

TERMS OF REFERENCE

RELOCATION OF INFORMAL SETTLER FAMILIES

PROJECT DESCRIPTION

The Project, subject of this Terms of Reference (TOR), involves the systematic deployment of transportation and relocation of informal settlers from various areas in Quezon City to the relocation site in any point of Luzon (Bulacan, Rizal and other available relocation sites) in coordination with the National Housing Authority and other Local Government Agencies.

PROJECT SCOPE OF WORK

The following are the minimum activities to be undertaken under this Project:

1. Transportation (pick-up and transfer) of the informal settler families and their respective members from various areas in Quezon City to Bulacan, Rizal and other available relocation in any point of Luzon sites for the conduct of operation and activities.
2. Transportation (pick-up and transfer) of informal settler families' belongings:
 - a. Old housing materials
 - b. Appliances
 - c. Furniture and Fixtures
 - d. Clothings

AREA OF COVERAGE

The Project covers all affected informal settler families of the city who are subject to relocation.

PROJECT STANDARDS & REQUIREMENTS

To ensure accomplishment of the scope of work, the following are the minimum performance requirements for the Contractor:

Minimum Qualifications and Requirements for the Contractor

1. The Contractor shall assign number of trucks needed in the operation. Each truck shall have positions for siding and emergency roofings in case of inclement weather. Aside from the driver, at least two (2) helpers should be provided to assist in the hauling activities to ensure the safety of the passengers.
2. The Contractor shall, at all times, maintain the vehicles' roadworthiness.

3. The Contractor should be prepared in the event of truck breakdown, while in the process of transporting the families to the relocation/resettlement sites, therefore, the Contractor shall immediately provide for any future contingencies.
4. The Contractor shall be liable for any untoward incident/mishap that may befall the driver, and/or the passengers of the trucks and any third party as well as any damage to or loss in their belongings during operation.
5. The Contractor shall assign well oriented and disciplined personnel only to meet the standard of performance required during operation. The Contractor shall not hire personnel who are blacklisted by other contracted service providers of the City Government.

Transport Equipment

In complying with its obligations, the Contractor must be able to provide at least or a minimum of six (6) trucks during the term of the Project, the number of transport equipment as may be required from time to time.

The Contractor may increase the number of trucks to be used to meet exigency needs, and the City may also require the Contractor to provide additional unit(s) during a given period.

Truck Standards

1. All trucks should, at all times, be kept in good running condition throughout the duration of the project. It should be clean, well-painted, physically presentable (e.g. not dilapidated, not worn out), with visible markings and completely equipped with tools (e.g. jack and tire wrench, early warning device, etc.) and spare tires.
2. All trucks must be spillage/leakage free and provided with working drain plug.
3. All trucks 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.
4. All trucks should also be equipped with two way radios and/or mobile phones, etc. for easier communication.
5. The license plate of each truck should be properly installed at the assigned front and rear points. Plate numbers should be clear and visible at all times.
6. All door and body markings should be permanently marked on the trucks.
7. In case of truck breakdown during operations, the Contractor should replace the unit immediately. Failure to do so will have corresponding fines/penalties and may be grounds for the termination/cancellation of the contract.

Deployment and Scheduling System

1. The City shall provide the Contractor with a deployment schedule based on the scope of work indicated in this TOR.
2. For the transport equipment, the Contractor is required to complete an average of ten (10) trips per relocation activity.

PROJECT IMPLEMENTATION

The Project is to be implemented under a Fixed Price Contract and in accordance with the stated project standards and requirements;

As a general rule, the Contractor should be able to show documentary proof, where applicable, to establish his/her legal, technical and financial capabilities to undertake the Project.

PROJECT DURATION

The Project will be completed until December 31, 2021, reckoned from the date of acceptance by the Contractor of the Notice to Proceed.

Based on the assessment of the City through the Housing, Community Development and Resettlement Department (HCDRD), the City may pre-terminate the contract with the Contractor for failure to perform its obligation and/or comply with the requirements of the Project as stipulated in this TOR and in other project/bidding documents. The cancellation or termination of the contract shall follow the procedure prescribed by RA 9184 and its Implementing Rules and Regulations.

ESTIMATED BUDGET COST FOR THE CONTRACT

The Estimated Budget Cost for the Contract refers to the cost of undertaking the project scope of work as specified in this Terms of Reference.


The operational cost accounts for the utilization of trucks, fuel, lubricants, truck maintenance expenses.

The estimated total cost to undertake the project is written below:

	<u>No. of Trips</u>	<u>Amount Per Trip</u>	<u>Total</u>
Upon issuance of Notice to Proceed until Dec. 31, 2021	500	P 6,000.00	P 3,000,000.00

BASIS OF PAYMENT

The Contractor shall be paid every after completion of the relocation activities. Payment will be based on the Trip Tickets submitted by the Contractor. The claimed accomplishment should be duly validated and certified correct by the HCDRD in accordance primarily with the scope of services/deliverables, minimum requirements, and service performance standards.



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