

# **TERMS OF REFERENCE (TOR)**

## **RELOCATION OF INFORMAL SETTLER FAMILIES**

### **PROGRAM/PROJECT DESCRIPTION**

The Quezon City Government through the Housing, Community Development and Resettlement Department relocates informal settler families (ISFs) occupying danger areas, waterways and sites for government infrastructure projects in Quezon City. These families in the aforementioned sites from different barangays in Quezon City will be relocated to the resettlement or relocation sites in any point of Luzon like in the relocation sites in San Jose del Monte and Norzagaray, Bulacan and in Morong, Teresa and Antipolo, Rizal in coordination with the National Housing Authority and other concerned government agencies.

### **SCOPE OF WORK**

Activity to be undertaken under this program:

**Transporting Belongings of the Informal Settler Families (ISFs) to Relocation Site** through six (6) -wheeler **trucks** with 10-12 cu.m capacity thus rental for trucking services is considered.

During the conduct of relocation activities there is a need to transport belongings of the informal settler families (ISFs) from the point of origin in various areas in Quezon City to available relocation sites in the provinces of Bulacan and Rizal and other available relocation sites in any point of Luzon.

The ISFs belongings include the following:

- a. Old housing materials
- b. Appliances
- c. Furniture and Fixtures
- d. Clothing and other personal belongings

### **AREA OF COVERAGE**

The relocation activity shall be undertaken from Quezon City to the relocation sites in the provinces of Bulacan and Rizal or to any point of Luzon in coordination with the National Housing Authority and other concerned agencies.

### **PROJECT STANDARDS & REQUIREMENTS**

To ensure accomplishment of the scope of work, the following are considered minimum project standards and requirements.

### Minimum Qualifications and Requirements for the Contractor

1. The contractor, being a service provider must have all the necessary registration and permits from the authorized agencies in the Philippines to render the required services. This includes, compliance of the contractor to have all required legal documents for the utilization of trucks (such as OR/CR and others) at the time of conduct of activity within the given period.
2. The Contractor shall assign number of trucks needed in the operation. Each truck shall have positions for siding and emergency roofing 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.
3. The Contractor shall, at all times, maintain the vehicles' road worthiness.
4. The Contractor should be prepared in the event of truck breakdown, while in the process of transporting the informal settler families' (ISFs) belongings to the relocation/resettlement sites, therefore, the Contractor shall immediately provide for any future contingencies.
5. 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 ISFs belongings during operation.
6. The Contractor shall ensure to assign well oriented and disciplined personnel only to meet the standard of performance required during the 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, and must be able to provide the number of transport equipment that may be required in the conduct of relocation activity/ies.

The Contractor may increase the number of trucks of at least two (2) to four (4) trucks to be used to meet exigency needs, and the City Government may also require the Contractor to provide additional unit(s) as may be deemed necessary at the 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 fine/penalty of P 2,000 per day and may be considered 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 strictly comply with the deployment schedule provided by the City Government.

### **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 required scope of work for the project.

### **PROJECT DURATION**

The project (relocation activity) will be until December 31, 2022, 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 obligations 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 procedures prescribed under 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 6-wheeler trucks (including toll fees), fuel, lubricants and truck maintenance expenses. The indicated amount below includes skilled personnel required for the activity such as driver/s with appropriate license and two helpers per truck during the relocation activities.

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

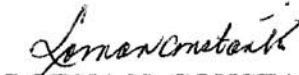
<u>Description</u>		<u>Rental Cost</u>		
Truck Crew				
Helper Driver				
	<u>No. of Trips</u>	<u>Amount Per Trip</u>	<u>Total</u>	
Rizal	170 trips			
Bulacan	200 trips			
		<b>TOTAL</b>	<b>Php</b>	<b>2,960,000.00</b>
Upon issuance of Notice to Proceed until Dec. 31, 2022				

The activity will commence upon receipt of the **Notice to Proceed** by the contractor and required to have it completed until December 31, 2022.


**BASIS OF PAYMENT**

The contractor shall be paid after completion of at least 20 trips from the specific point of origin within Quezon City to an identified relocation site/s in the provinces of Bulacan and Rizal or in any point of Luzon. The payment shall be strictly based on the trip tickets submitted by the contractor. The claimed accomplishment should be duly validated and certified correct by the assigned HCDRD Community Development Officer/staff in accordance primarily with the scope of services/deliverables, minimum requirements, and service performance standards and must be recommended for payment by the HCDRD Department Head subject to the City Government’s usual accounting and auditing rules and regulations and upon strict compliance with the City Government’s procurement rules and regulations.

Prepared by:

  
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