

**TERMS OF REFERENCE  
(TOR)**

**SOLID WASTE CLEANING, COLLECTION AND DISPOSAL PROJECT  
2020-2021**

**I. RATIONALE AND BACKGROUND**

Any meaningful Solid Waste Management program begins with segregation at-source and final disposal in a Sanitary Landfill. A City with an efficient, transparent, community-oriented sanitation outlook is a city that is healthy, progressive, productive. Such is the end-to-end program envisioned by the City Government as it attempts to enhance its capacity to efficiently manage the current municipal solid waste generated in this metropolis.

Among the responsibilities devolved to the city government by virtue of the Local Government Code, as mentioned in Section 17 to wit:

“Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. (1.iii.) Services and facilities related to general hygiene and sanitation, beautification, and solid waste collection; / (2.vi.) Solid waste disposal system or environmental management system and services or facilities related to general hygiene and sanitation.”

For Quezon City, the Project should be able to efficiently collect and dispose of an estimated average of 2,605 tons of solid waste generated daily as well as maintain cleanliness of the 16,000-hectare expanse of the City.

At the moment, there are identifiable gaps in the solid waste collection process. This can be seen in the implementation of the incorporated solid waste cleaning, collection and disposal project contract and even more so in the operation and maintenance of separate staging areas for the respective haulers servicing the City's six (6) districts. The staging areas are necessitated by the discrepancies found in the sizes of the trucks – as those servicing the varied roads/cells in the city are not all capable of handling the final disposal trip to the sanitary landfill.

The Task Force on Solid Waste Collection, Cleaning and Disposal Serviced Management (TFSWCCDSM or Task Force) was created to spearhead and introduce improvements to the implementation of the city's waste management, cleanup and sanitation program.

The Task Force observed that the consolidation of solid waste collected from the Six (6) Districts in a centralized staging area and material recovery facility strategically located outside Quezon City would address various concerns affecting the City's overall sanitation. A key improvement that the Task Force will implement is the designation of a Centralized Staging Area/materials recovery facility (MRF), that is privately-owned, directly-operated by the Service Provider/s(s), and within the directional range of the MMDA-accredited and designated disposal facility, that is sufficient to hold daily collections in all six (6) service areas is a key improvement to the City's system. Firstly, this will prevent the scenario experienced during the untimely closure of the Payatas dumpsite which left haulers confused as to where they may dispose daily collected waste. Secondly, doing so will contribute to a more cost-effective operation of such staging area/MRF since the consolidation into a single, Centralized Staging Area prior to disposal of collected municipal solid waste that is within the directional range of the MMDA-accredited and designated sanitary landfill versus the operation of separate staging areas is expected to generate savings for the city of at least 10% of the total expenses currently allocated for the operation and maintenance of individually-maintained staging sites/transfer stations. Such savings may be utilized to defray from any additional expenses resulting in the adjustments in distances travelled for collection and final

disposal, but may also be utilized for such additional services, such as but not limited to, dredging, waterways clean up, collection of solid waste from waterways, and other similar activities.

Other benefits include the possible reduction of the junk shops that proliferate and spread out relative to the separately-operated staging areas/transfer station in Bgy. Payatas. It could also prevent the spread of the African Swine Fever (ASF) virus, attributed to the swill feed or *kamin-baboy* which was easily accessible through these transfer stations, junk shops and other illegal mini-dumpsites.

Another Task Force proposed improvement is in the transparency of the collection system. For this, the Task Force has identified the two largest Service Areas, i.e. Districts 1 and 4, to be the Pilot Testing Areas where a portion of dump trucks to be used in the daily collection will be installed with GPS/RFID systems. This will capacitate the city in developing a system for possible online monitoring in certain main road routes and activities. These Districts/service areas were chosen to be pilot areas for two main reasons: the largest volume of generated solid waste as well as the most number of main roads. The Service Provider/s(s) for the duration of this contract is expected to equip with GPS/RFID at least 20% of their trucks assigned to main road cells, and possess the capability for online viewing of routes/collection activities. This will help the Task Force in both the assessment of collection schedule efficiency and ensure transparency of collection activities in main roads cells – which are critical indicators of the City’s current level of sanitation.

## **II. PROJECT DESCRIPTION**

The Project, subject of this Terms of Reference (TOR), involves the following components:

1. Collection of solid wastes from various sources following specific schedules and routes and using standardized collection trucks and equipment operated by qualified personnel and the transport hereof to the Centralized Staging Area strategically located outside of Quezon City but within the directional range of an MMDA-accredited and designated Sanitary Landfill(s).
2. Other scopes of work related to solid waste, such as but not limited to, dredging, waterways clean up, collection of solid waste from waterways, and other similar activities.
3. Provision of assistance to the City in the conduct of information dissemination on proper solid waste management.
4. Street Sweeping along City’s main thoroughfares and other litter-prone areas.
5. Cleaning and clearing operations in identified areas.
6. Provision of technical assistance to the City on integrated solid waste management systems to upgrade the collection efficiency and disposal of solid waste.
7. Consolidation, Operation and Maintenance of Centralized Staging Area/ Material Recovery Facility located outside Quezon City but within the directional range of an MMDA-accredited and designated disposal facility to be operated and maintained by the Service Provider.

