



REPUBLIC OF THE PHILIPPINES

Department Of Health

National Center for Mental Health



**TERMS OF REFERENCE**

**Janitorial Services**

**I. OBJECTIVE**

To provide Janitorial Services in National Center for Mental Health CY 2024.

**II. APPROVED BUDGET FOR THE CONTRACT**

**III.** The approved budget for the contract is Php13,619,643.00

261 Working Days for CY 2024

PARTICULARS	MODE OF COMPUTATION	8 hours duty (54 Janitors)	
		54 janitors Without Night Differential Pay (NDP)	
<b>Schedule 1: Amount Paid Directly to Janitors</b>			
1.1	Average Pay/Month	P610 x 21.75 days /12 months	13,267.50
1.2	Night Differential Pay	Ave. Pay/mo x 10%	-0-
1.3	13th Month Pay	P610 x 261 days/12	1,105.62
1.4	Service incentive leave pay Five (5) Days/year at basic salary rate	P610 x 5 days /12 mos.	254.17
<b>TOTAL AMOUNT TO JANITORS</b>			<b>14,627.29</b>
<b>Schedule 2: Amount Paid to Government in Favor of Janitors</b>			
2.2	SSS Premium	Employer's Share	1,282.50
2.3	Pag-IBIG Premium	(RA 7742)	100.00
2.4	Philhealth Premium	Employer's Share	298.52
2.5	ECC Premium	Sole Employer	10.00
<b>SUB-TOTAL</b>			<b>1,691.02</b>
<b>TOTAL AMOUNT PAID TO GOVT</b>			<b>16,318.31</b>
<b>Schedule 3: Other Costs</b>			
3.1	Admin Overhead & Profit Margin	Agency Fee (15%)	2,447.74
<b>Schedule 4. Taxes Paid to Government</b>			
4.1	Value Added Tax (VAT) (VAT)	12% of the Gross Contract Amount	2,251.92
<b>A. TOTAL COST/JANITORS/HEAD</b>			<b>21,017.97</b>
<b>GRAND TOTAL CONTRACT COST</b>			<b>PHP13,619,643.00</b>

#### IV. SCOPE OF WORK

1. Provide fifty two (52) cleaning personnel
2. Provision of Relievers
3. Schedule of Requirements\*

AREA	7AM - 4PM	
	Male	Female
Pavilion 1 (Wards, 5 Comfort Rooms, Hallways)	2	
Pavilion 2 (Wards, CR and Offices)	1	2
Pavilion 3, 5 & 8 (Wards and Grounds outside)	1	
Pavilion 6, 9 (Ward and hallways)		1
Pavilion 7 (Philhealth Ward)	1	
Dialysis	1	
FEMS, Sanitation Section, Security Office	1	
Planning, Nursing Service and QMO	1	
HR, Women's Dormitory and PT		1
BAC, MMS, Procurement and Transport	1	
Cleanliness of Wards, Grounds, Grass Cutting, Public CR , Garbage Collection and Gardening	39	
Supervisors	1	1
<b>TOTAL</b>	<b>49</b>	<b>5</b>

#### (2) Janitor Working Supervisor

- a. The Service Provider / Contractor shall provide two (2) working supervisor for janitors assigned to different premises of the Procuring Entity.
- b. The supervisor shall be responsible for overseeing the daily operation, coordination, supervision and assignment of janitors. It shall monitor, supervise and administer the routine and daily tasks of janitorial services. They shall serve as conduit or intermediary of the Service Provider/Contractor and the Procuring Entity through the Sanitation Section.
- c. No employer-employee relationship between Janitor Working Supervisor and the NCMH.

- d. The Chief Administrative Officer and/or Sanitation Section shall be responsible for checking the complete and satisfactory performance of janitorial routine works as well as reporting and daily coordination of works among the Procuring Entity's end-users. In no way that an employer-employee relationship exists between the Administrative Service and the janitors supplied by the Service Provider / Contractor.
- e. The supervisors provided by the Service Provider/Contractor has primary responsibility of supply management, reporting requirements of this contract and ensuring satisfactory performance of all other janitors by major functional area required in this contract, that is, housekeeping and support services.

**(3) Working Hours**

- a. Janitors shall provide/undertake daily maintenance and sanitation of the hospital premises seven (7) days a week, Mondays to Sunday including holidays;
- b. Janitors for the grounds and wards shall render services from 7:00AM to 4:00PM.
- c. Janitors can be reassigned and rotated anytime.
- d. Cleaning inside the ward should be with the supervision of Nurse Attendant, ***“NO NURSE ATTENDANT, NO CLEANING OF WARDS”*** policy.

