



**Project: Provision of Seven (7) Personnel for Janitorial Services at ISAT U La Paz, Campus, New Site, Iloilo City**

### **TERMS OF REFERENCE**

Total Manpower Requirement: **7 Personnel (Male -0; Female -7)**  
Budget Cost : **PhP 1,962,877.56 (PhP 23,367.59/Monthly/Personnel)**  
Working Hours: **8 Hours per day; 6 Days per Week**  
Contract Duration: **12 Months**

#### **I. AREAS OF SERVICES**

The Seven (7) 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.; Drilon Bldg.; Students Services Bldg. and its interconnecting bridge; UNEVOC Park; Research Bldg.; GAD Bldg.; Cultural Heritage & Educational 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.

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
10. Hauling and disposal of collected garbage to the University collection point and holding room adjacent to Guiang Building at main campus.
11. Disposal of green wastes/biological wastes such as leaves, grasses, clippings from pruning and cutting of plants and shrubs, domestic and kitchen waste to the assigned composting pit.
12. Segregation of Plastics (non-biodegradable wastes) and recyclable wastes prior to disposal on the garbage holding room.
13. Other tasks and assistance that may be assigned by the University thru the Office of Planning Development and Auxiliary Services (PDAS).

#### **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;
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.
7. Cleaning and clearing of vegetation on the open areas as directed by the University.
8. Cleaning and clearing of the rear side of the building ground premises as directed by the University.

#### **C. MONTHLY PROJECTED OPERATIONS**

1. Thorough general cleaning of all areas occupied;
2. Light fixtures covered by glass or plastic 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;
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.

#### **D. DAILY WORK TIME SCHEDULE**

The personnel shall render services, perform and carry out their duties and responsibilities for a regular period of 8:00 A.M. to 5:00 P.M., and six (6) days a week;



Monday to Saturday. The time may vary according to the University requirements and some personnel should attend to the needs as early as **5:30 A.M.** during the face to face classes and school days. The personnel may be asked to render extra hours as may advised to do so upon the approval of PDAS office. The University may change the working time schedule for some personnel as required necessary.

#### **E. OVERTIME**

***Overtime work may be performed upon request of the University. Computation of Overtime pay shall be based on the prevailing labor laws, rules and regulations.***

#### **F. BILLING REQUIREMENTS:**

***The Service provider shall include on the Monthly Billing the proof of remittances and payment of the employee's monthly contributions to SSS, Pag-ibig, and Philhealth.***

#### **G. EQUIPMENT & TOOLS ON SITE:**

***The Service Provider at the end of the contract period shall hand-over to the University all the serviceable tools and equipment that has been supplied during the tenure of the contract. Inventory List shall be submitted accordingly.***

### **III. Minimum Equipment and Supplies Requirement:**

The contactor of janitorial services shall supply and deliver the tools, equipment and cleaning supplies requirement but not limited to the following:

#### **A. MATERIALS**

1. Toilet Bowl Cleaner, 1000ml (1 liter)
2. Floor/wall tiles cleaner (or Green Technology Agents), 1000ml (1 liter)
3. Garbage Bag size XXL (18.5"x18.5"x40"), 100pcs./pack
4. Glass Cleaners, 500ml
5. Liquid Detergents, 1000ml (1 liter)
6. Liquid Bleach, 1 gallon (3.785 liter)
7. Toilet Bowls and Urinals deodorizer (100g)
8. Cleaning Cloth (25x45cm minimum)

#### **B. Tools**

1. Pails
2. Glass Squeegee
3. Dust Pans
4. Soft Brooms
5. Coconut brooms with extended handle
6. Toilet Brush
7. Glass cloth cleaner
8. Cobweb Broom
9. Garden hose ½" dia.
10. Sanitary Rubber gloves

**C. Equipments**

1. Mop Tornado
2. Industrial Dust Microfiber Mop, 110cm wide, heavy duty (wet & dry use) with 2nos. Extra mop refill
3. Mobile Garbage Bins with wheels, 240L

**IV. Total Budgetary Requirement:**

**A. Annual Budget for 12 Months: Php 1,962,877.56**

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