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Republic of the Philippines  
**CAMARINES NORTE STATE COLLEGE**  
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte

## OFFICE OF THE BAC CHAIRPERSON FOR GOODS AND SERVICES

December 10, 2019

### ADDENDUM NO. 1

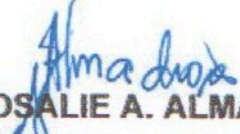
Series of 2019

### SUPPLY OF JANITORIAL SERVICES FOR THE SIX (6) CAMPUSES OF THE COLLEGE CY 2020 (EARLY PROCUREMENT ACTIVITIES)

This Addendum No. 1 for the project Supply of Janitorial Services for the Six (6) Campuses of the College CY 2020 (Early Procurement Activities) is being issued in accordance with Revised IRR of R.A. 9184 specifically Section 22.5.2 & 22.5.3

This is to inform the prospective bidders of the herein attached corrected Schedule of Requirements and Terms of Reference in the Bidding Documents under Section VI – Schedule of Requirements and Section VII – Terms of Reference.

This Addendum shall form integral part of the Bid documents.

  
**ROSALIE A. ALMADRONES, Ph.D.**  
BAC Chairperson for Goods and Services

### Schedule of Requirements

Contract Period: March 1, 2020, February 28, 2021

| <b>Date</b>   | <b>Activity</b>   | <b>Agency/Office Responsible</b> |
|---|---|----------------------------------|
| January 8, 2020   | Conduct of Janitorial Services Survey and Inspection of the agency in the area of responsibility.                                 | Janitorial Services Agency       |
| After the notice of award, but prior to notice to proceed | Submission and presentation of Janitorial Personnel, Annual Plan and organizational chart.  | Janitorial Services Agency       |
|   | Submission of list of equipment and cleaning materials, mobility assets and other equipment stipulated in the Terms of Reference. | Janitorial Services Agency       |
| March 1, 2020 to February 28, 2021                        | Deployment of Janitorial Personnel with corresponding materials, tools and equipment specified in the Terms of Reference.         | Janitorial Services Agency       |



## **TERMS OF REFERENCE: JANITORIAL SERVICES**

### **APPROVED BUDGET FOR THE CONTRACT**

The Camarines Norte State College (CNSC) shall offer public bidding for the procurement of janitorial services with an approved budget for the contract in the amount of six million five hundred thousand pesos only (Php 6,500,00.00).

### **BACKGROUND**

The Camarines Norte State College(CNSC) requires the provision of maintenance/utility personnel to perform the provision of cleanliness and orderliness I the college(Main, College of Education(COEd), Institute of Fisheries and Marines Sciences(IFMS), College of Agriculture and Natural Resources(CANR), College of Trades ad Technology(COTT) and Institute of Agri-Business and development(IABD) to perform the following functions:

- 1.1 Maintain the cleanliness and orderliness of the campus premises/facilities grounds, comfort rooms, road network, corridors of the different offices and academic buildings;
- 1.2 Perform errand tasks; and
- 1.3 Perform other official functions as required.

### **2. AREAS OF RESPONSIBILITIES**

2.1 All CNSC campuses' premises/ facilities but not limited to the buildings, grounds, comfort rooms, road networks, offices and equipment.

### **3. GENERAL SCOPE OF WORK**

The JANITORIAL SERVICES cover the general cleaning and maintenance of offices/works areas, lobbies/common areas, storage rooms, toilets, carpets, furniture, grounds and other areas that may be assigned from time to time. It also includes the provision of standard cleaning equipment, tools, materials, and supplies that are necessary for the physical up keep and maintenance of facilities.

It shall undertake the following functions and responsibilities as required by the CNSC thus, engage itself to a satisfactory performance in the conduct of the services, to wit:

#### **DAILY JANITORIAL ACTIVITIES**

- Sweeping, damp mopping, scrubbing, and spray buffing of all floors- including elevator- to main luster and shine at all times.
- Cleaning of interior glass panels and its appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime;