**a. Cleaning Schedule**

Item	PERFORMANCE REQUIREMENTS	DAILY	WEEKLY	MONTHLY	QTR
<b>1.</b>	<b>Office Spaces:</b>				
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	X			
	Clean and disinfect tops of garbage cans	X			
	Dust, wipe and polish window ledges and other horizontal surfaces within reach (such as artwork)	X			
	Dust, wipe and polish accessible surfaces of desks, chairs, tables and other office furniture	X			
	Dust and wipe office equipment	X			
	Spot clean marks next to light switches, doors and door frames	X			
	Damp wipe and sanitize telephones	X			
	Maintain office furniture and arrange table and counters in a neat and orderly fashion	X			
	Clear cobwebs		X		
	Brush or vacuum upholstered seating				
	Clean windows			X	
<b>2.</b>	<b>Wards, Hallway</b>				
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	X			
	Segregate and dispose wastes properly	X			
	Clean and disinfect tops of garbage cans	X			
	Maintain cleanliness of wards and hallways	X			
	Clean and mop floor with disinfectant cleaners	X			
<b>3.</b>	<b>Restroom Cleaning:</b>				
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	X			

	Segregate and dispose wastes properly	X			
	Clean and disinfect tops of garbage cans	X			
	Clean and disinfect all toilet bowls, toilet seats and urinals	X			
	Clean and disinfect counters, wash basins and soap dispensers	X			
	Scrub tiled floors (as needed for public and patient's toilets)	X			
	Clean shower stalls with a disinfectant cleaner (as needed for public and patient's toilets)	X			
<b>4</b>	<b>Outdoors, perimeter area (including parking lot)</b>				
	Sweep all ground areas including leaves	X			
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	X			
	Segregate and dispose wastes properly	X			
	Water all plants	X			
	Trim plants (by area)		X		
	Grass cutting			X	
	Trim tree branches				X
<b>8</b>	<b>CHECK AND REPORT TO THE HEAD OF THE SANITATION SECTION AND/OR CHIEF ADMINISTRATIVE OFFICER ON THE FOLLOWING: FACILITIES – DAMAGE TO WALLS, WINDOWS, CEILING AND FLOORING UTILITIES – DAMAGE TO LIGHTINGS, WATER FAUCETS, FANS AND AIRCON SYSTEMS. DEFECTIVE ELECTRICAL PLUGS, SOCKETS, SWITCHES, OUTLETS AND EXTENSION WIRE.</b>	X			

2. Schedule of Janitors

- a. Janitors to be assigned by the contractor must also possess the following qualifications:
1. Ages 18-40 years old.
  2. At least a High School graduate
  3. With training certificate on health care waste management
  4. Vaccination (anti-tetanus and HEPA) on the account of the service provider

Supervisors to be assigned by the contractor must also possess the following qualifications:

1. At least 40 years old.
2. Reached at least high school graduate
3. Must have at least 3 years supervisory janitorial experience in a government or private agency
4. Must have certification on supervisory training

- b. Regular janitors and/or relievers shall be screened by the head of agency or his/her representative/s and must possess the above-mentioned qualifications. **NO TRAINEES/OJT SHALL TAKE THE PLACE OF REGULAR JANITORS AND/OR SERVE AS RELIEVERS.**

V. SUPPLIES, TOOLS and EQUIPMENT REQUIREMENT

NO.	ITEM	UNIT	Approximate Annual Quantity	
<b>Equipment to be delivered at the commencement of the contract</b>				
1	Floor polisher	Unit	3	
2	HOSE with COUPLING	Unit	10	
3	ITAK/BOLO – large	Unit	2	
4	ITAK/BOLO – small	Unit	2	
5	Kartilla	Unit	2	
6	Hand held grass cutter with fuel	Pcs	5	
7	Lawn Mower	Unit	1	
8	Manual Sprinkler	Units	5	
<b>Supplies to be delivered Monthly</b>			Approximate Annual Quantity	Qty per Month
1	Powder soap	sack	300	25
2	Lysol disinfectant	gals.	300	25
3	Chlorox	gals.	300	25
4	All purpose cleaner	gals.	400	33
5	Heavy duty scrubbing black	Pcs	240	20
6	Insect killer	cans	40	3
<b>Supplies and Tools to be delivered Quarterly</b>			Approximate Annual Quantity	Qty per Quarter
1	Mop head	Pcs	560	140
2	Soft broom	Pcs	24	6
3	Plastic broom; hard bristle (for ward use )	Pcs	80	30
4	Cotton doormat	Pcs	500	125
5	Gloves	Pcs	280	70
6	Mask (surgical 3 ply) 50pcs/box	Box	280	120
7	Stick broom	Pcs	80	20
8	Push brush	Pcs	20	5
9	Stripping pad	Pcs	8	2
10	Finishing pad	Pcs	12	3
11	Polishing pad	Pcs	12	3
12	Dipper	Pcs	60	5
<b>Supplies and Tools to be delivered Semi-Annually</b>			Approximate Annual Quantity	Qty per Semi-Annual

1	MOP HANDLE			
	Yellow - Infectious CR	Pcs	120	60
	Green - Ward	Pcs	120	50
	White -- Offices/ Nursing Station	Pcs	120	50
	Red - Hallways	Pcs	60	30
2	Mop Handle Plastic	Pcs	60	30
3	Plastic dust pan	Pcs	50	25
4	Toilet pump	Pcs	40	20
5	Toilet brush	Pcs	30	15
6	Spray gun	Pcs	24	12
10	Pail "Timba"	Pcs	40	15

1. The service provider shall ensure available cleaning agents, materials and supplies at all times;
2. All janitorial supplies, tools and equipment provided by the service provider shall be delivered to Sanitation Storage Room according to schedule of delivery.
3. Requisition and Issuance of Supplies shall be duly approved by the Head of the Sanitation Section in accordance with the existing policy of Material and Management Service.

