



Republic of the Philippines
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
La Paz, Iloilo City
• Trunkline: (033)320-7190 • Telefax: (033)329-4274
• Website: www.isatu.edu.ph



Project: Provision of Fifteen (15) Personnel and Supplies for Janitorial Maintenance and Utility Services

TERMS OF REFERENCE

Total Manpower Requirement: 15 Personnel

- January 8, 2022- January 7, 2023 - 15 Personnel (Male -10; Female -5)

Budget Cost: P 2,957,444 (P 16,430.80/Monthly/Personnel)

Working Hours: 8 Hours per day; 6 Days per Week

Contract Duration: January 8, 2022 up to January 7, 2023

I. AREAS OF SERVICES

For the nine (15) personnel, the areas of coverage are the Timoteo Consing Bldg. and premises, TEB Annex Bldg. and premises, TLE Bldg. and premises, University Library and premises, Drilon Bldg. and premises, and Student Services Bldg. and premises, grounds, floors, inside and outside walls and partitions, ceilings, comfort rooms, and washrooms, conference rooms, lightings, and other fixture/equipment, blinds, covered walk, concrete pavements, etc. It also includes the disinfecting of floors, railings, door handle or knob of the different offices of the aforementioned buildings.

It also includes the upkeep of university's garden and landscaped areas in the old and new sites. They shall perform other task assigned by the university.

II. SCOPE OF WORK

The personnel shall render and perform janitorial, cleaning, and sanitation and maintenance services for areas indicated which shall consist of the following minimum operations and activities:

A. DAILY ROUTINE OPERATIONS

1. Sweeping, mopping, spot scrubbing and polishing of all floors of the aforesaid building occupied. In areas where heavy traffic occurs, and as the it defines, i.e. lobby, entrance ways, waiting areas, comfort rooms, it shall be serviced continuously during office hours to guarantee cleanliness;
2. Cleaning and sanitizing all toilets and wash rooms, which shall include the use of special sanitizing and disinfecting agents, in wash basins and toilet bowls;
3. Dusting and cleaning of horizontal and vertical surfaces including all furniture and fixtures;
4. Dusting and cleaning of all glass tops, inside and outside windows and doors, window edges, air vents and partitions, furniture and fixtures which require daily attention, excluding those fixtures requiring specialized maintenance;
5. Cleaning and deodorizing of ash trays and trash receptacles;
6. Disposal of trash, rubbish, and garbage from the confines of the buildings or offices; and
7. Sweeping of cobwebs on walls and ceilings where necessary.
8. Disinfecting of door handle or knobs of offices of the aforementioned building occupied.

9. For gardens and landscaped areas:
 - a. Removal of weeds
 - b. Watering of plants
 - c. Pruning of plants
 - d. Re-planting (if necessary)
 - e. Landscaping of identified areas; and
 - f. Other necessary works for the improvement and upkeep of the gardens and landscaped areas

B. WEEKLY PERIODIC OPERATIONS

1. Washing, scrubbing, waxing and polishing of all floors and stairways;
2. Washing of inside glass windows and doors
3. Dusting of suspended lighting fixtures; and
4. Cleaning, and polishing of office furniture and fixtures, counters, etc., excluding items of equipment that require specialized maintenance. Further such as davenports and chairs showing signs of soil due to any cause will be washed and cleaned.
5. Disinfecting of floors, railings, door handle or knobs of offices of the aforementioned building occupied.
6. For gardens and landscaped areas, watering of plants, weeding and general maintenance of the area.

C. MONTHLY PROJECTED OPERATIONS

1. Thorough general cleaning of all areas occupied;
2. Light fixtures covered by globe diffusers, and other light fixtures as may be defined; shall have be removed, washed and placed at least once every three (3) months or more often as required;
3. Thorough general cleaning, sanitizing and disinfecting of all washrooms, urinals and toilets; and
4. Vacuuming and/or shampooing of carpeted offices found thereat.
5. For gardens and landscaped areas, pruning of plants, replanting (if necessary) and landscaping of identified areas.

The personnel shall render services, perform and carry out their duties and responsibilities for 8:00 a.m to 5:00 p.m., and six (6) days a week; Monday to Saturday. The personnel may be asked to render extra hours as may advised to do so.

III. Minimum Equipment and Supplies Requirement:

A. Supplies/Month

| Supplies | Quantity | Unit Cost | Total Cost |
|--|-----------|-----------|----------------------|
| Toilet Bowl Cleaner | 4 Gallons | 385.00 | 1,540.00 |
| Air Freshener/ Fabric Conditioner 1 Li | 3 gallons | 380.00 | 1,140.00 |
| Glass Cleaner-330 ml | 3 bottle | 237.50 | 712.50 |
| Muratic Acid in Gallon | 5 Gallons | 226.00 | 1,130.00 |
| Trash Bag XXXL 100/pack | 7 pack | 1,045.00 | 7,315.00 |
| Detergent | 5 kg | 250.00 | 1,250.00 |
| Bleach, 1 Li | 6 bottle | 170.00 | 1,020.00 |
| Total | | | Php 14,107.50 |

B. Equipment

| Equipment | |
|----------------|---------------------|
| Floor Polisher | Toilet Brush |
| Ladder 8 ft. | Caution Sign |
| Mop Squeezer | Gloves |
| Mop Handle | Glass Cloth Cleaner |
| Pail | Cobweb Broom |
| Glass Squeege | Grass cutter |
| Dustpan | Garden tools |
| Softbroom | Garden Hose |

IV. Total Budgetary Requirement:

A. Monthly

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| DETAILS |
| Rate per day (8 hours) |
| Average number of working days per month |
| A. DIRECT LABOR COST |
| 1. Basic Salary |
| 2. 13th Month Pay |
| 3. 5 days incentive leave |
| TOTAL DIRECT LABOR COST |
| B. OTHER LABOR COSTS (Indirect) |
| 1. SSS Employer's Contribution |
| 2. PHIC Employer's Contribution |
| 3. ECC Contribution for Employee |
| 4. Pag-ibig Fund Contribution |
| Sub Total |
| TOTAL LABOR COST |
| C. Supplies and Materials per Month per personnel |
| C. ADMINISTRATIVE COST |
| D. VALUE ADDED TAX (12%) |
| TOTAL CONTRACT PER PERSONNEL PER MONTH |

B. Annual Budget: Php 16,430.80 x 12 Months x 15 Personnel = Php

Prepared by:

ALBERT Z. JANAPON, M.E.
OIC- Director, PDAS

Recommending Approval:

GABRIEL M. SALISTRE, JR., D.I.T.
VP for Administration and Finance

APPROVED:

RAUL F. MUYONG, Ed. D.
SUC President III