- Cleaning, dusting and damp wiping of office furniture, fixtures and equipment and application of appropriate furniture polish to maintain luster and shine at all times;
- Keeping stairways, fire exits, and entrances clean and free of obstruction at all times;
- Cleaning, sanitizing and disinfecting comfort rooms urinals, lavatories, toilet bowls, and wash room basins;
- Checking and reloading if required of toilet paper, liquid hand soap, and other toilet supplies;
- Cleaning of wastebaskets and vertical and horizontal blinds;
- Sweeping of driveways, dumpsites and surroundings;
- Informing Chief Administrative Officer, Deans/ Institute Directors and other responsible officers of any building defects such as busted bulbs, leaking faucets/ cracked wall plaster, unsafe conditions and/or any unusual activity within the building and its surroundings;
- Movement of furniture, equipment, supplies and materials as may be necessary and only upon the instruction of the Chief Administrative Officer, Deans/Institute Directors, Supply and Property officer and other responsible officers;
- Collection and disposal of trash and other trash materials to the garbage dump, compliant with the RA No. 9003 (Ecological Solid Waste Management Act,) provincial, municipal and barangay ordinances;
- Perform such services usually necessary or desirable for the maintenance and enjoyment of the office premises and minister to the personal comfort, convenience or safety of CNSC officers, employees and visitors;

#### WEEKLY JANITORIAL ACTIVITIES

- General cleaning, washing, scrubbing and polishing of floors, hallways. Comfort rooms and wash rooms, interior glass panels and baseboards;
- General cleaning of wall partitions and other vertical and horizontal surfaces;
- General cleaning of offices including dusting, spot scrubbing and damp wiping of office furniture, fixtures and equipment and application of furniture polish;
- Sweeping and washing of driveways, dumpsites, and surroundings.

#### MONTHLY JANITORIAL ACTIVITIES

- General cleaning of office premises;
- Cleaning and application of polishing solution to the vertical/horizontal walls, divider and ledges of the division;
- General cleaning of wall partitions and other vertical surfaces;
- General cleaning of CNSC buildings and walls;
- General cleaning of offices including dusting and damp wiping of office furniture, fixtures and equipment and application of furniture polish;



- General cleaning of surfaces, receptacles, corners, air conditioning vents, and areas that are not ordinarily cleaned during the daily and weekly services;
- Cleaning and dusting of file/stock room;
- Cleaning and de-clogging of decks, gutters, downspout, storm drain;
- General cleaning of lights diffusers and other receptacles

#### SEMI- ANNUAL JANITORIAL ACTIVITIES

- General cleaning, washing, scrubbing and polishing of floors, hallways comfort rooms and wash rooms, interior glass panels and baseboards;
- Stripping and scrubbing of old coat wax, reapplication of new coat and polishing;
- General cleaning of wall partitions and other vertical surfaces;
- Shampooing of carpets;
- General cleaning of offices including dusting and damp wiping of office furniture, fixtures and equipment and application of furniture polish;
- General cleaning of exterior glass panels and its appurtenant steel or aluminum frames;

#### GROUND MAINTENANCE

- Watering of flowering plants in the vicinity of the building where they are assigned
- Bringing out to sun potted plants as necessary;
- Sweeping of grounds and parking areas of dust, litter, and other debris;
- General cleaning and washing of parking areas of accumulated dust and oil strain
- Hauling of equipment and materials specifically table, chairs, cabinets, pots, plants, trash bins, table and chair cloths, tents, curtain and barricade. Janitorial personnel may also haul electronic devices and laboratory equipment provided they will not be responsible for any damage and accident during the hauling.
- Grass-cutting and roof cleaning. Gasoline and grasscutter will be provided by the client.

#### A. SCOPE OF WORK

The scope of the services shall be undertaken in the following premises of the Camarines Norte State College:

- a. Main Campus, F. Pimentel Ave., Brgy. II (Pasig), Daet, Camarines Norte
- b. College of Education, Abaño Campus, Brgy. II(Pasig), Daet Camarines Norte
- c. Institute of Fisheries and Marines Sciences (IFMS). Mercedes Campus, Brgy. San Roque, Mercedes Camarines Norte
- d. College of Agriculture and Natural Resources (CANR), Talobatib, Labo Campus, Talobatib, Labo Camarines Norte



e. College of Trades and technology (COTT), Jose Panganiban Campus, Jose Panganiban Camarines Norte, and;

f. Institute of Agri-Business and Development (IABD), Entienza Campus, Brgy. Tabugon, Sta. Elena, Camarines Norte

## B. GENERAL SERVICES

The monthly shift/ program schedule of janitorial and allied services shall be submitted to the Chief Administrative Officer in the main campus and to the Dean/Campus Director in the satellite campuses for approval and proper coordination.

