

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City

TERMS OF REFERENCE

Post-Construction Deep Cleaning Services at the DFA Temporary Headquarters at Double Dragon Building
ABC: PHP 800,000.00

Item		
	<p>Background</p> <p>The Department of Foreign Affairs (DFA) seeks the services of a professional cleaning contractor to perform post-construction deep cleaning and conduct indoor air quality test to ensure that its premises are clean, safe, and fully prepared for operations. This Terms of Reference (TOR) outlines the scope, requirements, deliverables, and qualifications for the project, ensuring the highest cleaning standards.</p>	
	<p>Objective</p> <ol style="list-style-type: none"> 1. To thoroughly clean and sanitize all areas affected by the construction/ office fit-out works. 2. To ensure a clean, safe, and presentable environment for DFA personnel and visitors. 	
	<p>Location and Coverage</p> <p>DFA TEMPORARY HEADQUARTERS Double Dragon Tower, DD Meridian Avenue, Brgy. 76, Pasay City</p> <p>2 Session for Deep Cleaning. 1Session for Indoor Air Quality test for 6th, 7th, 8th and 11th floor.</p> <p>Area: Leased area = 35,224.50 sq.m.</p>	
		Statement of Compliance
	<p>Scope of Work</p> <p>A. The contractor is required to perform the following cleaning services to two (2) times:</p> <ol style="list-style-type: none"> 1. Indoor Glass Windows <ul style="list-style-type: none"> ○ Thoroughly remove dust, dirt, smudges, and construction residues from both interior and exterior surfaces of the glass. Ensure a streak-free and polished finish. 2. Restrooms and Bathrooms <ul style="list-style-type: none"> ○ Deep clean and sanitize all restroom fixtures, including toilet bowls, urinals, sinks, mirrors, walls, partitions, and floors. ○ Remove stubborn stains, grime, and odors. ○ Ensure all surfaces are disinfected and free of bacteria, leaving a fresh and hygienic environment. 	

3. Rooms

- Perform comprehensive cleaning, including dusting and vacuuming of walls, floors, ceilings, and corners to remove accumulated dust, debris, and construction residues.

4. Cabinets and Fixtures

- Dust and thoroughly wipe all interior and exterior surfaces of cabinets and fixtures to remove dirt and fingerprints.
- Ensure all hardware (handles, knobs, hinges) is clean and polished.

5. Pantries and Mess Hall

- Sanitize and deep clean tiles, walls, floors, counters, and kitchen fixtures, including sinks and faucets.
- Ensure all surfaces are free of grease, stains, and odors.

6. Ceilings

- Remove cobwebs, dust, and visible stains from ceiling surfaces and fixtures.
- Ensure no damage or residue is left behind.

7. Light Fixtures

- Clean and wipe all light fixtures, bulbs, and covers to remove accumulated dust and grime.
- Ensure fixtures are left spotless and fully functional.

8. Walls and glass wall partitions

- Wash, wipe, and scrub walls to remove construction stains, scuff marks, dust, and any other blemishes.
- Restore walls to a presentable and clean condition.

9. Floors (Tiled and Carpet Tiles)

- Sweep, mop, and polish all tiled floor surfaces, ensuring no streaks or residue are left.
- For carpet tiles, vacuum and perform spot-cleaning where necessary, ensuring removal of debris and stains.

10. Wood Flooring

- Conduct specialized cleaning using appropriate cleaning agents and techniques.
- Polish wood floors to enhance their appearance while ensuring no scratches, damage, or discoloration occurs.

