

## **TERMS OF REFERENCE**

### **I. INTRODUCTION**

The DARRO-CAR Regional Office is inviting interested parties to bid for the provision of janitorial services from reputable janitorial agencies, to render janitorial services to the DARRO-CAR regional office located at No. 55 Bokawkan Rd., cor. Easter Rd., Baguio City on a 8-hour daily basis.

### **II. SCOPE OF SERVICES/REQUIREMENTS**

#### **Service Provider**

- 1) The Service Provider must be duly licensed, registered, with proper operating permits and other statutory requirements. It must have been engaged in the business for at least three (3) years.
- 2) The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies and/ Official Receipts for the period covering January 2020 to September 2020.
- 3) The Service Provider will provide a minimum of three (3) janitors/janitresses who shall work from 7:00 a.m. on Mondays to Fridays and shall report from 8:00 a.m. to 5:00 p.m. on Saturdays including holidays.
- 4) The Service Provider will provide consistent and quality service through qualified, uniformed, highly trained janitors/janitresses who shall clean the properties and premises of the DARRO-CAR.
- 5) The janitors/janitresses assigned shall be provided with proper agency uniforms and visible identification cards.

#### **Janitors/Janitresses**

- 1) The assigned janitors/janitresses must have previous experience of at least 3-years. He/she must be reliable, honest, and courteous.
- 2) The janitors/janitresses must be ready to perform other tasks as may be required by DARRO-CAR, related to janitorial services and other administrative functions.

### **III. CONTRACT DURATION**

The contract shall be for a period of one (1) year commencing upon signing of the Contract. The DARRO-CAR may pre-terminate the Contract for failure of the Service Provider to perform its obligation following the procedure prescribed under the guidelines on the termination of contract issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004, dated 22 December 2004.

### **IV. APPROVED ANNUAL BUDGET FOR THE CONTRACT**

The annual approved budget cost of the contract is **SIX HUNDRED TWENTY TWO THOUSAND PESOS (PhP 622,000.00)**.

In accordance with Clause 5.0 of Appendix 14 of GPPB Resolution 03-2011 dated January 28, 2011, all bid prices for duration of one year shall be fixed and shall not be adjusted during the contract implementation, except for the following:

1. Decrease/increase in the daily minimum wage pursuant to law or new wage order issued after date of bidding;
2. Decrease/increase in taxes; and
3. If during the term of the contract DARRO-CAR sees the need for a decrease/increase in the number of janitors/janitresses.

The allowable price adjustments are specified under clause 8.4 of the Special Condition of Contract (SCC) of the Bidding Document for Janitorial Services.

### **V. MANNER OF PAYMENT**

The Service Provider shall bill the DARRO-CAR every 15<sup>th</sup> and 30<sup>th</sup> day of each month.

## SCHEDULE OF BIDDING ACTIVITIES

| Activities  | Date/Time                      |
|---|--------------------------------|
| Advertisement/Publication of Invitation to Bid  | November 25, 2020              |
| Inspection/Issuance of Bid Documents  | December 3, 2020               |
| Pre-Bid Conference  | December 3, 2020, 2:00pm       |
| Deadline for Submission of Bids <ul style="list-style-type: none"> <li>• Eligibility Requirement</li> <li>• Technical Proposal</li> <li>• Financial Proposal</li> </ul> | December 15, 2020 (12:00 Noon) |
| Opening of Bids <ul style="list-style-type: none"> <li>• Eligibility Requirement</li> <li>• Technical Proposal</li> <li>• Financial Proposal</li> </ul>                 | December 16, 2020 (2:00PM)     |
| Evaluation/Determination of the Agency Lowest Calculated Responsive Bid   | December 16, 2020              |
| Post Qualification (BAC deliberation on the result of evaluation)   | December 17, 2020              |
| Approval of the Resolution of Award and Issuance of Notice of Award   | December 18, 2020              |
| Contract Preparation and Signing  | December 19, 2020              |
| Issuance of Notice to Proceed   | December 21, 2020              |

**EUGENIA B. DADDY**  
*Member, BAC*

**ANGELA M. PANG-OT**  
*Member, BAC*

**PERLA M. GARCIA**  
*Vice-Chairperson, BAC*

**IMELDA M. ABANSI**  
*Member, BAC*

**JULIET C. DUMAPIS**  
*Member, BAC*

**JEFFERSON LASATEN**  
*Member, BAC*

**Atty. CHRISTINE MONTES PUL-OC**  
*Chairperson, BAC*