Corollary to this, the object of consolidation and disposal shall be “solid waste” collected from the six (6) Districts of Quezon City

For the purpose of this Project, “**solid wastes**” shall refer to all non-hazardous and non-toxic domestic wastes: (a) domestic waste from various sources such as residential units

and areas, commercial, industrial and institutions; (b) bulky waste; (c) illegally dumped waste; (d) street sweepings; (f) dredging canals and waterways; and (f) other waste and litters.

### **III. PROJECT OBJECTIVE**

The following are the objectives of this Project:

1. To ensure the cleanliness and total upkeep of the City by: (1) ensuring that generated solid wastes are collected, transported to a unified transfer station and disposed to the identified MMDA-accredited and designated sanitary landfill; (2) ensuring that main thoroughfares, secondary roads, tertiary roads, barangay roads, alleys, canals and waterways are free from litters and visible/visual clutters through the conduct of cleaning and clearing operations; and (3) Information, Education and Communication (IEC) support activities;
2. To ensure the consolidation of generated solid wastes and collected by the Service Provider/s in all the six (6) Districts.
  - a. For districts 1 and 4, the objective is to initiate the upgrade of the garbage collection system. Districts 1 and 4 will serve as the “Pilot Service Areas” where the upgrade will be tested, such as GPS/RFID-enabled dump trucks and equipment, containerized and mechanized storage, viewing of the collection in Main Road routes or process through an online system for such collection activities.

### **IV. PROJECT SCOPE OF WORK**

The following are the activities to be undertaken:

1. **Solid waste collection** entails the removal of solid wastes from various sources as well as solid wastes from dredging and cleaning/clearing canals and local waterways.
2. **Solid waste transport** involves the direct and proper transportation and delivery to the unified transfer station outside Quezon City.
3. **Solid waste disposal** involves the hauling of waste from the unified transfer station to the MMDA-accredited and designated sanitary landfill for final disposal by providing separate long dump trucks.
4. **Cleaning and Clearing Operations** involves the conduct of cleaning and clearing activities along major thoroughfares, secondary roads and inner streets which include the following: (1) removal of visible clutters and eyesores; (2) removal of visual clutters such as tarpaulins, posters and the like; (3) clearing of grass and earth mounds; and (4) dredging canals and local waterways and cleaning/clearing of materials; and (5) other necessary activities for the overall cleanliness and upkeep of the city. For this purpose, a monthly report shall be submitted to the Task Force, copy furnished the City Mayor.
- a. There will also be **Pilot Testing Areas** of Districts 1 and 4, where at least twenty percent (20%) of the dump trucks that will be deployed primarily along main roads are expected to be GPS/RFID-enabled and have online support for viewing of direction or collection activities for the duration of this testing period, while the remaining hauling fleet may be conventional dump trucks.
5. **Consolidation of Solid Waste** collected from the Six (6) Districts of Quezon City, Operation and Maintenance of the Centralized Staging Area and Material Recovery Facility strategically-

located outside Quezon City but preferably within the 15-kilometer directional range of an MMDA-accredited and -designated disposal facility owned, operated and maintained by the winning Service Provider/s which involves the proper handling/consolidation and transfer of collected wastes from 6-wheeler and mini dump trucks to 10-wheeler or long haul dump trucks for final disposal to such disposal facility. In the event that unforeseen circumstances will necessitate that final disposal from Staging Area to the Sanitary Landfill will exceed the 15 km distance, the resulting costs will be shouldered by Service Provider and at no additional cost to the City Government. It includes the implementation of appropriate systems/mechanisms for the transfer of solid wastes, provision of trucks and heavy equipment, continuous deodorization as well as hiring of personnel.

6. **Street Sweeping** entails the sweeping litters along main thoroughfares identified by the City and other litter-prone areas.

7. **Technical Assistance** involves the design and planning for the transition of using mostly open type dump trucks to a more efficient use of containerized and mechanized system of collection at source segregated solid waste. The technical assistance may further involve planning for waste diversion methods to divert waste from being disposed to a landfill and/or staging area if necessary.

#### **V. AREA OF COVERAGE/SERVICE AREAS**

The Project is to be implemented in the entire City except in Barangay Holy Spirit, which has its own collection fleet and which the city will be recognized as a champion in Sanitation and Solid Waste Management for its track record in managing its own solid waste system.

The Service Areas are divided into six (6), which correspond to the territorial boundaries of the City's congressional districts, therefore District I, II, III, IV, V and VI are also the Service Areas 1, 2, 3, 4, 5 and 6. No winning bidder may win in more than two (2) service areas. This is to ensure that the City has versatility in garbage collection should there be a breach by a Service Provider.

