDA) Region XIII Extension Office premises – 3rd Floor Balibrea Building, Pili Drive, Dagohoy, Butuan City and other location allowed by the CDA.

1.2 The Service Provider shall provide janitorial personnel, who possess the following qualifications:

- (a) of good moral character and without criminal or police records;
- (b) fit to work, as evidenced by a medical certificate issued within the last two (2) months (specify that the janitorial personnel are fit to work);
- (c) underwent basic housekeeping training as certified by the Service Provider;
- (d) must have an NBI Clearance, Police and Barangay Clearance for the current year; and
- (e) pre-employment Medical Physical Test must include the ff:
 - Blood Test
 - Urinalysis
 - Chest X-ray
 - Drug Test

1.3 The Service Provider shall submit within three (3) calendar days from receipt of Notice to Proceed the employee file of each janitorial personnel with complete attachments, such as but not limited to, resume, training certificate/s, government mandated clearances, medical certificate, and Vaccination Card

1.4 The Service Provider shall assign a Roving Supervisor from its own account, separate from the working Janitorial timecards periodically in preparation for the monthly billing to the CDA.

1.5 The janitorial personnel shall perform the following:

- (a) maintain the cleanliness and orderliness of the office premises in accordance with the Service Standards and Conditions and the Housekeeping Plan to be submitted by the Service Provider during contract implementation, taking into account the following:
 - protection of CDA properties from damage or destruction in

connection with the janitorial Supervisor, to monitor the actual performance of the janitorial attendants and handle the consolidation of daily activities rendered;

- preservation of confidentiality of CDA records; and
- proper collection and disposal of garbage.

(b) miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other errands within CDA premises).

1.6 The Service Provider must impose disciplinary action to its janitorial personnel caught sleeping or loitering while on duty or absence without prior notice.

1.7 The Service Provider must supply a "substitute or reliever" in the absence of janitorial personnel at no expense to CDA to ensure continuous and uninterrupted services.

1.8 The Service Provider must provide proper uniform or work wear and instruct janitorial personnel to wear the same when inside CDA premises from Monday to Friday for proper identification. In the absence of uniform, janitorial personnel must observe proper attire and should not wear the ff:

- (a) Shorts and/or skirts that end above the knee;
- (b) Sando; and
- (c) Clothing with plunging necklines, midriff-revealing crop tops, sheer fabrics, miniskirts, spaghetti straps/tube tops, and the like.

1.9 The Service Provider must supply protective gear for janitorial personnel to wear while performing delicate assignments. At all times, safety must be maintained.

2.0 Service Standards and Conditions

Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times. The expected service standards and conditions are as follows:

2.1 Office Areas

- (a) all surfaces, fixtures and fittings should be free from dust, stains and debris
- (b) all waste receptacles empty

NOTE: Papers, files and electronic equipment will not be removed or adjusted while cleaning (where applicable), unless prior permission has been obtained from the employee concerned.

2.2 Washroom and Toilets Areas

- (a) all surfaces, fixtures and fittings should be free from dust, stains and debris

(b) all sanitary fittings should be free from grime, dirt and smear

2.3 Each area shall be cleaned to the service specification as detailed but not limited in the table below:

Coverage	Description of Task	Frequency*
OFFICES/ RECEPTION AREAS/ HALL AND STAIRWAYS	Empty waste bins and wash out, if required	Daily
	Water indoor plants Daily Bring out indoor plants Once a week	Once a week
	Machine scrub and buff hard floors	Once a week
	Wipe/clean window shades; clean inside windows; clean door jams/balusters/ handrails; clean glass walls/partitions	Once a week
	Remove cobweb (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain mark	Once a month
	Wet cleaning/ dusting/ vacuuming upholstered furniture/office chairs	Once a month
	Dust Mop/Spot Mop/Buff the floors;	As necessary**
	OFFICE SPACES Damp wipe office tables and chairs	Daily
	Damp wipe office equipment i.e. computer screens, keyboards, calculator; telephone, desk lamp, filing cabinets, etc.	Daily
	Empty paper/waste bins, wash out if required	Daily
	Damp dust tabletops, re-arrange chairs	Daily
	Machine scrub and buff hard floors	Thrice a week

MULTIPURPOSE HALL/ CONFERENCE ROOMS	Wipe/clean window shades, inside windows, door jambs, glass walls / partitions	Once a week
	Remove cobwebs on ceiling, lighting fixtures, etc.	Once a month
	Wash walls, windowsills, surrounds and other vertical ledges with dirt and stain marks	Once a month
	Wet clean, dust and vacuum upholstered furniture	Once a month
	Dust mop/spot mop/buff floors	As necessary**
WASHROOMS AND TOILETS	Mop clean, disinfect and dry floor	As necessary**
	Wash, clean and disinfect urinals and toilet bowls	As necessary**
	Empty and wash waste bins	As necessary**
PANTRY	Disinfect floors, pantry sink and pantry cabinets	Once a week
	Dust mop/spot mop the floors, pantry sink, and pantry cabinets	As necessary**
	Damp wipe and polish with dry cloth the refrigerator, oven, etc.	Thrice a week
RECORDS AREA/ STOCKROOMS	Clean the floor and remove dusts from equipment and files	Once a week
CDA BUILDING (common areas only)	Wipe/clean window shades; clean inside windows; clean door jambs/balusters/ handrails; clean glass walls/partitions	Once a week
	Machine scrub and buff hard floors	Once a week

	Remove cobweb (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain mark	Once a month
	Wet cleaning/ dusting/ vacuuming upholstered furniture/office chairs	Once a month
	Dust Mop/Spot Mop/Buff the floors;	As necessary*

Note:

* **Frequency** - may be changed during the contract implementation, upon the instruction of the head of the Administrative Division-General Services Section Head.

** **As necessary** - means to be checked frequently and cleaned if necessary.

3.0 General Conditions

3.1 The deployed personnel shall work eight (8) hours a day, five (5) days a week from Monday to Friday. However, the personnel may be requested to provide assistance outside the regular working hours or during weekends or holidays, upon the written approval of the Office of the Regional Director/General Services Section Head or his/her duly authorized representative.

3.2 The CDA has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice to the Service Provider. Likewise, the CDA may increase or decrease the number of janitors as may be necessary and reserves the right to increase, reduce, or limit the scope of services of the Service Provider

3.3 The Service Provider shall comply with the provisions of the Data Privacy Law of 2012 to assure protection and security of personal information or any sensitive personal information.

3.4 CDA reserves the right to demand replacement of personnel after due notice and for any reasonable ground.

4.0 Payment Terms

4.1 The Service Provider shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed reports stamped received by SSS, PhilHealth, Pag- IBIG, and ECC as proof of remittances of employer’s and employees’ contributions for SSS, PhilHealth, Pag-IBIG and ECC premiums of the Janitorial personnel assigned to the CDA

only and the monthly checklist within five (5) calendar days after every month/cut off.

4.2 The Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.

5.0 Performance Review and Assessment

5.1 The Service Provider shall undergo a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the CDA during the contract period.

5.2 Further, a mid-term assessment or evaluation of the performance of the Service Provider. Based on its assessment, the CDA may terminate the contract for failure of the Service Provider to perform its obligations thereon.

6.0 Track Record of Bidder:

6.1 With at least five (5) years track record in engaging Janitorial Service Provider.

6.2 With at least a Satisfactory Rating from all its clients for the past five (5) years.

6.3 No record of any suspension, contract violation, disciplinary action, or violation of labor laws, rules and regulations that could be taken against the Service Provider.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder Signature Over Printed Name of Representative

Date