



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

TERMS OF REFERENCE (TOR)

PROVISION OF JANITORIAL SERVICES FOR DA-BAR CY 2023 (March 1 – December 31, 2023) ABC: PhP2,050,000.00

A. RATIONALE

The Bureau of Agricultural Research – General Services Unit is committed to provide a clean and sanitized work environment to its employees and clientele.

In view hereof, DA-BAR seeks to hire efficient and effective janitorial services to maintain cleanliness and sanitation of its buildings, premises and facilities

B. SCOPE OF WORK

1. DAILY ROUTINE OPERATIONS

- a. Sweeping, mopping, spot scrubbing and polishing of all floors. Areas frequented by the public as BAR so defined such as but not limited to the main lobby, entrance/exit areas, all hallways/ corridors, stairways, training rooms, waiting areas, and comfort rooms, shall be serviced continuously to guarantee cleanliness;
- b. Cleaning, sanitizing of toilets and restrooms with the use of effective disinfecting chemicals/ cleaning materials on the wash basins, urinals and toilet bowls;
- c. Cleaning and disinfecting railings, doorknobs, telephones and counter tops/ surfaces;
- d. Dusting and cleaning of surfaces of all glass tops, inside windows, pieces of furniture and other partition of the building that require daily attention;
- e. Cleaning of trash receptacles in all the rooms/offices;
- f. Sweeping of cobwebs on walls and ceilings;
- g. Cleaning and polishing of glass partition, window panels, sills, walls and other partitions;
- h. Switch off all lightings and AC units when not in use and report areas where illumination is necessary;
- i. Report necessary repair works in their work areas to GSU END-USER Representative/s immediately;
- j. Assist in the management of dormitory and guesthouse (cleaning and sanitation of rooms, beds, fixing of beddings, assisting guests for check-in and check-out and among others);
- k. Perform other services within DA-BAR which may be assigned from time to time within the scope of janitorial works and as may be requested during special events/affairs or in case of emergencies.

2. WEEKLY PERIODIC OPERATIONS

- a. Washing, stripping of floors, re-waxing and polishing of floors;
- b. Washing of windows, doors and screens, window panels, ledges and all vents;
- c. Removing of cobwebs and washing of walls;
- d. Vacuum cleaning of rugs and carpets; and
- e. General cleaning of premises, waxing and polishing of office furniture and fixtures, counters and others, except items or equipment that require specialized maintenance services.

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3. MONTHLY PERIODIC OPERATIONS

- a. Thorough and/or general cleaning of all BAR service areas (RDMIC building, Multipurpose Building, Annex Building and Guesthouse); and
- b. Thorough and/or general sanitizing and disinfecting of commonly used areas within the building.

C. TECHNICAL DESCRIPTION

1. NO. OF DAYS AS PROVIDED UNDER DOLE-NCR WAGE ORDER NO. NCR 19 SERIES OF 2015 (Latest)

- a. 310 days, to be provided eight (8) hours a day, six (6) days a week basis excluding Sundays and Legal Holidays

2. MANPOWER REQUIREMENTS

- a. Nine (9) Janitors/Janitress

Lead Janitor/Janitress	Janitors	Janitress
1	6	2

3. AREA OF ASSIGNMENT/ COVERAGE

Area of Coverage	Day
Office of the Director	Monday - Saturday
Office of the Assistant Director	Monday - Saturday
Office of COA Resident Auditor	Monday - Saturday
Internal Audit Unit	Monday - Saturday
Planning and Monitoring Unit	Monday - Saturday
International R&D Relations Unit	Monday - Saturday
Budget Unit	Monday - Saturday
Accounting Unit	Monday - Saturday
Cash Unit	Monday - Saturday
Records Unit	Monday - Saturday
General Services Unit	Monday - Saturday
Procurement Unit	Monday - Saturday
Supply & Property Unit	Monday - Saturday
Human Resource Management Unit	Monday - Saturday
Research Coordination Division	Monday - Saturday
Research Program Development Division	Monday - Saturday
Knowledge Management and Information Systems Division	Monday - Saturday
Technology Commercialization Center/ Show Room	Monday - Saturday
Printing Office	Monday - Saturday
Lobby/Hallways	Monday - Saturday
4th Floor Function Hall	Monday - Saturday

3rd Floor Conference Room (FAO)	Monday - Saturday
Comfort Rooms (RDMIC, Multipurpose, Annex, Guesthouse)	Monday - Saturday

