

**TERMS OF REFERENCE FOR THE PROCUREMENT OF JANITORIAL  
AND SANITATION SERVICES FOR THE PRESIDENTIAL COMMISSION  
ON GOOD GOVERNMENT (PCGG) FOR FY 2023**

**I. Background**

The PCGG, a national government agency created pursuant to Executive Order No. 1, series of 1986 intends to Procure The Supply of Janitorial and Sanitation Services from a reputable and Philgeps-accredited service provider for FY 2023.

**II. Approved Budget for the Contract**

The Approved Budget for the Contract (ABC) is **FOUR MILLION TWO HUNDRED SIXTY THOUSAND PESOS (P4,260,000.00)**, inclusive of 12% VAT and other applicable government taxes, chargeable against the PCGGs Maintenance, Operating and Other Expenses for FY 2023.

**III. Mode of Procurement**

The mode of procurement shall be public bidding which shall be conducted by the PCGG Bids and Awards Committee (PCGG-BAC) pursuant to the 2016 Revised Implementing Rules and Regulations (R-IRR) of RA 9184 otherwise known as the Government Procurement Reform Act.

The manner of pre-bid conference, submission, receipt and opening of bids, as well post-evaluation, shall be conducted in accordance with the Bid Data Sheet (BDS).

**IV. Procurement Name and Location**

The procurement is for the Supply of Janitorial and Sanitation Services for the PCGG offices located at 82 EDSA, Mandaluyong City.

**V. General Conditions**

The janitorial agency must supply the necessary personnel and equipment for the required services, with the following general conditions:

- v.a must have good moral character
- v.b must have the necessary skills/training/s
- v.c must have medical clearance, including drug test and COVID-19 swab result valid within 14 days prior to deployment or COVID Vaccine Card.

**VI. Scope of Work**

Subject to the work schedule that the PCGG may adopt from time to time during the State of Calamity due to Covid-19, the scope of work is to deploy **fifteen (15)** janitorial

personnel with eight (8) working hours a day, six (6) days a week from Monday to Saturday, except Sundays and Holidays, with the following duties and responsibilities:

vi.a Daily

1. Regular disinfection of work stations, stairwells, bundy clock area, lobbies, elevator, bulletin boards, conference rooms, hallways, canteen, and other areas that the Administrative Services Division and the Security and Health committees may identify from time to time.
2. Vacuuming of all floors
3. Polishing and spot scrubbing of floors
4. Dusting, damp-wiping and polishing of furniture, counters, sill and other office fixture
5. Emptying and cleaning of garbage bins and waste paper containers
6. Cleaning and disinfecting of toilets, washrooms, wiping of wash bins and toilet fixtures
7. Cleaning and polishing of glass doors, glass partitions and brass attachments
8. Spot cleaning of walls
9. Washing of cups, saucer, spoons, plates and other utensils
10. Maintenance of live plants-greeneries
11. Maintenance of travel path (hourly)

vi.b Weekly

1. Subject to the schedule that the Administrative Services Division may provide, general disinfection of the entire PCGG premises, including the areas stated in item 1 of the daily scope of work
2. Thorough washing, scrubbing and stripping of all floors
3. Refinishing, waxing and polishing of all floors
4. Cleaning of walls, ceiling and doors
5. Polishing of all railing, counters, door knobs, glass partitions and light diffusers
6. Cleaning of all windows and sun baffles
7. General cleaning of all exterior glasses
8. Polishing of all metal signs
9. Cleaning of all ornamental plants
10. Cleaning of curtains, draperies

vi.c Monthly

1. Application of wax and polishing of furniture
2. Washing of all lighting fixtures
3. General cleaning, stripping and removing of furniture of the non-carpeted floors
4. Washing of parking areas

vi.d Quarterly

1. Pest-control services against crawling and flying insects by using professional fogging equipment

vi.e Miscellaneous Services

1. Messengerial and reasonably related errand works within and outside the PCGG premises and extra hour services during special occasions
2. Handling/ hauling of office furniture and equipment, and carrying of heavy load boxes if required by the PCGG
3. Serving meals/snacks/refreshments during meeting/conferences in the Commission Room and/or such other areas within the PCGG premises, as may be directed by the PCGG officials, as well as washing of plates, cups, saucers and other utensils thereat
4. Provide ornamental plants for free

The above number of personnel may be increased or decreased depending on PCGGs requirements.

The PCGG through its Administrative Services Division shall exercise supervisory functions over the janitorial personnel, including their replacements and/or assignments.

**VII. Bidders' Qualifications**

The bidder's qualifications shall be indicated in the bidding documents.

**VIII. Period**

The period of the contract is from **01 January 2023 to 31 December 2023**.

**IX. Terms of Payment**

Within fifteen (15) days from receipt of the Statement of Account with complete supporting documents, the PCGG shall pay the janitorial agency for actual services rendered, subject to existing labor laws and government accounting rules and regulations.

In case a law is passed or a lawful order is issued increasing the minimum wage or requiring additional compensation in any form, the amount of consideration per janitorial personnel shall be adjusted accordingly.

**X. Pre-termination of Contract**


The pre-termination of contract shall be in accordance with the General Conditions of Contract and Special Conditions of Contract of the Bidding Documents, whichever is applicable

## **XI. Right to Reject**

PCGG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract pursuant to Section 41 of the 2016 Revised IRR of RA 9184.

APPROVED and ADOPTED this 13<sup>th</sup> day of October 2022.

### **THE BIDS AND AWARDS COMMITTEE:**

  
**DIR. JOHN SHERWIN S. JAO**  
Chairperson

  
**ATTY. MIVEZ ANNE I. PAWID**  
Vice-Chairperson

  
**DIR. ROMULO A. SIAZON**  
Member

  
**DIR. MARK J. ABELON**  
Member

  
**RAQUEL S. BUÑAG**  
Member

  
**STEVE M. ALCANTARA**  
Member

(On-Leave)  
**GLORIA C. LLANEZA**  
Member