#### **Service Area Profile**

Each of the service area are broken into smaller units called **Cells** which are defined as the **unit service area** where solid wastes are generated in such volume and bulk as would require special services to collect and transport to the Centralized Staging Area.

A cell is classified either as a **Main Road Cell**, a **Single/Multiple Source Cell** or a **Barangay Cell**, depending on the method of waste collection, location and proximity of waste generators and the nature of wastes generated.

A **Main Road Cell** consists primarily of a strip/s of main road or major thoroughfare and the waste sources located along its length. A **Single/Multiple Source Cell** is a cell consisting of a single or multi-point source of wastes (such as a market, a school and other institutions) where the volume of wastes generated and could be equivalent to one truckload. A **Barangay Cell** is a cell comprised of a street/s and a group/cluster of households in a barangay.

All collection cells are further classified into **biodegradable** and **non-biodegradable cells** in conformity with the provisions of RA 9003 or the Ecological Solid Waste Management Act of 2000.

The cells per day may also be modified (merging and/or splitting of existing cells) in circumstances wherein the Service Provider, in cooperation and coordination with the barangay and the City thru the Task Force, has efficiently improved the collection system and/or waste segregation resulting to the significant reduction of solid waste generated. Merging/splitting of cells is subject to evaluation and approval of the City thru the Task Force.

The introduction of containerized and mechanized storage, collection, transport and disposal of solid waste may modify the number of cells by merging and/or splitting of existing cells. For justifiable grounds the number of trips and truck deployment may be adjusted with the approval of the City through the Task Force without any additional cost to the City.

District	Number of Cells Per Day According to Classification										Total	
	Main Road Cells daily waste collection in cu. M											
	M	T	W	TH	F	SA	S					
I	558	558	558	558	558	558	558	558	558	558	558	3906
II	450	450	450	450	450	450	450	450	450	450	450	3150
III	432	432	432	432	432	432	432	432	432	432	432	3024
IV	666	666	666	666	666	666	666	666	666	666	666	4662
V	432	432	432	432	432	432	432	432	432	432	432	3024
VI	468	468	468	468	468	468	468	468	468	468	468	3276

District	Single/ Multiple Source cells daily waste collection in cu. M										Total	
	Main Road Cells daily waste collection in cu. M											
	M	T	W	TH	F	SA	S					
I	108	108	108	108	108	108	108	108	108	108	108	666
II	54	54	54	54	54	54	54	54	54	54	0	324
III	144	144	144	144	144	144	144	144	144	144	36	900
IV	468	468	468	468	468	468	468	468	468	468	216	3024
V	54	54	54	54	54	54	54	54	54	54	0	324
VI	54	54	54	54	54	54	54	54	54	54	0	324

District	Barangay Cells daily waste collection in cu. m.										Total
	Barangay Cells daily waste collection in cu. m.										
	M	T	W	TH	F	SA	S				
I	636	552	660	528	636	552	72	3636			
II	540	396	1080	948	540	396	12	3912			
III	528	360	792	540	528	360	144	3252			
IV	492	624	624	696	492	624	96	3648			
V	528	624	624	696	492	624	24	3612			
VI	732	684	984	864	732	684	60	4740			

**VI. PROJECT IMPLEMENTORS**

The Task Force on Solid Waste Collection, Cleaning and Disposal Services Management (Task Force) shall be the lead implementing agency of the Project in behalf of the Quezon City Government while a qualified Service Provider shall undertake the Project Scope of Work based on the minimum qualifications and requirements set forth in this TOR.

A monitoring and evaluation system will be implemented by the Task Force to ensure that the required activities are conducted appropriately and efficiently. The Task Force shall likewise determine violations to the standards set forth in this TOR for imposition of fines and penalties as well as appropriate recommendations relative to the contract.

**VII. PROJECT STANDARDS & REQUIREMENTS**

The following are the minimum qualifications and requirements for the Service Provider:

*Track Record*

The Service Provider must comply with the minimum requirements as prescribed by Republic Act 9184 otherwise known as the Government Procurement Reform Act. The Service Provider, either single proprietor, consortium of Joint Venture agreement, must own, have direct control, and access to an existing sanitary landfill duly-accredited and designated by the MMDA.

The Service Provider should have completed at least (2) similar contracts and the aggregate contract amount should be equivalent to at least the percentage of the ABC as required; and, the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required.

Certification

The Service Provider should be appropriately recognized with third-party certifications of at least, but not limited to ISO 14001-2015, ISO 9001:2015, etc.

Organization

The Service Provider should have an established Organizational Structure with clear delineation of functions and responsibilities.