11. Modular Walls and Workstations

- Dust and clean all surfaces of modular walls and workstation partitions to remove construction residue, dust, and fingerprints.
- Sanitize high-touch areas such as handles, edges, and other contact points.
- Vacuum and wipe down workstations, including desktops, drawers, and dividers, ensuring no debris or dirt is left behind.
- Ensure modular walls and workstations are restored to a pristine and professional state

B. Conduct Indoor Air Quality Test for 6th, 8th floor and 11th floor

The contractor is required to perform the following:

- The comprehensive report includes detailed analysis results of applicable parameters in comparison to the recommended standard. The report will reflect the recommendation to point out applicable improvements in indoor air quality. Indoor Air Quality Phils. will deploy Certified/Trained Indoor Air Quality Specialists.
- **Indoor Air Quality (IAQ) Parameters**

Parameter	Measurement method / Analytical method
Carbon Dioxide	By real-time non-dispersive infra-red sensor
Total Volatile Organic Compounds (TVOC)	By real-time photoionization detector or equivalent method.
Formaldehyde	By detection tubes, real-time electrochemical sensor
Respirable Suspended Particles (PM 2.5 and PM 10)	By real-time optical scattering or piezoelectric monitor method.

C. General Requirements

The contractor shall adhere to the following general requirements to ensure the successful delivery of the post-construction deep cleaning services and Indoor Air Quality Test:

- 1. Provision of Resources:**
 - The contractor shall provide all consumables, materials, tools, equipment, and manpower.
- 2. Compliance with Standards:**
 - All cleaning methods and materials must adhere to health, safety, and environmental regulations.
 - Use non-toxic and eco-friendly cleaning agents suitable for workplace environments.
- 3. Coordination with DFA Personnel:**
 - Align schedules and protocols with DFA and DoubleDragon’s Property Management Office.
- 4. Workforce Requirements:**
 - Deploy trained and skilled personnel with proper identification and uniforms.
 - Assign a team leader or supervisor to liaise with DFA representatives.
- 5. Site Inspection:**

	<ul style="list-style-type: none"> ○ Conduct a site inspection to assess work requirements and risks. ○ Submit a cleaning plan tailored to the site's needs. <p>6. Waste Management:</p> <ul style="list-style-type: none"> ○ Segregate and dispose of waste according to DFA and DoubleDragon's guidelines. <p>7. Reporting:</p> <ul style="list-style-type: none"> ○ Submit daily progress and final accomplishment reports with before-and-after documentation. <p>8. Risk Management:</p> <ul style="list-style-type: none"> ○ Avoid interference with DFA activities and assume liability for any damages caused. <p>9. Health and Safety Compliance:</p> <ul style="list-style-type: none"> ○ Provide Personal Protective Equipment (PPE) for all personnel. 	
	<p>Deliverables</p> <ol style="list-style-type: none"> 1. Full completion of all tasks listed in the Scope of Work. 2. Cleaning equipment and materials must be provided by the contractor. 3. Waste materials resulting from cleaning must be disposed of in accordance with proper waste management protocols. 4. The cleaning process should be conducted with minimal disruption to ongoing activities or operations. 	
	<p>Contractor Qualifications</p> <p>The Contractor shall comply with the following minimum requirements:</p> <ol style="list-style-type: none"> 1. The contractor must have at least three (3) years of experience in providing professional cleaning services. 2. Must be able to provide a team of trained and skilled personnel. 3. Must use environment-friendly cleaning materials and equipment. 4. PhilGEPS member; and 5. With a good track record. 	
	<p>Schedule</p> <ol style="list-style-type: none"> 1. The cleaning services must be rendered on a mutually agreed schedule, ensuring completion within a stipulated timeframe. 2. Any changes to the agreed schedule must be approved by the DFA. 	
	<p>Project Duration:</p>	

