

October 05, 2020

TERMS OF REFERENCE

A. PROJECT NAME	HIRING OF A SERVICE PROVIDER FOR CUSTODIAL MAINTENANCE AND SKILLED PERSONNEL SERVICES FOR CY2021 to CY2022
B. IMPLEMENTING AGENCY	FOOD TERMINAL INCOPORATED
D. LOCATION	FTI-SPECIAL ECONOMIC ZONE and designated areas
E. PROJECT DESCRIPTION	The project is about the engagement of a custodial maintenance and skilled personnel services contractor for manpower and supervision, supplies, materials, equipment and tools required for janitorial and ground maintenance services inside FTI-SEZ and designated areas.
F. OBJECTIVES	<p>To outsource the janitorial, ground maintenance and skilled personnel services that would maintain a clean and safe environment to create a conducive business location.</p> <p>To promote gender equality and women’s involvement through hiring of women needed in the operational activity.</p>
G. PROJECT DURATION	The contract shall be for TWO (2) years and to commence within the period specified in the Notice to Proceed.
H. APPROVED BUDGET FOR THE CONTRACT	<p>PhP 6,236,013.20 exclusive of applicable taxes for ONE (1) year.</p> <p>This includes the supply of manpower, supervision, vehicle, tools equipment, supplies and materials.</p>
I. PRICING PROPOSAL	<p>The Bid Proposal shall be for One (1) Year period and the cost to be submitted shall be itemized.</p> <p>For the succeeding year (CY2022), the contract price may be increased subject to the Regional Tripartite Wages and Productivity Board- NCR (RTWPB-NCR) or the approved NCR Wage Order No. of the succeeding year.</p>
J. QUALIFICATION OF BIDDER	<p>The bidder should be in the business of integrated facilities maintenance and must be/have:</p> <ul style="list-style-type: none"> • in operations for at least two (2) years; • Two (2) major engagement or similar contracts with similar scope and manpower deployment.
K. SCOPE OF WORK	

J. SCOPE OF WORK

The contractor shall provide the janitors, street sweepers and a working supervisor including the supply of all the materials, supplies, tools and equipment necessary to perform the tasks as specified in the contract.

CUSTODIAL - includes the daily cleaning, sanitation/disinfection and maintenance of FTI's premises. It shall cover areas such as but not limited to offices, lobbies, hallways and corridors, stairway, toilets and washrooms, window glasses and panels, doors, walls, ceilings, blinds, lighting fixtures and all other common areas.

This will include dusting, sweeping, garbage collection and disposal, replenishing the restrooms with supplies, stripping, polishing and waxing furniture, floors, woodworks and other related activities as described below:

- Janitorial services for various offices
- Carpet, vinyl and marble floor maintenance
- Curtain, blinds and upholstery cleaning
- Interior landscaping installation and caring of plants
- Window cleaning and polishing
- Window inspection and damage detection
- Telephone and computer equipment cleaning and disinfection
- Dust control, mat servicing and cleaning
- Washroom services
- Fixture cleaning
- Drain clean-up
- Grass cutting
- Tree trimming
- Street sweeping inside FTI Complex and designated areas
- Décor Installation
- Landscaping/nursery operations

**A. MANPOWER
DEPLOYMENT and
WORK SCHEDULE**

For custodial:

Table 1. Janitors/street sweepers

Personnel	Number of Personnel	Time	Schedule
Street sweepers	9	7:00 A.M. to 4:00 P.M.	Mondays to Saturdays
Janitors	3	7:00 A.M. to 4:00 P.M.	Mondays to Saturdays
Working Supervisor	1	7:00 A.M. to 4:00 P.M.	Mondays to Saturdays
Total	13		

For Skilled personnel:

Trade	No. of Personnel	Duties and Responsibilities	Schedule
Telephone Technician	1	Repair and maintenance of communication facilities, in-house telephone system and incoming provisions.	8:00 A.M. to 5:00 P.M.
Plumbers/ Water Meter Reader	2	Repair and maintenance of water distribution and sewerage system, plumbing activities, meter reading and billing preparation.	8:00 A.M. to 5:00 P.M.
Field and Cold Storage Electricians, Meter Reader	5	Repair and maintenance of building lighting system, cold storage facility and power supply trouble shooting.	24 hours/7 days a week operations
Aircon Technician	2	Repair and maintenance of in-house AC system and incoming provisions.	8:00 A.M. to 5:00 P.M.
Total	10		

