

## **TERMS OF REFERENCE**

### **Sanitation and Disinfection Operations Project 2023**

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

The prolonged COVID-19 pandemic and the continuous reports of airborne diseases such as SARS-COV, Bird flu, Monkey Pox, etc. has resulted in the continuing need to implement additional sanitation and safety measures in various highly populated spaces and particularly locations with high-touch areas particularly government facilities. But even prior to this, Quezon City has seen how much transmissible viral diseases can negatively affect its citizen as the city grappled with the fallout of the African Swine Fever in 2019.

Pursuant to this, the Sanitation and Disinfection Operations project shall provide the much-needed sanitation processes to reduce the possibility of disease transmission particularly at QC-identified offices, facilities and public areas.

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

The Project, subject of this Terms of Reference (TOR), involves the conduct of sanitation activities in various locations, such as but not limited to, Quezon City Government Complex, city-government support facilities assisting in the continuing fight against COVID-19 (such as city government hospitals, isolation facilities, swabbing stations), Baesa Crematorium, city government-certified facilities (both private and government-run), including for used/discarded personal protective equipment (PPEs) and other waste generated from these locations and community care centers.

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

The objective of the Project is to ensure that the identified facilities will be provided proper sanitation processes to minimize transmission of viral and microbial diseases.

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

The following are the activities to be undertaken:

- Conduct of disinfection activities at city-identified facilities such as but not limited to, Quezon City Government Complex and other offices of the city government, City Government Hospitals (Quezon City General Hospital, Novaliches District Hospital, Rosario Maclang Bautista General Hospital) and its satellite facilities, City Government support facilities assisting in the fight against COVID-19 (isolation facilities, swabbing stations, vaccination sites), City Pound and other facilities managed by the City Veterinarian, Baesa Crematorium, city government-certified interim-care facilities (both private and government-run), storage areas for used/discarded personal protective equipment (PPEs) and other waste generated from these locations and related city-identified areas;
- Supply, application of sanitation solution and cleanup activities;
- Use of appropriate protective wear and other equipment for indoor sanitation and cleanup activities;
- Deployment of sanitation teams for sanitation and clean-up activities.

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

The Department of Sanitation and Cleanup Works of Quezon City or 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 Providers:

### **Track Record:**

The Service provider must comply with the minimum requirements as prescribed by Republic Act 9184 or the Government Procurement Policy Board (GPPB).

### **Personnel:**

The service provider shall provide twenty (20) personnel 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 and other materials for sanitation and clean-up activities.

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

### **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

### **Sanitation / Cleaning Solution**

- The sanitation and cleanup solution must be compatible to sanitation standards
- The Service Providers will be responsible for the actual application and cleanup, as scheduled and instructed by the DSQC.

A duly notarized “Affidavit of Undertaking” on project standards and requirements shall be submitted by the Service Providers 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 (NTP).

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

The Project is to be implemented at city government-identified locations including perimeter areas, such as but not limited to, the following:

1. City Government Offices within QC Hall Complex including perimeter
2. City Government Hospitals (QCGH, NDH, RMBGH, including satellite sites)
3. City Pound and other facilities managed by the City Veterinarian
4. Baesa Crematorium
5. Covid 19 facilities such as but not limited to isolation facilities, swabbing stations, vaccination sites
6. Storage areas for used/discarded PPEs

7. City government-recognized anti-COVID-19 interim-care facilities (private and government-run)
8. Support vehicles as identified by the city government through the DSQC

Any adjustment to the locations and sites will be under the direction of the DSQC.

#### IX. SCHEDULE OF ACTIVITIES

The schedule or frequency of operations shall be conducted daily and upon the instruction of the DSQC, in coordination with the management of the city government-identified facilities/barangays concerned.

#### X. PROJECT COMPONENTS AND COST DERIVATION

##### List of Equipment:

Steel/Plastic Knapsack Sprayer, 16L  
Bottle Spray Container 17oz

##### List of Consumables

Disposable Wipes/Paper Products  
Floor Mop with handle  
Sanitation and Cleaning Solution

##### Uniform

Reusable Protective Clothing

##### Transportations

Fixed daily rate (including rental fee, driver, gasoline, lubricants and other maintenance expenses)

Estimated total no. of sq.m.	Operation Cost per unit per Sq.m. <i>G</i>	Value Added Tax <i>h</i>	Income Tax <i>i</i>	Total Operational Cost per sq.m. <i>g + h + i</i> <i>j</i>	Total Project Cost <i>j</i> *10,741,950 <i>k</i>
10,741,950	14.61	0.73	0.29	15.63	167,896,678.50

#### IX. APPROVED BUDGET FOR THE CONTRACT

The Project Cost is **One Hundred Sixty Seven Million, Eight Hundred Ninety Six Thousand, Six Hundred Seventy Eight and 50/100 Pesos (Php 167,896,678.50)**. 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.

#### XI. BASIS OF PAYMENT

The Service Providers shall be paid on a monthly basis. A monthly Accomplishment Report must be submitted to the DSQC detailing the operations conducted.

## **XII. 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 Providers to penalties computed based on the applicable liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

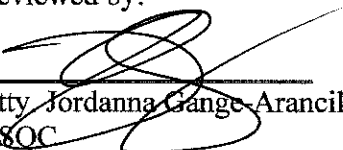
## **XIII. CANCELLATION OR TERMINATION OF CONTRACT**

The City may, without prejudice to other remedies against the Service Providers, 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 Providers.
- 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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Atty. Jordanna Gange-Arancillo  
DSQC

Noted by:

  
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Richard Santuile  
OIC, DSQC