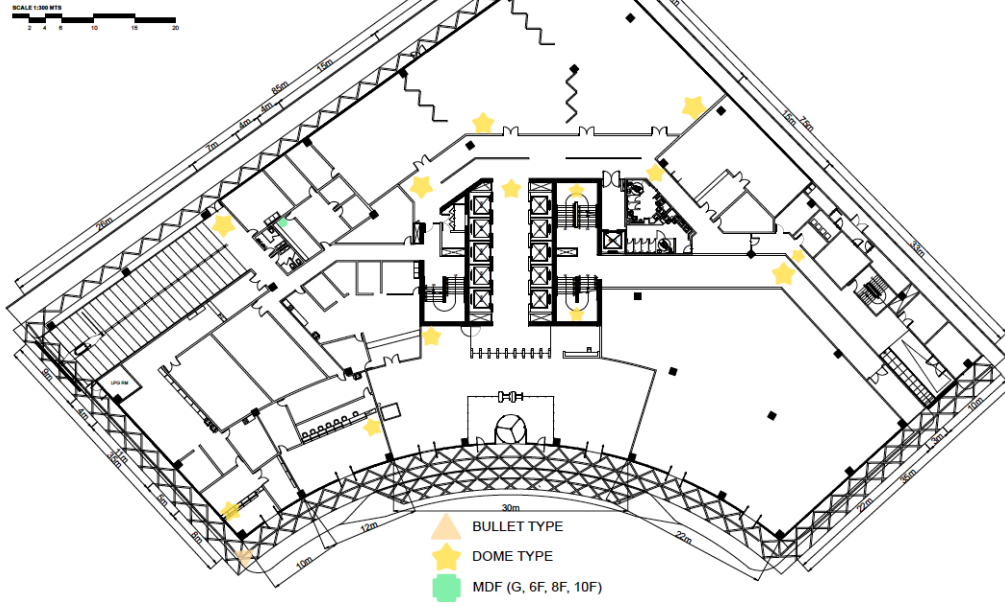
	<p>The duration of the contract shall be for Two (2) months and commence upon the receipt of Notice to Proceed (NTP).</p>	
	<p>Performance Standards</p> <ol style="list-style-type: none"> 1. The cleaned areas must be free from dust, dirt, construction residue, and odors. 2. Quality assurance checks will be conducted by DFA representatives upon completion of the cleaning services. 	
	<p>Acceptance Criteria</p> <p>The services will be considered complete only upon satisfactory inspection and approval by DFA representatives.</p>	
	<p>Contractor's Obligations</p> <ol style="list-style-type: none"> 1. Safety and Environmental Provision <ul style="list-style-type: none"> ● The Contractor shall keep the area and its vicinity clean at all times after work. Waste segregation implemented by the DoubleDragon's Property Management Office and the Department should be observed. ● All workers shall be provided with the mandatory Personal Protective Equipment (PPE) which will be used during the performance of their duties: ● Observe the Department and DoubleDragon's Property Management Office rules and regulations at all times and provide uniforms with printed names to deployed personnel. 2. Coordination <ul style="list-style-type: none"> ● Coordinate with OAMSS-EMD prior to commencement of work in securing work permit and gate pass; ● Adhere to the rules and regulations implemented by the DFA and the DoubleDragon's Property Management Office inside the premises; ● Report before and after work to the designated personnel of OAMSS-EMD. Provide a report and update of the work done at the end of the day; ● Provide the Department a dedicated hotline for emergency calls. This includes weekdays and Holidays. 	

	<ul style="list-style-type: none"> • The work shall be based on existing data and the physical condition of the worksite. 	
	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that all personnel who shall be assigned to the Department shall execute and sign a Non-Disclosure Agreement, which is to be submitted to the Department prior to the commencement of the service.</p>	
	<p>Terms of Payment</p> <p>The Contractor shall be paid on a following progress billing:</p> <ol style="list-style-type: none"> 1. Progress Billing no. 1: Upon completion of the first (1st) session of deep cleaning. 2. Progress Billing no. 2: Upon completion of the second (2nd) session of deep cleaning. 3. Progress Billing no. 3: Upon submission of indoor air quality test results. <p>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, and other supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	

ANNEX A:

