

## **TERMS OF REFERENCE**

### **Special Waste Collection, Transportation, Treatment and Disposal Project 2023**

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

The onset of the pandemic in 2020 created numerous concerns including proper management of generated special waste from various locations. To date, the Department of Sanitation and Cleanup Works of Quezon City or DSQC has been managing 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, not only to reduce the possibility of further contamination but in compliance with all government guidelines for collection, transportation and disposal of such wastes.

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 city government health centers, lying-in centers and similar facilities of the City Health Department, City Pound and other facilities managed by the City Veterinarian, city government-identified interim Covid-19 support facilities used for testing/ isolation/vaccination including Special Concern Lockdown Areas (SCLAs) and quarantined households, storage areas for used/discarded PPEs and other such facilities generating infectious and/or hazardous waste, as instructed by the city government thru the DSQC.

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

The Project, subject of this Terms of Reference (TOR), involves the deployment of appropriate vehicles for collection, transportation, treatment and disposal services for infectious and/or hazardous waste to serve the various purposes of the Quezon City Government, thru the DSQC.

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

The objective of the Project is to ensure that special waste will be handled separately from the collection of regular household solid waste or the disaster-relief and cleanup operations, and properly handled through the deployment of qualified personnel with proper protective wear and suitable collection equipment.

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

The Special Waste Collection, Transportation, Treatment and Disposal Services of Quezon City involves the deployment of appropriate vehicles for infectious and/or hazardous waste in government-identified locations and, such as but not limited to,

1. City government health centers, lying-in centers and similar facilities of the City Health Department
2. City Pound and other facilities of the City Veterinarian
3. Covid 19 facilities such as but not limited to isolation facilities, swabbing stations, vaccination sites
4. Declared Special Concern Lockdown Areas (SCLAs) and quarantined households
5. City government-designated storage areas for used/discarded PPEs
6. City Government offices, as directed by the DSQC

7. City government-recognized anti-COVID-19 interim-care facilities (private and government-run) or other such locations, 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	12

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, such as but not limited to:

Quezon City Hall Premises

1. Materials Recovery Facility
2. Quezon Memorial Circle

City government health centers, lying-in centers and similar facilities of the City Health Department

City Pound and other facilities of the City Veterinarian

Barangay Health Center and similar barangay-based facilities

Quarantined Households in Barangays, declared as Special Concern Lockdown Areas (SCLA)

City government-recognized anti-COVID-19 interim-care facilities (private and government-run) or other such locations, as directed by the DSQC

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

**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 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	10,180.22	509.01	203.60	10,892.83	77,992,662.80

## **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 **Seventy Seven Million, Nine Hundred Ninety Two Thousand, Six Hundred Sixty Two and 80/100 Pesos (Php 77,992,662.80)**. 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.

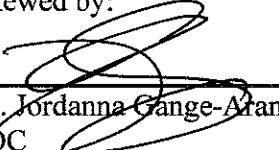
## XV. CANCELLATION OR TERMINATION OF CONTRACT

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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