4. SUPPLIES, MATERIALS AND EQUIPMENT

For carrying out the aforementioned janitorial services, the Agency shall equip its personnel with the following supplies and equipment:

a. Upon Posting: three (3) units heavy duty floor polishers; one (1) unit vacuum cleaner with complete accessories; one (1) unit aluminum ladder, 8 ft.; three (3) sets mop wringers with buckets; one (1) unit rolling trash bin; one (1) unit wheel barrow; one (1) piece bolo; one (1) set garden tool; one (1) set water hose, 15 meters; six (6) water pails; six (6) pcs. dust pan; two (2) pcs. push brush; and forty (40) pcs. Trash bins (small capacity)

b. Monthly Supplies: five (5) gals. all purpose cleaner; five (5) gals. toilet bowl cleaner; five (5) liquid wax (red/white); three (3) gals. air freshener (scented); two (2) gals. Muriatic acid; one (1) gal. Glass cleaner; six (6) doz. deodorant cake; ten (10) kgs. Powder soap/cleanser; one (1) liter. Carpet shampoos three (3) kgs. Rags; fifty (50) pcs. Black trash bag; twelve (12) pcs. Scotch brite; and six (6) tubes steel wool, (50) rolls of tissue, provision of hand wash soap

c. Quarterly Supplies (advance delivery/supplies delivery every 3 months): eighteen (18) Pcs. Mop handle with mop head; six (6) pcs. Soft broom (walis tambo); six (6) pcs. Stick broom (walis tingting); one (1) pc. Polishing pad; one (1) stripping pad

D. TERMS AND CONDITIONS

1. THE BUREAU OF AGRICULTURAL RESEARCH (BAR)

a. BAR shall have the right to require the janitors/janitress to perform additional duties, which may be necessary in the conduct of their assigned tasks and to observe certain office rules and regulations within the premises covered by the Contract;

b. BAR shall provide a stock room for the janitors to be determined by BAR's authorized representative;

c. In case of any increase in daily wages and/or salaries, as may be authorized by Law, any adjustment(s) in the compensation herein provided shall be subject to negotiations between parties; and

d. BAR shall have the right to monitor and/or require the Provider to furnish BAR with copies of proofs of payments of contributions/premiums due to SSS, PhilHealth, BIR, and Pag-IBIG of their personnel, as mandated by Law.

2. THE JANITORIAL SERVICE PROVIDER (AGENCY)

- a. The Agency shall render janitorial and maintenance services to the various offices of BAR on an eight (8) hours a day, six days a week basis, excluding Sundays and Legal Holidays;
- b. The janitors shall wear the official uniforms supplied by the Agency with proper identification cards or nameplate;
- c. The equipment, materials and supplies to be used in performing the aforementioned services shall be for the account of the Agency, except the water and electrical consumption which shall be for the account of BAR;
- d. The Agency shall be liable for any loss or damage that may be inflicted upon any of the properties of BAR during the tour of duty of its personnel, except in cases when such loss or damage is due to force majeure or fortuitous event;
- e. The Agency shall hold BAR free from any action or liability whatsoever arising from any claim by any of or all the personnel supplied by the Agency performing services under the Workmen's Compensation Law and all other Philippine Labor Law, if being agreed upon that due and faithful compliance with the said laws shall devolve entirely to BAR;
- f. The Agency or its authorized representative shall convene with BAR authorized representative as necessary or preferably one a week to unearth and discuss problems that may crop up during the period of work for the duration of the Contract;
- g. The Agency should submit monthly report of accomplishment, including a list of janitorial supplies delivered/used;
- h. The Agency shall make available qualified and trained reliever, who shall perform the assigned tasks of absent, incapacitated or otherwise indisposed personnel to ensure continuous and uninterrupted services for the duration of the Contract; and
- i. The Agency shall furnish to BAR, copies of proofs of payments of contributions/premiums due to SSS, BIR, PhilHealth and Pag-IBIG as mandated by Law. Any changes in the venue where the Agency shall perform such as BAR's transfer of office from one building or location to another and any increase or decrease in the number of personnel shall be covered by a Supplemental Agreement, which shall form as an integral part of the Contract without the need for amendment, provided that any necessary adjustments shall be made consistent with the terms and conditions stipulated on cost and terms of payment of the Contract.

Prepared by:

(ORIGINAL SIGNED)

JENNIFER T. ALIANZA

Head, General Services Office