

# 49102



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 Sixteen (16) Personnel and Supplies for Janitorial Maintenance and Utility Services for New Site, Iloilo City Campus**

**TERMS OF REFERENCE**

Total Manpower Requirement: 16 Personnel (Male -9; Female -7)  
Budget Cost : **Php 3,652,871.04** (P 19,025.37/Monthly/Personnel)  
Working Hours: 8 Hours per day; 6 Days per Week  
Contract Duration: March 1, 2023- Feb 29, 2024 (12 Months)

**I. AREAS OF SERVICES**

The Sixteen (16) personnel shall cover the whole area of New Site Campus, including but not limited to the following building premises: Roads & walkways; Landscape & Gardens; Overpass Bridge, Its stairs and landings on both ends; Alumni Bldg. and Alumni Park; CEA/ICT Bldg.; Science Bldg.; Drillon Bldg.; Students Services Bldg. and Its interconnecting bridge; Research Bldg.; GAD Bldg.; Cultural Heritage & Research Bldg.; Mechanical & Power House Bldg.; Guard House and Its adjacent open spaces. These include their Classrooms, lobbies, corridors, stairways, premises, grounds (including open spaces), floors, inside and outside walls and partitions, ceilings, comfort rooms, and washrooms, conference rooms, lightings, and other fixture/equipment, blinds, sitting areas and study areas, covered walkways, concrete pavements, roads, etc. It also includes the disinfecting of floors, railings, door handles or knobs of the different offices of the aforementioned buildings.

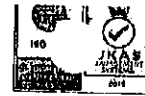
It also includes the upkeep of university's garden and landscaped areas on the New Site Campus. They shall perform other task assigned to them by the university.

**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 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, urinals 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/washing and deodorizing of ash trays and trash receptacles;
6. Disposal of trash, rubbish, and garbage from the confines of the buildings or offices;
7. Sweeping of cobwebs on walls and ceilings where necessary.



**MONTHLY CONSUMABLE EXPENSES/PERSONS**

Material minimum requirements

per month	qty	unit
Air freshner	5.00	can
Toilet Bowl Cleaner	5.00	bottle
Muratic Acid	5.00	bottle
Garbage Bag xxxl	6.00	pack
Glass Cleaner	5.00	bottle
Liquid Detergent	5.00	bottle
Liquid Bleach	5.00	bottle
Cleaning cloth	10.00	PCS.

**TOTAL AMOUNT OF CONSUMABLES/MONTH**  
**NUMBER OF PERSONNEL**  
**MONTHLY EXPENSES PER PERSONNEL**

**YEARLY TOOLS & EQUIPMENT EXPENSES**

Equipment and tools

1. Floor Polisher	1.00	PC.
2. A-Ladder 8 Feet	1.00	PCS.
3. Mop Tornado	3.00	PCS.
5. Pails	6.00	PCS.
6. Glass Squeege	4.00	PCS.
7. Dust Pans	10.00	PCS.
8. Soft Brooms	4.00	PCS.
9. Coconut brooms with extended handle	20.00	PCS.
10. Toilet Brush	20.00	PCS.
11. Foldable Floor Caution Signages	5.00	PCS.
12. Glass Cloth Cleaner	20.00	PCS.
13. Cobweb Broom	5.00	PCS.
14. Grass/Bush Cutters (handy)	5.00	PCS.
15. Garden Tools	3.00	sets
16. Garden Hose, 1/2" dia.	100.00	meters
17. Mobile Garbage Bins with wheels	1.00	PCS.
18. Motorized Grass/Bush Cutter	1.00	PCS.
19. Gloves	34.00	PCS.

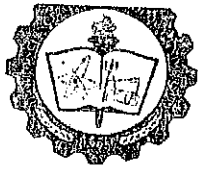
**TOTAL AMOUNT OF CONSUMABLES/MONTH**  
**NUMBER OF MONTHS/YEAR**  
**NUMBER OF PERSONNEL**  
**MONTHLY EXPENSES PER PERSONNEL**  
**GRAND TOTAL MATERIALS & EQUIPT.: MONTHLY EXPENSES PER PERSONNEL**  
**LESS 12% VAT (VAT IS CALCULATED AS A WHOLE IN THE DETAILED ESTIMATE)**

Prepared by:

Engr. Ariel A. Sampiano  
 PDAS CSE- Electrical

Checked & verified by:

Engr. Albert Z. Janapon  
 Director, PDAS



DESCRIPTION
Rate per day (8 hours)
Average number of working days per month
<b>A. DIRECT LABOR COST</b>
1. Basic Salary
2. 13th Month Pay
3. 5 days incentive leave
<b>TOTAL DIRECT LABOR COST</b>
<b>B. OTHER LABOR COSTS (Indirect)</b>
1. SSS Employer's Contribution
2. PHIC Employer's Contribution (10 months @ 4.5% for CY 2023 & 2 months @ 5% for CY 2024)
3. ECC Contribution for Employee
4. Pag-ibig Fund Contribution
<b>Sub Total</b>
<b>C. TOTAL LABOR COST (DIRECT + INDIRECT) (A+B)</b>
<b>D. Supplies and Materials per Month per personnel (VAT Exclusive)</b>
<b>E. ADMINISTRATIVE COST (percentage of (C+D))</b>
<b>F. GROSS CONTRACT PRICE (C+D+E)</b>
<b>G. VALUE ADDED TAX (12%): (0.12*(F))</b>
<b>H. TOTAL CONTRACT PER PERSONNEL PER MONTH (F+G)</b>
<b>I. NO. OF PERSONNEL</b>
<b>J. NUMBER OF MONTHS</b>
<b>K. TOTAL BUDGET FOR 1 YEAR (H*I*J)</b>

Prepared by:

Engr. Arnel A. Samplano  
PDAS CSE- Electrical

Checked & verified

Engr. Albert Z. Jar  
Director, PDA