Personnel

1. The Service Provider shall adhere to all existing labor laws policies, wage orders, safety standards and such guidelines as prescribed by the Department of Labor and Employment (DOLE).
2. The following personnel are required for the Project:
  - a. For the following components: (i) Solid Waste Collection, Transport and Disposal; (ii) Other scopes of work such as but not limited to cleanup of solid waste from waterways and/or dredging activities in canals and local waterways including Cleaning and Clearing Operations thereof; and (iii) Information, Education and Communication (IEC) Campaign

Position	Required No. of Personnel	Personnel Minimum Qualifications
Manager	1 per District	At least three (3) years actual experience in managerial position, licensed civil/ structural engineer
Project Development Officer	1 per District	At least one (1) year experience in Program/project implementation
Street Sweepers	Dist. I Dist. II Dist. III Dist. IV Dist. V Dist VI	Must be at least 18 years old

- b. Garbage Collection and Disposal
  - i. 10W – 1 driver and 4 helpers
  - ii. 6W / 10 cu.m. compactor – 1 driver and 3 helpers
  - iii. MDT / 8 cu.m. compactor – 1 driver and 3 helpers

- c. **Cleaning and Clearing Operations**  
Laborer – 30 per district
  - d. For the Operation and Maintenance of Staging Area
- The Service Provider must submit a list of personnel using the standard form as part of the Technical Requirements. Valid identification cards and bio-data of all personnel must be submitted during post-qualification evaluation for validation. The original Driver's License of the drivers (truck and service) will also be checked during the post-qualification evaluation. The Service Provider's personnel must possess the necessary documentation for employment. A duly notarized "Affidavit of Undertaking" on personnel standards shall be submitted by the Service Provider as part of the Technical Requirements.
3. All personnel must undergo an orientation on the project provisions and components, policies of the City pertaining to solid waste management and basic work ethic to be conducted by the Service Provider and supervised by the Task Force. Other such trainings may include, but not limited to, Occupational Training, Workplace Safety, Client Service Orientation, etc.
  4. The Service Provider shall, at all times during the term of the Contract, maintain in its employ the required number of personnel with the appropriate qualifications to ensure that the service is being carried out properly and efficiently. The Service Provider shall also have full responsibility for the actions of their personnel. The Task Force and the City Government shall not be liable for any unlawful acts committed by the personnel hired by the Service Provider for the Project.
  5. All personnel must be provided with name tags and/or appropriate identification, uniforms and protective gear which must be worn during working hours/operation.
  6. In case an addition, change or replacement of personnel is deemed necessary by the Service Provider, a written notification should be submitted to the City thru the Task Force. Necessary documentary requirements must be secured by the newly hired personnel and submitted to the Task Force for verification purposes.

Hauling Equipment from Staging Area to Sanitary Landfill

SERVICE AREA	WATER TRUCK/ 10KL	10W DUMP TRUCK/ 17 CU. M.- 22 CU. M.	10W DUMP TRUCK/ 30 CU. M.- 34 CU. M.	BACKHOE	TOTAL
I-VI	2	30	25	6	63

10W Water truck- volume capacity must be 10 kl  
 10W Dump truck- volume capacity must be 17 cu. m. - 22 cu.m.  
 10W Dump Truck- volume capacity must be -30 cu. m. -34 cu. m.  
 Backhoe

Collection Equipment

1. Collection Equipment Ownership

List of Service Provider's major equipment units, which are owned, lease, and/or under purchase agreement, supported by proof of ownership or certification of availability of equipment from the equipment lessor/ vendor for the duration of the project, as the case may be.

2. Collection Equipment Requirement

- a. In complying with its obligations, the Service Provider shall have, under its possession and control during the term of the Contract, the minimum number of collection equipment as indicated in the table:

Service Area	10W Dump Truck/10W Garbage Compactor (17 cu. m.to 22 cu.m.)	6W Dump Truck/6W Garbage Compactor (10 cu. m. to 12 cu.m.)	6W Mini Dump Truck (MDT)/ 6W Garbage Compactor (7.5 cu. m. to 10 cu.m.)	TOTAL
I	18	7	7	32
II	14	8	8	30
III	17	8	5	30
IV	30	8	7	45
V	14	9	7	30
VI	14	10	8	32
<b>TOTAL</b>	<b>107</b>	<b>50</b>	<b>42</b>	<b>199</b>

10W Dump Truck/10W Garbage Compactor – volume capacity must be 17 cu. m. to 22cu. m.

6W Dump Truck/6W Garbage Compactor – volume capacity must be 10 cu. m. -12 cu. m.

6W MDT/6W Garbage Compactor – volume capacity must be 7.5 cu. m. - 10 cu. m.