### MINIMUM LOGISTICS REQUIREMENTS

The janitorial services provide the necessary cleaning materials needed per month to implement the contract to wit;

| ITEMS               | Main Campus | Entienza | Abaño   | Mercedes | Labo    | J.Pang  |
|---------------------|-------------|----------|---------|----------|---------|---------|
| Powdered Soap       | 50 kls.     | 25 kls.  | 25 kls. | 25 kls.  | 30 kls. | 25 kls. |
| Air Freshener       | 6 gal.      | 3 gal.   | 3 gal.  | 3 gal.   | 4 gal.  | 3 gal.  |
| Chlorine            | 4 kls.      | 2 kls.   | 2 kls.  | 2 kls.   | 3 kls.  | 2 kls.  |
| Deodorant Cake      | 6 doz.      | 3 doz.   | 3 doz.  | 3 doz.   | 4 doz.  | 3 doz.  |
| Glass Cleaner       | 6 gals.     | 3 gals.  | 3 gals. | 3 gals.  | 4 gals. | 3 gals. |
| Broom               | 12 pcs      | 4 pcs    | 5 pcs   | 4 pcs    | 8 pcs   | 4 pcs   |
| Stick Broom         | 12 pcs      | 4 pcs    | 5 pcs   | 4 pcs    | 12 pcs  | 4 pcs   |
| Ceiling Broom       | 2 pcs       | 1 pc     | 1 pc    | 1 pc     | 2 pcs   | 1 pc    |
| Map Head            | 20 pc       | 10 pc    | 10 pc   | 10 pc    | 15 pc   | 10 pc   |
| Map Handle          | 20 pcs      | 10 pcs   | 10 pcs  | 10 pcs   | 15 pcs  | 10 pcs  |
| All-purpose Cleaner | 6 gals.     | 3 gals.  | 3 gals. | 3 gals.  | 4 gals. | 3 gals. |
| Oxalic              | 4 kls.      | 2 kls.   | 2 kls.  | 2 kls.   | 4 kls.  | 2 kls.  |
| Prunella            | 20 pcs.     | 10 pcs.  | 10 pcs. | 10 pcs.  | 20 pcs. | 10 pcs. |
| Dust-pan            | 12 pcs      | 6 pcs.   | 6 pcs.  | 6 pcs.   | 12 pcs  | 6 pcs.  |
| Spray gun           | 12 pcs.     | 4 pcs.   | 4 pcs.  | 4 pcs.   | 12 pcs. | 4 pcs.  |
| Dipper              | 12 pcs.     | 2 pcs.   | 2 pcs.  | 2 pcs.   | 12 pcs. | 2 pcs.  |
| Metal Polish        | 4 gals.     | 1 gal.   | 1 gal.  | 1 gal.   | 4 gals. | 1 gal.  |
| Push Map            | 10 pcs.     | 2 pcs.   | 3 pcs.  | 2 pcs.   | 5 pcs.  | 3 pcs.  |
| Glass Wiper         | 10 pcs.     | 2 pcs.   | 3 pcs.  | 2 pcs.   | 5 pcs.  | 3 pcs.  |
| Push Brush          | 10 pcs.     | 2 pcs.   | 3 pcs.  | 2 pcs.   | 5 pcs.  | 3 pcs.  |
| Toilet Brush        | 10 pcs.     | 2 pcs.   | 3 pcs.  | 2 pcs.   | 5 pcs.  | 3 pcs.  |
| Floor Wax           | 10 pail     | 2 box    | 3 box   | 2 box    | 5 box   | 3 box   |

### 4. SUPERVISORY FUNCTIONS (DAILY OPERATIONS)

- a) Supervise the work of the janitorial personnel to ensure faithful performance of their tasks.
- b) Prepare work assignments and schedule twice every month
- c) Represent the j and be responsible for all instructions, complaints and request for the CNSC.
- d) Prepare and submit monthly accomplishment and inventory report on supplies and equipment





