

## TERMS OF REFERENCE FOR JANITORIAL SERVICES FOR THE YEAR 2017

I. QUALIFICATIONS OF THE CONTRACTOR	COMPLIANT
Must be a duly licensed and registered Service Contractor in accordance with Department Order No. 18-A, Series of 2011 (D.O. No. 18-A-2011).	
Must be duly registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA).	
Must present a Client Satisfaction Rating from at least three (3) government agencies or private corporations, with whom the contractor has a past or ongoing contract.	
Must be based in or around Metro Manila.	
II. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR	COMPLIANT
Must submit a sworn statement that it is complying with the Labor Laws and Other Social Legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9184.	
Must provide certifications from the proper government agencies that it is religiously paying the Social Security System, Pag-Ibig Fund, and Philhealth Insurance contributions as mandated by law, as well as income taxes (if applicable) of the employee to be assigned at the OSG.	
Must warrant that its employees are paid not less than the minimum wage as provided for by law.	
Upon request, must provide the OSG with documents to verify the identity of the contractual employees assigned to the premises.	
Must provide the OSG's Chief Security Officer with a complete and up-to-date list and photograph of its contractual employees assigned to the premises.	
Must submit to the OSG within five (5) days of every month a statement signed by the Contractor's duly authorized representative that it has paid all wages, salaries, compensation and other benefits of the employees assigned to the OSG for services rendered by them during the immediately preceding month, and that such payments were all in accordance with the requirements of law;	
Must submit to the OSG within the first ten (10) days of every quarter a copy of its duly accomplished forms signed by the authorized Contractor's signature of the quarterly SSS remittance form together with the	

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