- b. The list of trucks detailing the type, number or quantity, plate number, body number and volume capacity as well as necessary information such as brand name, model, make, country of origin, piston displacement, age and condition must be submitted by the Service Provider as part of the Technical Requirements. The said list must be accompanied by the photocopies of LTO registration papers (OR/CR) of each equipment as well as the necessary proof of ownership (if applicable) and Lease Contract Agreement (for leased collection equipment).
- c. All equipment in the submitted list must be physically present in the identified staging area or dispatching area during the post-qualification evaluation for necessary inspection. Further, the original copies of the LTO registration papers (OR/CR), necessary proof of ownership (if applicable) and Lease Contract Agreement (for leased collection equipment) shall also be validated. Absence or lack of required collection equipment as well as the pertinent documents may result to the post-disqualification of the Service Provider.
- d. The Service Provider shall also have, under its possession and/or control during the term of the Project, the necessary 10-wheeler or long dump trucks to ensure that the staging area will be cleared of wastes at the end of the day. The equipment for the staging area (10-wheeler and/or long haul dump trucks) must be physically present in the identified staging area or dispatching area during the post-qualification evaluation for necessary inspection.
3. Fleet of Collection Equipment
- a. All collection equipment to be provided and committed by the Service Provider to the Project during the contract period and must be fully dedicated to the Service Area, or shall not be used for other services or for any public or private establishment or entity, including other local government units (LGUs).
- b. In the exigency of the service, the City may require the Service Provider to provide additional trips equivalent to 10% of the monthly minimum cell requirement without additional costs to the City.



- c. In case of equipment breakdown, the Service Provider should replace the unit at no additional cost to the City without prejudice to the imposition of appropriate fines/penalties as provided for in this Terms of Reference.
- d. In case a change, substitution, replacement or addition of equipment is deemed necessary by the Service Provider, a written notification accompanied by the necessary documents (OR/CR) should be submitted to the City thru the Task Force for approval.
- e. All collection equipment dedicated to the City must always be parked inside the Centralized Staging Area/Dispatching Area/Garage when the unit has no scheduled collection.

4. Collection Equipment Standards

- a. All other collection equipment must have the required capabilities such as tipping, conventional tail gate, butterfly-type tail gate, etc.
- b. All Compactors must have working dump box dozer, packer blade/hydraulically-powered sliding plates and tail cover.
- c. All collection equipment should be in good running condition and maintained that way at all times throughout the duration of the project. It should be clean, well-painted, physically presentable (e.g, not dilapidated, not worn out), with appropriate visual markings specified by the Task Force and equipped with tools for emergencies (e.g. jack and fire wrench, early warning device, etc.) and spare tires.
- d. All collection equipment should be equipped with complete and functional devices such as head light, stop light, signal light, park light, plate light, tail light, wipers, horn, windshield and side mirrors. These must be spillage/leakage-free and provided with working drain plugs.
- e. Unless the city requires another device, all collection trucks should have a bell positioned in a manner that the driver can ring to signal the truck's arrival and the start of collection in the area.
- f. The license plate of each collection truck should be properly installed at the assigned front and rear points. Plate numbers should be clear and visible at all times.
- g. Each collection equipment should be equipped with the following units of paraphernalia to clean-up remnants of garbage immediately after collection:

Item	Qty	Description
Tray/Crate	1	Plastic, L-20" X H-12" X W-13"
Shovel	2	square point, approximate blade size: 9-5/8" X 11-1/2", handle: 29"
Broomsticks	1	Ordinary
Canvas cover	1	Green and yellow-orange vinyl; appropriate in size to adequately cover open top of dump truck
Gloves	1 pair/ trip/ person	Heavy Duty Construction
Mask	1 pair/ trip/ person	Heavy Duty Half-Face

Other additional paraphernalia that may later be identified as necessary to ensure cleanliness in the collection cells should be provided at no additional cost to the City.

h. The 10-wheeler and long haul dump trucks to be used for the staging area must also be provided with proper identification placed on both sides of the truck.

**For the Pilot Service Areas of District 1 and 4**, conventional hauling activities may utilize dump trucks with specifications as indicated above, and of which at least twenty percent (20%) of the total trucks are expected to be GPS/RFID-enabled and compatible with online viewing of collection activities/routes. The Service Provider/s may also provide mobile garbage bins that are EN840 standard mobile garbage bins made of plastic injected HDPE plastic suitable for outdoor municipal solid waste collection with a volume-capacity of up to 660liter, to enhance in the data-gathering that will result from the testing phase.

Support Equipment

1. Support Equipment Requirement

To complement the collection equipment in the conduct of the Project, the Service Provider should also have the following equipment:

DIST.	Minimum Number of Service Vehicles		Minimum Number of Pushcarts (Collection)
	Area Monitoring	Cleaning and Cleaning Operations	
I	Two (2) motorcycles	One (1) four-wheel service vehicle	15
II	Two (2) motorcycles	One (1) four-wheel service vehicle	12
III	Two (2) motorcycles	One (1) four-wheel service vehicle	20
IV	Two (2) motorcycles	One (1) four-wheel service vehicle	15
V	Two (2) motorcycles	One (1) four-wheel service vehicle	7
VI	Two (2) motorcycles	One (1) four-wheel service vehicle	13

In addition to the above stated support equipment to be used in collection cells or areas, the Service Provider shall have under its possession and/or control the necessary payloaders and/or backhoes to be used in the Centralized Staging Area for the duration of the Project.