- e) Perform other functions that shall ensure effective compliance of duties and conditions in the contract
- f) Must ensure implementation, enforcement and compliance with the CNSC rules and regulations relative to the maintenance of cleanliness and sanitation of office premises;
- g) Must make rounds to check janitorial personnel's assignment in designated work areas;
- h) Must conduct inspections and investigation of complaints;
- i) Must conduct a daily inspection of the premises to ensure clean and safe conditions;
- j) Must inspect equipment for cleanliness and repair
- k) Must ensure delivery of the supplies a needed by its complements for the month and submit therewith a list/inventory thereof to the Chief Administrative Officer every first Monday of the month
- l) Must determine, on a monthly basis the materials, supplies and equipment need;
- m) Must submit every first Monday of the month to the Chief Administrative Officer a report of the supplies consumed during the previous month and an inventory of the remaining supplies to be consumed for the year;
- n) Perform other services necessary or desirable for the maintenance and enjoyment of the office premises and minister to the personal comfort, convenience or safety of CNSC officers, employees, and visitors.

#### 5. TIME SCHEDULE/ PROGRAM OF SERVICE

5.1 Janitorial services shall be five (5) days a week from Monday to Friday (or other days when necessary provided that it will constitute to five (5) days). Each janitor shall be required to render a minimum of eight (8) hours of services daily. The client shall be the one that'll set the schedule of janitor depending on the its strategy to maximize all janitorial personnel.

5.2 The Janitorial Services obligates itself to replace every absentee or assign a reliever; otherwise, a corresponding reduction in the monetary obligation of the client shall be made.

#### 6. NUMBER OF PERSONNEL, COMPUTATION AND DEPLOYMENT

##### 6.1 Computation

|    |                                |                 |
|----|--------------------------------|-----------------|
| A. | Basic Pay (310*21.75)          | 6,742.50        |
|    | 13th month Pay                 | 561.88          |
|    | 5 Days Service Incentive Leave | 129.17          |
|    | <b>Sub-total</b>               | <b>7,433.55</b> |
| B. | SSS                            | 560.00          |
|    | Philhealth                     | 137.50          |
|    | SIF Employer share             | 10.00           |
|    | Pag-ibig Contri                | 100.00          |



|    |  |                     |
|----|--|---------------------|
|    | <i>Sub-total</i>                                   | <b>807.50</b>       |
| C. | TOTAL (A+B)  | 8,241.05            |
|    | Agency fee (10%)                                   | 824.11              |
|    | VAT 12%  | 1,087.82            |
|    | Janitorial Supplies and Tools Per Month Per Person | 66.00               |
|    | <i>Minimum Billing rate/janitor/month</i>          | <b>10,218.97</b>    |
|    | Total Monthly Cost for 53 Janitorial Personnel     | 541,605.60          |
|    | <b>TOTAL CONTRACT COST for 12 Months</b>           | <b>6,499,267.21</b> |

## 6.2 Deployment

| CAMPUS       | NUMBER OF JANITORIAL PERSONNEL |
|--------------|--------------------------------|
| MAIN         | 23                             |
| ABAÑO        | 7                              |
| MERCEDES     | 4                              |
| LABO         | 10                             |
| J. PANG      | 5                              |
| ENTIENZA     | 4                              |
| <b>Total</b> | <b>53</b>                      |

## 7. STANDARDS OF WORKS

7.1 Office rooms. Well-polished floors, shiny and showing evidence of having been stripped and waxed: dust free and no litter: and furniture is dust free: all waste cans are emptied: tabletops are polished and properly aligned; filling cabinet tops are free

7.2 corridors, hallways, lobbies stairways, walls and handrails counters ceilings, and window glass, floors are well polished free of chewing gum and smudges no litter no cigarettes butts, no cobwebs no stains, shiny window glass and windowpanes.

7.3 comfort rooms/CR Fixtures/Pantries. All comfort rooms are well scrubbed free from grime dirt and yellowish substances walls are free from stain and tiles and bowls are odor free. Regular application of toilet disinfectant is undertaken.

7.4 premises and parking areas. Litter free, no cigarettes butts, candy wrapper, dried leaves, etc.

## 8. TOOLS AND EQUIPMENT TO BE USED IN DAILY OPERATIONS

The JANITORIAL SERVICES shall provide, on its own account, the cleaning items, materials tools, equipment and supplies necessary for the above services, except for the cost of water and



electricity. The quantity of the materials and supplies serve as minimum requirement and as basis for payment.

Prepared by

  
Jan R. Sta. Maria

Manager, Facilities Management Unit