#### **OTHER REQUIREMENTS:**

1. NCMH reserves the right to screen and select personnel to be assigned and also have the right to demand immediate replacement of any worker assigned to the premises of NCMH who, in the opinion of the procuring entity is incompetent:
2. NCMH reserves the right to demand the immediate replacement of any worker whose honesty or integrity is questionable, or whose services are prejudicial to the interest of the NCMH:
3. The Service Provider shall not pull out any worker without any approval in writing by the Management of NCMH:
4. The Service Provider shall at all times enforce strict discipline and good order among its employees. The number of workers required in the contact **may be reasonably increase or decrease** in accordance with needs of the NCMH;
5. The Service Provider, at its own expenses shall provide the uniform, and shall always requires their employees assigned in NCMH to wear the proper and clean uniform for purpose of identification. Only the approved type and color scheme of uniform shall be adopted including PPE;


6. The Service Provider agrees to adhere and submits itself, its representative and all its workers to the rules and regulations of the premises of NCMH with regards to sanitation, security and safety;
7. The Service Provider agrees to have a monthly meeting with the management of NCMH, to evaluate the performance of the former in the deliverance of cleaning and sanitation;
8. The Service Provider agrees to have annual Physical Examination including vaccination (anti-tetanus and anti-hepatitis) on the account of the Service Provider before the implementation of the contract;
9. All Janitors should attend general orientation on Health Care Waste Management and Occupational Safety in Psychiatric Facility before the contract implementation and the screening of 54 Janitors before deployment to be conducted by Sanitation Section.

**TERMS OF PAYMENT:**

1. The monthly payment shall be paid in two (2) equal amounts, every 15<sup>th</sup> and 30<sup>th</sup> day of the month, provided that the bill shall be submitted in due time under the terms and conditions of the contract;
2. Delay in the delivery of supplies which is due every last week of the previous month, shall be subject to penalty of One Tenth (1/10) of One percent (1%) of the cost of undelivered supplies of delay;
3. The every billing shall be accompanied by an affidavit attesting to the fact that all wages and benefits due to the service men for the period being billed have been paid to them in accordance with applicable existing labor law;
4. The Service Provider is required to present a certified true copy of the signed payroll of its workers assigned to NCMH covering the preceding month before the release of the payment is to be made. It is understood that this measure is to check whether the workers have been paid for individual services rendered and to ensure the workers' morale in the performance of their duties;
5. The Service Provider shall be solely liable for any claim that may be made by any worker assigned to NCMH with regards to compliance with the provisions of the minimum wage law, the eight hours labor law, Social Security System, Medicare Act, 13<sup>th</sup> month pay and such other benefits prescribed by law presently existing or which maybe hereafter be granted, and fully relieves the NCMH from any liability whatsoever upon the former's failure to comply with its obligations as provided;
6. In the event of the issuance of wage orders or mandatory regulations by the government providing for any increase of salaries and other benefits, the service fees shall be adjusted proportionately upon mutual agreement of the parties. In case of disagreement on such adjustment, the contract shall be considered terminated one (1) month after receipt by the Provider from NCMH the written notice of termination;
7. In the event that NCMH suffer loss (es) on its property covered by the contract, NCMH shall notify the Service Provider in writing within forty eight (48) hours from discovery of such losses or damages and the Service Provider shall be obliged to make payment / restitution if found to be responsible thereof;

8. Unless otherwise specified/arranged, NCMH shall administer and coordinate the proper implementation of the contract through Chief Administrative Officer and/or Sanitation Section;
9. In the event the Service Provider failed to provide the required number of personnel as embodied in the Contract, they should automatically authorize the NCMH to make the appropriate deduction from their monthly billing account and shall automatically authorize NCMH to undertake measures to address the subject absence of required personnel. Additionally, this condition shall give the NCMH a ground to terminate the contract;
10. In case of violation by the Service Provider of any provision of the contract or should the Service Provider be guilty of undue delay in the execution and implementation hereof, or in case proven gross incompetence of the Service Provider, the Procuring Entity shall have the right to extra – judicially terminate the contract; and
11. The assigned workers are the exclusive employees of the Service Provider and that there exists no employer/employee relationship whatsoever between them and the procuring Entity and claims of any nature, financial or otherwise by the assigned workers arising out of and/or connection with their employment by the Service Provider shall be sole responsibility of the latter.

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