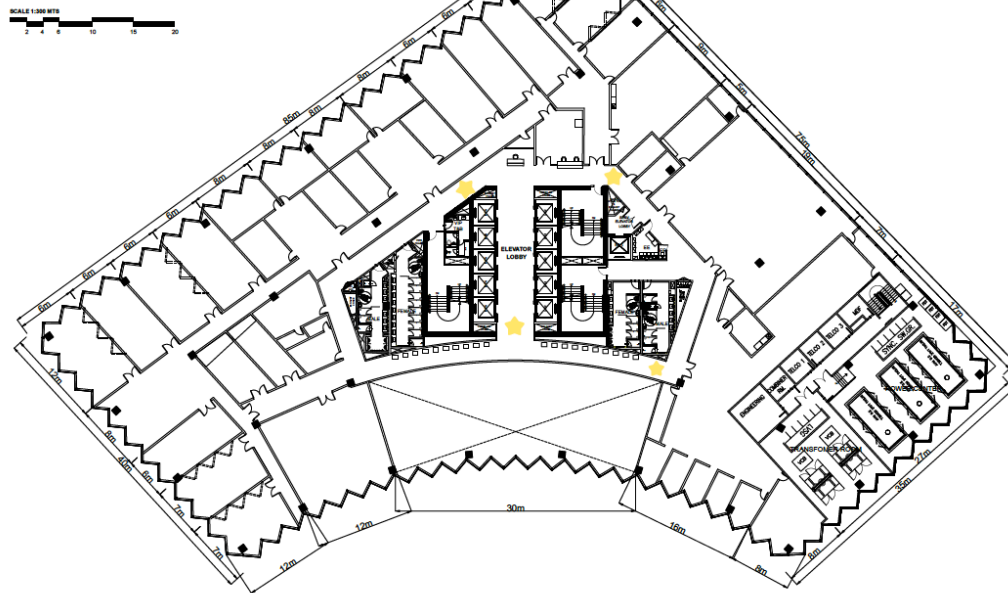
**DFA TEMPORARY HEADQUARTERS
DOUBLE DRAGON TOWER**

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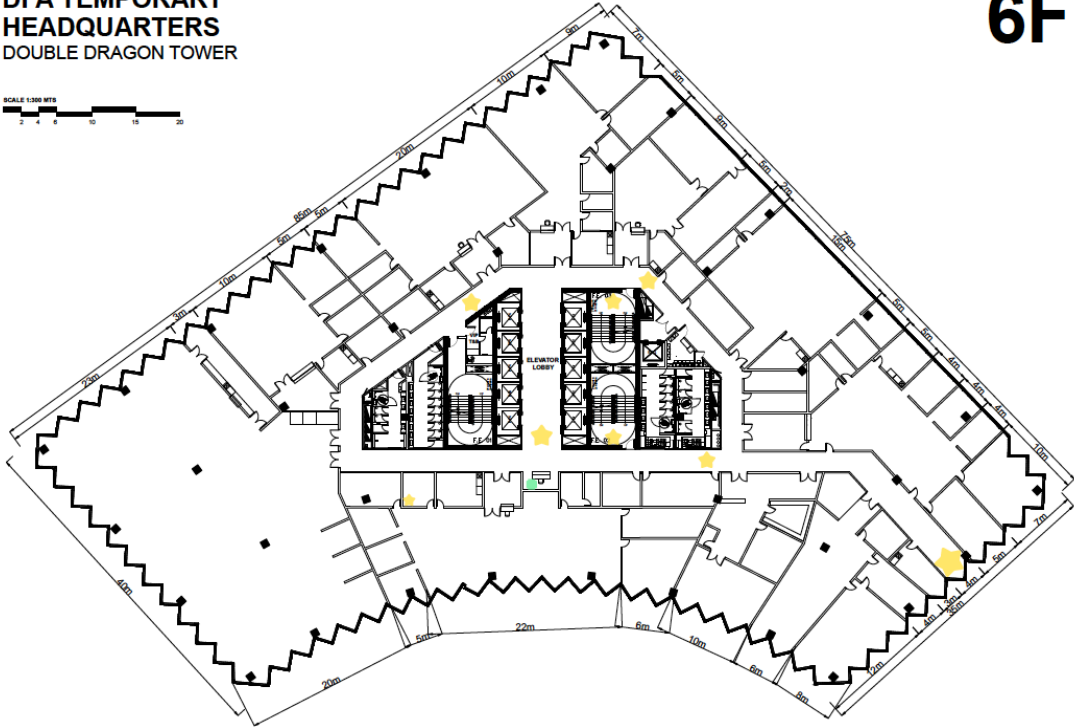
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**DFA TEMPORARY
HEADQUARTERS
DOUBLE DRAGON TOWER**

