

TERMS OF REFERENCE

Facilities Waste Collection, Transportation, Treatment and Disposal Project 2023

I. RATIONALE AND BRIEF BACKGROUND

The Covid Pandemic has greatly defined the critical role that city-owned hospitals played in managing the health and well-being of all QC residents. Once viewed as perhaps minor health establishments due to the presence of other larger hospitals located inside the city, they have now become the primary health care facilities of QC citizens. Quezon City General Hospital (QCGH), Rosario Maclang Bautista General Hospital (RMBGH) and Novaliches District Hospital (NDH) have demonstrated how self-sufficient health institutions when properly managed can effectively address the complex health needs of a growing metropolis.

Over the 2-year pandemic, the partnership between these three facilities and the Department of Sanitation and Cleanup Works of Quezon City (DSQC) have also shown how proper management of infectious/hazardous waste generated by these facilities can greatly impact their effectiveness in serving their ever-increasing number of patients. For this coming year, this system has been established to further improve the capacity of these city health facilities and ensure proper hospital waste management with the implementation of the Facilities Waste Collection, Transportation, Treatment and Disposal Project.

Following this, the project shall be implemented to continuously provide the appropriate system of collection, transportation, treatment and disposal for generated special waste, such as but not limited to, infectious and hazardous wastes, from the three current Health Care Facilities/Hospitals of the Quezon City Government, thru the DSQC.

II. PROJECT DESCRIPTION

The Project, subject of this Terms of Reference (TOR), involves the deployment of appropriate vehicles for the collection, transportation, treatment and disposal services for infectious and/or hazardous waste to establish the hospital waste management system in the three current Health Care Facilities/Hospitals of the Quezon City Government, thru the DSQC.

III. PROJECT OBJECTIVE

The objective of the Project is to establish the system for managing hospital waste of what is currently three (3) city government hospitals: QCGH, RMBGH and NDH, including any satellite sites, and provide a way to ensure that the infectious/hazardous waste these facilities may generate will be collected, transported, treated and disposed in compliance to all appropriate guidelines for handling such wastes.

IV. PROJECT SCOPE OF WORK

Facilities Waste Collection, Transportation, Treatment and Disposal Project involves the deployment of appropriate vehicles for the infectious and hazardous waste in the three (3) current city government hospitals, including any satellite sites that they may set up:

1. Quezon City General Hospital (QCGH)
2. Rosario Maclang Bautista General Hospital (RMBGH)
3. Novaliches District Hospital (NDH)

4. Satellite sites or other interim-care facilities of these hospitals, as directed by the DSQC

V. PROJECT IMPLEMENTORS

The DSQC 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 DSQC to ensure that the required activities are conducted. The DSQC 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.

An Occupational Safety and Health Officer (1) assigned to the project – with training certificate issued by DOLE accredited training center

Requirements to be submitted during the post-qualification period:

For Drivers:

- Drug test and NBI for drivers
- Valid Driver's License

All personnel must be:

- Physically fit (health card ID issued by QCHD or Medical Certificate)
- Proof of COVID-19 vaccination or proof of negative COVID test

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	6

The required number of collection vehicles may be increased as required by the DSQC. 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 twelve (12) months, 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:

1. Quezon City General Hospital (QCGH)
2. Rosario Maclang Bautista General Hospital (RMBGH)
3. Novaliches District Hospital (NDH)
4. Satellite sites or other interim-care facilities of these hospitals, as directed by the DSQC

IX. SCHEDULE OF ACTIVITIES

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

X. PROJECT COMPONENTS 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: Medical-grade 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		
2,184	10,180.22	509.01	203.60	10,892.83	23,789,940.72

XI. DISPOSAL SYSTEM

The disposal system shall be based on the guidelines set by the DENR, DOH or other relevant agencies, and in accordance to Revised Procedures and Standards for the Management of Medical/Infectious/Hazardous Wastes.

XII. APPROVED BUDGET FOR THE CONTRACT

The Project Cost is **Twenty Three Million, Seven Hundred Eighty Nine Thousand, Nine Hundred Forty and 72/100 Pesos (Php 23,789,940.72)**. As provided for in Section 61.2 of the 2016 Revised Implementing Rules of Republic Act 9184, otherwise known as the Government Procurement Reform Act, 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 DSQC 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

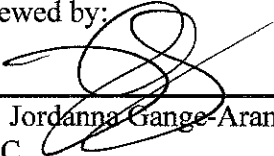
The City may, without prejudice to other remedies against the Service provider, extra judicially cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City's or public's interest, which includes but is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

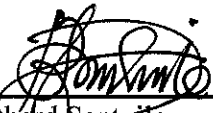
or for cause, it may enter into negotiated procurement pursuant to Section 53 of RA 9184 and its IRR.

Reviewed by:



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Noted by:



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