2. Support Equipment Standards

a. Service vehicles should be made available by the Service Provider at all times for the conduct of area monitoring. The service vehicles must be in very good running condition. Units that have mechanical problems and/or constantly break down must be replaced as they become necessary or upon instruction of the City through the Task Force at no additional cost to the City.

The service vehicles must be physically present in the Service Provider's dispatching area or in the Service Provider's Staging Area during the post-qualification evaluation. The compliance of service vehicles to the above stated standards, design and specifications will be checked. Absence or lack of required service vehicle and/or non-compliance to the standards, design and specifications shall result to the post-disqualification of the Service Provider.

b. For the Solid Waste Collection, Transport and Disposal, a payloaders should also be made available to move aside or load large volume of garbage, bulky waste, debris, etc. from collection cells.

c. Since not all collection cells are accessible to collection trucks, pushcarts should also be provided by the Service Provider to ensure that all areas in the city are serviced with garbage collection.

The Service Provider shall maintain at all times the required number of pushcarts as stated in this Terms of Reference (TOR). The pushcarts should be uniform in color, size and markings as approved by the Task Force. Dilapidated or worn-out pushcarts must be replaced as they become necessary upon instruction of the City through the Task Force.

The pushcarts must be physically present in the Service Provider's dispatching area or in the Service Provider's Staging Area during the post-qualification evaluation. Absence or lack of required pushcarts and/or non-compliance to the standards, design and specifications shall result to the post-disqualification of the Service Provider.

### 3. Service Vehicle and Payloader Ownership

a. All service vehicles must be owned by the Service Provider and its ownership must be reflected in the Land Transportation Office (LTO) registration papers (Official Receipt [OR] and Certificate of Registration [CR]).

If LTO registration papers (OR/CR) do not reflect the Service Provider's ownership of the service vehicle, only the following proof of ownership shall be accepted as supporting documents:

- Registered Chattel Mortgage document if the service vehicle is mortgaged.
- Latest General Information Sheet (GIS) filed with the Securities and Exchange Commission (SEC) if the service vehicle is not in the name of the Service Provider but is in the name of a corporation in which the Service Provider is a subsidiary. The GIS must show that at least fifty-one percent (51%) of the capital stock of the Service Provider is owned by the parent company. This must also be supported by a Board Resolution/Secretary's Certificate that the parent company is assigning the service vehicle to the Project.
- Duly notarized Deed of Sale

The service vehicles must be physically present in the Service Provider's dispatching area during the post-qualification evaluation. The original copies of the LTO registration papers (OR/CR)/ Deed of Sale/ chattel mortgage document/ GIS and Board Resolution/Secretary's Certificate, whichever is applicable, will be checked for validation. Absence or lack of required service vehicle and/or pertinent documents shall result to the post-disqualification of the Service Provider.

b. The payloader and/or backhoe can be owned, leased or rented provided that it must be made available immediately upon instructions and/or request of the City through the Task Force.

### Facilities

A Business Permit from Quezon City as well as all other local permits as may be required must be secured for the Service Provider's facilities valid for the duration of the contract.

#### 1. Business Office

The Business Office in Quezon City should be equipped with adequate office and communication facilities and shall always be open and manned during regular working

hours. Failure to comply with the stated standards will result to the post-disqualification of the Service Provider.

## 2. Centralized Staging Area/Material Recovery Facility

- a. Location - The Centralized Staging Area/Material Recovery Facility shall be strategically located outside Quezon City but preferably within the 15-km radius in the directional range of an MMDA-accredited and designated Sanitary Landfill covered by an Environmental Compliance Certificate (ECC) issued by the Department of Environment and Natural Resources (DENR).
- b. The LGU wherein such Centralized Staging Area shall be constructed/operated, shall be allowed through a Sanggunian Resolution the transport of Quezon City solid wastes at the Centralized Staging Area/MRF for consolidation and disposal to the MMDA-accredited and designated sanitary landfill. An ECC should have also been applied with the DENR for said Centralized Staging Area at the time of the award of the contract.
- c. As said area shall be used for consolidation of solid wastes collected from the six (6) Districts of Quezon City, the Centralized Staging Area/MRF shall have an area of not less than twenty thousand (20,000) square meters, with appropriate fencing and enclosures to avoid littering of garbage. To facilitate transfer of wastes collected from the six (6) Districts of Quezon City, appropriate ramps shall be installed to avoid traffic in the staging area.
- d. The established staging area shall be designed and operated for efficient waste handling capacity. It must be cemented and the design and operation must conform to existing standards set forth by local and national laws and ordinances. A materials recovery facility (MRF) must also be established to serve as temporary storage of recyclables, the operation of which will be at no additional cost to the City Government.

