

## **TERMS OF REFERENCE**

### **Special Waste Collection and Disposal Project 2022**

#### **I. RATIONALE AND BRIEF BACKGROUND**

The coronavirus disease 2019 (COVID-19) created numerous concerns including proper management of generated special waste from various locations. To date, the Task Force on Solid Waste Management (TFSWM) is monitoring the waste generation at the city government-identified interim quarantine facilities and quarantined households. Protocols have been put in place to ensure that special wastes are separated from regular household waste to reduce the possibility of further contamination.

Following this, the project shall be implemented to continuously provide the process to handle collection and disposal for generated special waste, such as but not limited to, infectious and hazardous wastes, from quarantined households, city government hospitals, barangay health centers and similar facilities, city government-identified interim facilities, collection and disposal of used personal protective equipment (PPE), culled animals and the like.

#### **II. PROJECT DESCRIPTION**

The Project, subject of this Terms of Reference (TOR), involves the deployment of collection vehicles and disposal services for the use of the Quezon City Government.

#### **III. PROJECT OBJECTIVE**

The objective of the Project is to ensure that special waste will be handled separately and properly through the deployment of qualified/trained personnel with proper protective wear and suitable collection equipment.

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

Conduct of Special Waste Collection and Disposal Services for Quezon City Government-identified locations, such as but not limited to, city government hospitals, barangay health centers and similar facilities, city government-identified interim Covid 19 support (testing and isolation) facilities, city government-certified private facilities assisting in the fight against Covid 19 and quarantined households, using 6-wheeler/forward-type collection vehicles and personnel with proper protective wear during collection and disposal.

#### **V. PROJECT IMPLEMENTORS**

The Task Force on Solid Waste Management (TFSWM) shall be the lead implementing agency of the Project on 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 TFSWM to ensure that the required activities are conducted. The TFSWM 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.

#### **VI. 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 or the Government Procurement Policy Board (GPPB).

Organization:

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

Personnel:

The service provider shall provide one (1) driver and three (3) special waste collection personnel per trip to undertake the Project Scope of Work. All service provider personnel must be provided with proper identification, uniform and appropriate protective wear which must be worn during working hours/operation.

Collection Equipment:

The service provider must provide the following collection vehicles/dump trucks:

Type of Collection Vehicles	Minimum Required No. of Units
6 wheeler/Forward-type	12

The required number of collection vehicles may be increased as required by the TFSWM. The collection vehicles must have 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).

Documentary Requirements:

The service provider must be able to present the following supporting documents:

- DENR Registration as Treatment, Storage and Disposal (TSD) Facility
- DENR Environmental Compliance Certificate (ECC) for Landfill Facility
- DENR Transport Permit issued by DENR-EMB Regional Office Procurement Hospital Clients
- DENR Registration Certificate as Waste Transporter (DENR-EMB)

A duly notarized “Affidavit of Undertaking” on project standards and requirements shall be submitted by the Service Provider as part of the Technical Requirements.

**VII. PROJECT DURATION**

The Project shall be implemented for (1) one year, reckoned from the date of acceptance by the Service Provider of the Notice to Proceed.

**VIII. AREA OF COVERAGE/SERVICE AREAS**

The Project is to be implemented in the entire City based on the requirements of the Quezon City Government, such as but not limited to:

Quezon City Hall Premises

1. Materials Recovery Facility
2. Quezon Memorial Circle

City-identified Covid 19 Support Facilities

3. HOPE Facilities
4. Designated District Community Testing Centers
5. City-government hospitals

Barangay Health Center and similar barangay-based facilities

Quarantined Households in Barangays, put under Special Concern Lockdown (SCL) Areas

City government-certified facilities (both private and government-run) identified as providing support for the fight against Covid 19

The areas of coverage may change upon instruction of the TFSWM based on monitoring and reports by its field personnel.

**IX. SCHEDULE OF ACTIVITIES**

The schedule or frequency of operations shall be upon the instruction of the TFSWM in coordination with the management of the facilities/barangays concerned.

**X. PROJECT COMPONENT AND COST DERIVATION**

**LIST OF LUBRICANTS TO BE USED**

Engine Oil (Special)  
 Brake Fluid  
 Gear Oil  
 ATF (Special)  
 Grease (Special)

**Uniform**

Driver: Polo shirt  
 Crew: Reusable Protective Wear

Estimated No. of Trips for the project duration	Total Operation Cost per unit per Day	5%	2%	Total Operation Cost per unit per Day inc. taxes	TOTAL PROJECT COST
		Value Added Tax	Income Tax		
7,160	10,180.13	509.01	203.60	10,892.74	77,992,018.40

**XI. DISPOSAL SYSTEM**

The disposal system shall be based on the guidelines set by the DENR and in accordance to Revised Procedures and Standards for the Management of Hazardous Wastes.

**XII.APPROVED BUDGET FOR THE CONTRACT**

The Project Cost is Php 77,992,018.40. 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 is affected by any applicable new laws, ordinances, regulations or other 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-no gain basis.

### **XIII. BASIS OF PAYMENT**

The Service provider shall be paid on a monthly basis based on the number of trips conducted, and covered by the necessary trip tickets and other appropriate verification documents. A Certificate of Treatment must be submitted to the TFSWM to validate the proper disposal of the collected wastes.

### **XIV. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Service provider to penalties computed based on the applicable liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

### **XV. CANCELLATION OR TERMINATION OF CONTRACT**

The City may, without prejudice to other remedies against the Service provider, 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, which includes but is not limited to the following:

- Violation(s) to any and all of the Undertakings as indicated in the Affidavit of Undertakings submitted to the City Government.
- Unauthorized conduct of operations by the Service provider.
- Other acts inimical to public 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.

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