	<ul style="list-style-type: none"> a) Upon instructions from the Estate Engineering and Maintenance Unit Officer (EEMU) personnel may be required a different work schedule to be implemented as the operations so requires; b) FTI management may require additional personnel both for custodial and skilled as augmentation at any time as the need arises and also during emergencies (i.e natural calamities, office events and special occasions); c) They shall be taken from the contractor’s standby pool within one (1) day notice; d) The bids should include the daily wage of the required personnel to serve as basis for future deployment.
<p>B. TERMS AND CONDITIONS</p>	<ul style="list-style-type: none"> a) The contractor shall provide their manpower with complete set of uniform, identification card, time cards and a bundy clock or an equivalent equipment/device to be installed at the Administration Building; b) The contractor shall supply the manpower, vehicle, equipment, materials, tools, supplies and supervision such as but not limited to the following as listed in: <ul style="list-style-type: none"> o Table 2. Tools and Equipment; o Table 3. List of Monthly Supplies; o and all other paraphernalia necessary in the performance of their duties and responsibilities. c) The contractor shall render additional services to other premises inside and outside the FTI complex at the option of and upon written notice by FTI at the same contract price and under the same terms and conditions of the Agreement without need for any revision of the contract. d) The contractor shall assume full responsibility for the proper performance of duties by their personnel and be responsible to FTI and third parties, as the case may be, for any death or injury caused by its personnel or for any loss or damage sustained by the latter arising from negligence or offenses committed by the contractor’s personnel. e) These personnel shall be assigned to specific posts, facilities and buildings within the FTI Complex.

Table 2. List of Tools and Equipment

Qty	Unit	Specifications
1	Unit	Carpet Blower
3	Units	Floor Polisher Machine 16" new units
1	Unit	Vacuum Cleaner/Shampooing Machine
1	Unit	Fogging Machine
1	Unit	Heavy Duty Ladder
3	Sets	Mop Squeezer w/ ball caster
50	Mts	Garden hose w/ accessories
2	Units	Push cart heavy duty for open loading new units
2	Pcs.	Plastic Pail with at least 16 inches height
2	Pcs.	Shears for pruning of plants
10	Units	Buggy Carts, new units
2	Pcs.	Grass Cutter, new units
9	Pcs.	Machete (Bolo)
2	Units	Pick mattock (piko)

Table 3. List of Monthly Supplies

Quantity	Unit	Specifications
15	Pcs.	Broom (walis tingting)
2	Reams	Steel wool
6	Dozen	Deodorant Cakes
1	Pc.	Sunction Pump
1	Pc.	Toilet bowl (plastic)

	2	Gals.	Complete Wax
	8	Kilos	Powder Soap
	4	Pcs.	Mop Heads
	4	Pcs.	Flannel Cloth
	1	Pc.	Plastic pail at least 14 inches in height
	15	Cans	Air fresheners
	1	Gals	Glass cleaner
	5	Cans	Insecticide spray "Baygon"
	5	Kilos	Rags round
	5	Cans	Furniture polish
	2	Gals	Defogging chemicals
	500	Pcs.	Thrash bag
	3	Gals.	Liquid bleach
	2	Pcs.	Scouring pad "Scotch brite"
	1	Pc.	Scrubbing pad
	1	Pc.	Soft broom plastic
	6	Pcs.	Polishing pad 16"
	3	Pcs.	Soft broom (walis tambo)
	5	Rolls	Plastic string #300 for grass cutting
	1	Gal.	Terranova polish for marble tiles
	4	Gals.	Toilet bowl cleaner
	60	Liters	Gasoline unleaded, fuel for grasscutter
	3	Pcs.	Spray Gun
	2	Gals.	Liquid hand soap
	2	Gals.	All-purpose cleaner

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