## 3. Dispatching Area/Garage

- a. The Dispatching Area/Garage in Quezon City should have sufficient space to accommodate the fleet of trucks and support equipment as well as the necessary facilities. It must be exclusive for the City's use and proper signage must be installed for identification purposes. Trucks not dedicated to the Project are prohibited to enter, park or pass through the dispatching area/garage at all times.
- b. It must have the following facilities and must conform with the minimum requirements as shown below:
  - The entire compound must be kept clean and presentable, with functioning office and communication as well as other support equipment. Adequate rest rooms and other such facilities for personnel and guests.
  - Standard compliance forms and reports, even when completed as hand-written on a daily basis, must have computerized summaries for easier review and verification.

## System of Collection

Dedicated collection system for biodegradable, non-biodegradable and bulky wastes will be implemented in all collection cells in conformity with the provisions of RA 9003 or the Ecological Solid Waste Management Act of 2000.

Specific time of dispatch and collection will be strictly applied to all cells to maintain cleanliness at all times and to discipline waste generators in setting-out solid wastes during the prescribed collection time only.

#### Collection Mode

Collection of solid wastes will be implemented. In cases where the collection cell is inaccessible to collection trucks, the Service Provider may use pushcarts or employ other collection devise/system duly approved by the City Government through the Task Force to collect from door-to-door.

#### Dredging of canals and local waterways including Cleaning and Clearing Operations thereof

Laborers for the conduct of dredging of canals and local waterways including cleaning and clearing operations thereof shall be deployed from Monday to Saturday. The time of deployment shall depend on the weekly schedule, which shall include the areas of assignment, to be provided by the Task Force. Laborers may also be deployed during Sundays, holidays or when there are calamities, etc. Additional shifts may also be required as deemed necessary by the City thru the Task Force without additional cost to the City.

Necessary tools such as dredging equipment and other cleaning/clearing paraphernalia shall be provided for the conduct of dredging/cleaning and clearing operations of the canal and local waterways. Worn-out or dilapidated paraphernalia must be replaced as they become necessary upon instruction of the City through the Task Force.

The Service Provider shall likewise submit a monthly report regarding all other activities conducted by the laborers for the dredging/cleaning, cleanup, clearing and other such operations.

#### Street Sweepers

Street sweepers shall be deployed daily. The time and area of deployment shall depend on the schedule to be provided by the Task Force, based on the national, city and barangay road/street listings as identified by the City Planning and Development Office and submitted for the Task Force 60 Days, led by the Office of the Assistant City Administrator for Operations. Designation and specific tasking/responsibility for street sweepers will be discussed by the TFSWCCDSM with appropriate monitoring of the concerned unit/s within the TFSWCCDSM. Street sweepers may also be deployed during holidays or when there are special events. Additional shifts may also be required as deemed necessary by the City thru the Taskforce without additional cost to the City.

Necessary paraphernalia such as broomsticks with handle, dust pan, tongs, gloves and jute bags/sacks shall be provided for the conduct of the street sweeping activities. Worn out or dilapidated paraphernalia must be replaced as they become necessary upon instruction of the City through the Taskforce.

### **VIII. PROJECT DURATION**

The Project has a duration of ten (10) months, reckoned from the date of acceptance by the Service Provider of the Notice to Proceed. This adjustment will allow for the duration of the solid waste management contract to coincide with the fiscal year. However, the month of January 2021 needs to be included in the solid waste project cycle as this month is considered to be part of the holiday celebrations and generated- waste experiences a spike in volume on this month.

## **IX. APPROVED BUDGET FOR THE CONTRACT**

The Project Cost is the equal to ten (10) months of the overall amount allocated for the solid waste management program and as derived for budgeting purposes. As mentioned above this abbreviated period will be done to coincide with the fiscal year but with due consideration to the month of January 2021 which is a critical month for waste generation and collection. The scope of work is comprised of the following:

1. Costs for the following components: (a) Solid Waste Collection and Transport to the Centralized Staging Area; (b) Other solid waste management-related activities such as but not limited to dredging, hauling of solid waste from waterways, cleaning and clearing operations, and (c) Information, Education and Communication (IEC) support activities.

The annual costs to undertake the above stated components, details of which are indicated as follows:

<b>DISTRICT</b>	<b>Annual Cost (Php)</b>
<b>I</b>	160,611,126.07
<b>II</b>	109,327,505.91
<b>III</b>	129,260,959.36
<b>IV</b>	185,860,885.91
<b>V</b>	124,973,264.34
<b>VI</b>	131,183,095.08
<b>TOTAL</b>	841,216,836.67

2. Costs to undertake the operation, maintenance of the staging area, and disposal to the MMDA-designated sanitary landfill, details of which are indicated in the derivation of cost, are as follows:

<b>DISTRICT</b>	<b>Annual Cost (Php)</b>
<b>I</b>	81,098,909.25
<b>II</b>	76,424,334.77
<b>III</b>	70,929,688.61
<b>IV</b>	106,947,914.87
<b>V</b>	75,334,498.23
<b>VI</b>	86,865,081.97
<b>TOTAL</b>	497,600,427.70

### *Project Cost Adjustment*

As stated in **Republic Act 9184**, otherwise known as the **Government Procurement Reform Act** Section 61.2, in cases where the cost of the awarded contract affected by any applicable new laws, ordinances, regulation or other such acts of GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss basis.

