

## **TERMS OF REFERENCE FOR JANITORIAL SERVICES FOR THE YEAR 2024**

<b>I. QUALIFICATIONS OF THE CONTRACTOR</b>
Must be a duly licensed and registered Service Contractor in accordance with Department Order No. 174, Series of 2017 (D.O. No. 174 s, 2017).
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 very satisfactory rating in its Client Satisfaction Survey immediately preceding three (3) to five (5) years from at least three (3) government agencies or private corporations with whom the Contractor has past or ongoing contract. The government agencies or private corporation must be within or around Metro Manila.
Must be based in or around Metro Manila.
Must have at least five (5) years experience in the business.
Must have Net Financial Contracting Capacity (NFCC) at least equal to the Approved Budget for the Contact (ABC).
Must submit a copy of the Company's Organizational and Functional Set-up.
Must submit a copy of the Company's actual number and kind of equipment used in its business operations.
Must have at least one hundred (100) janitors/service partners deployed.

<b>II. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR</b>
Must submit a sworn statement that it is compliant with the Labor Laws and Other Social Legislations as mandated by Section 25.2 of the Implementing Rules and Regulations of Republic Act (R.A.) No. 9184 or the Government Procurement Reform Act.
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 employees to be assigned at the Office of the Solicitor General (OSG).
Must warrant that its employees are paid not less than the minimum wage as provided by law.
The Contractor shall endeavor to pay its employees the minimum wages notwithstanding any national or medical emergencies.
The Contractor shall exhaust all possible availment of financial aid from the Department of Labor and Employment (DOLE) and/or any government agencies or financial institutions during any national or medical emergencies.
The Contractor shall provide transportation services to its employees during national or medical emergencies.