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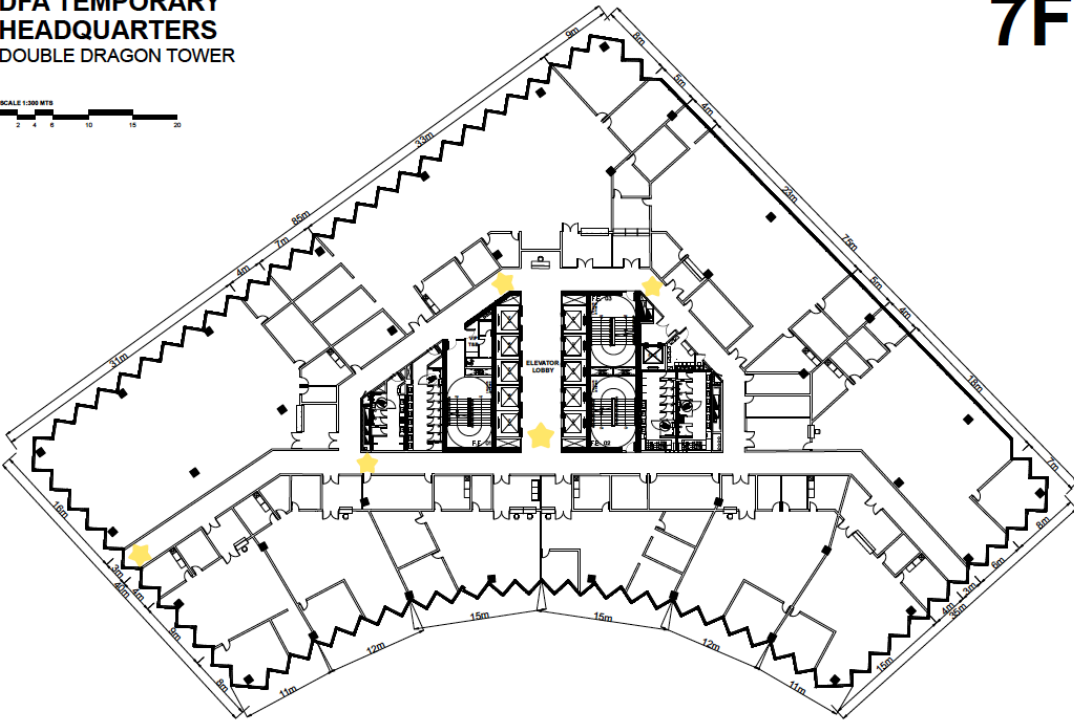
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**DFA TEMPORARY
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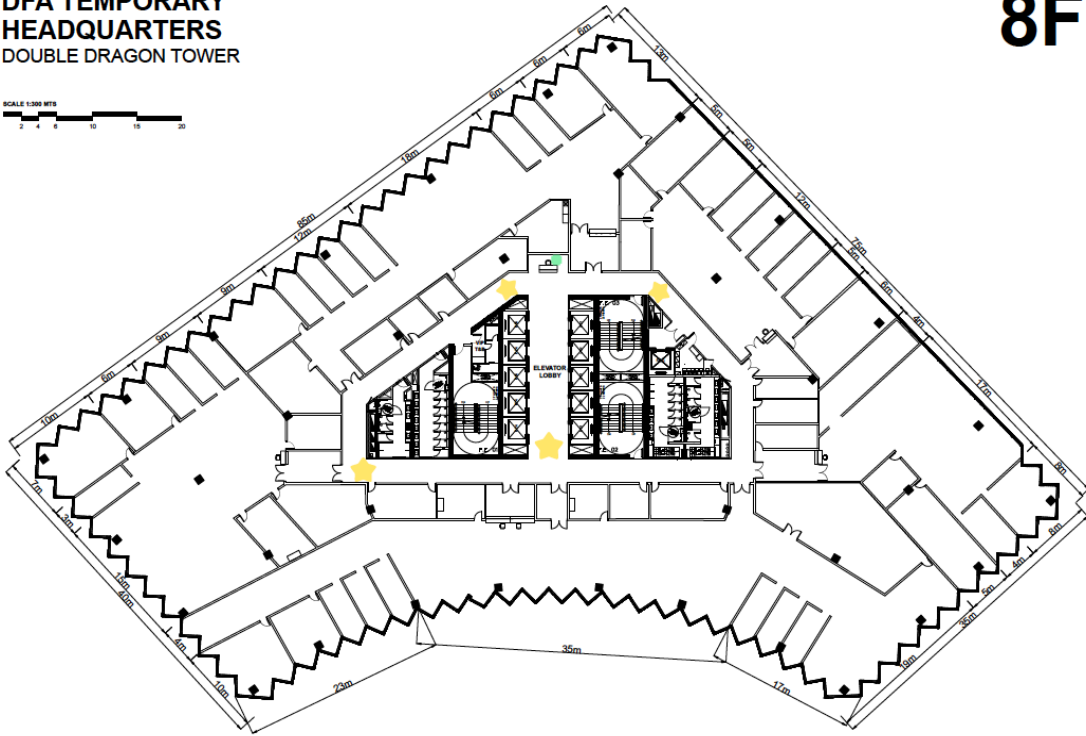
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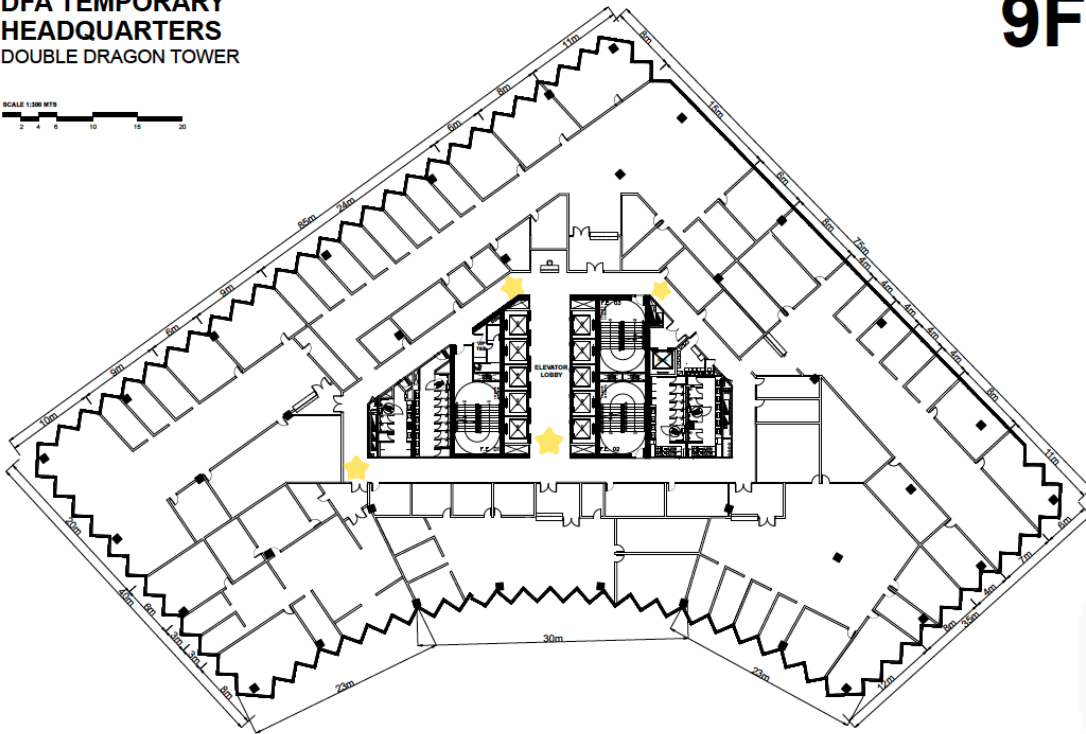
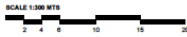
DFA TEMPORARY HEADQUARTERS
DOUBLE DRAGON TOWER

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DFA TEMPORARY HEADQUARTERS
DOUBLE DRAGON TOWER

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Note:

Bidders must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]