## **X. BASIS OF PAYMENT**

The Service Provider shall be paid on a monthly basis as indicated in the cost derivation computed by the City and on a per Service Area/District basis. Payment will be based on the actual service rendered in the assigned area in accordance with the scope of services/deliverables and service performance standards which shall be validated and certified correct by the Task Force or duly authorized personnel thru the issuance of a Certification and approved by the Chairman. The total amount of penalties incurred for the month-being-billed shall be deducted from the monthly payment to the Service Provider. Although not to be used as basis of Certification, other records

or documents may also be requested by the Task Force which may be essential for the completion of the City's solid waste database.

**XI. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver the service according to the standards and requirements set by the City shall constitute an offense and shall subject the Service Provider to penalties computed based in the applicable unit or item as indicated in this Terms of Reference (TOR) and/or liquidated damages pursuant to RA 9184 and its revised implementing Rules and Regulations.

The following are the offenses are the offenses to non-compliance to the requirements and standards of the City on the physical appearance of collection equipment, personnel deployed, operation and maintenance of the staging area as well as offenses that directly bear on and impede the efficient delivery of services or Project Scope of Work according to the standards and requirements set forth in this Terms of Reference (TOR).

SPECIFIC OFFENSE	PENALTY
1. Lack, absence, failure to provide or misplaced the required tarpaulin	Php 1,000.00 per trip
2. Eyesores, such as sacks hanging alongside or tail gate of the collection equipment and truck spilling garbage/leachate	Php 1,500.00 per trip
3. Scavenging and sorting during garbage collection or while in transit	Php 1,500.00 per trip
4. Lacking of required crew during garbage collection	Php 1,500.00 per head
5. Unauthorized person during garbage collection	Php 1,500.00 per head
6. Absence of or worn-out canvas cover while on transit	Php 1,500.00 per trip
7. Absence of bell	Php 1,500.00 per trip
8. Failure to provide pushcarts for inaccessible areas	Php 1,500.00 per unit
9. Lack or absence of required cleaning paraphernalia	Php 1,500.00 per item
10. Failure to provide the required service vehicles	Php 5,000.00 per day
11. Late dispatch	Php 2,000.00 per cell
12. Non-wearing/non-utilization of proper/prescribed uniform, protective gear and identification card by any of the Service Provider's personnel	Php 6,000.00 per head
13. Solicitation of any kind by any personnel	Php 1,500.00 per head
14. Failure to deploy dump trucks (backlog) to collection cell/s. Penalty shall be continuously imposed per cell per day until the required collection equipment has been deployed	Php 10,000.00 per cell
15. Improper garbage collection (unable to collect all solid waste along collection route within the day). Penalty shall be continuously imposed per cell per day until the cell/s has been completely cleared of garbage	Php 7,500.00 per cell
16. Unauthorized Route Diversion	Php 2,000.00 per trip
17. Failure to provide the required payload. Penalty shall be continuously imposed per day until the required collection equipment has been deployed	Php 5,000.00 per trip

Service Provider/s must devise a system to ensure sufficient manpower during holidays. The amount of penalties incurred as a result of backlogs during officially declared holidays and holiday season (Christmas and New Year) shall be multiplied by 10.

**XII. CANCELLATION AND TERMINATION OF CONTRACT**

The City may, without prejudice to other remedies against the Contractor, extra judicially cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City's or public's interest.

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminates the Contract due to default, insolvency, or for cause, it may enter into negotiated procurement pursuant to Section 53(d) of RA 9184 and its IRR.

**XIII. AMENDMENT OF TERMS OF REFERENCE**

No Modification or amendment of this Terms of Reference shall be valid unless mutually agreed upon in writing by both parties.

PREPARED BY:


  
Mary Beaulah Rios

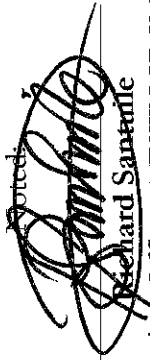
  
Patricia Orante


  
Marherson Tolentino


  
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Renard Sanemic  
Action Officer, TFSWCCDSM

Recommending Approval:  
  
Ricardo T. Belmonte, Jr.  
Secretary to the Mayor and Chairman, TFSWCCDSM

Approved:  
  
Honorable Josefina Belmonte-Alimurung  
City Mayor and H.O.P.E.