

TERMS OF REFERENCE

Collection, Transportation, Treatment and Disposal of Used Cooking Oil Project 2023

I. RATIONALE AND BRIEF BACKGROUND

As tragic as the covid 19 pandemic has been globally, it has also opened doors for small and microentrepreneurs to build their home-based businesses. Home-based food services are among these small-scale enterprises. But being home-based, the likelihood of implementing strict disposal strategies for waste related to their operation, specifically any cooking oil used in their daily operations, could be overlooked.

Moreover, the continued negative effects of climate have seen the unprecedented increase in rainwater volume. This has pushed the city's waterways and drainage systems to the verge. Some areas not known to be flood-prone have experienced the inconvenience due to drainage backflow and surface runoff. One of the key information received during the cleanup of these drainage lines is the amount of solidified oil found in the pipes, causing a substantial reduction in carrying capacity of the drainage system.

As to the prescribed guidelines, the Department of Environment and Natural Resources (DENR) Administrative Order No. 2013-22 – Revised Procedures and Standards for the Management of Hazardous Waste, Revising DAO 2004-36 – classifies used/waste cooking oil and grease trap waste oil, including sludge, as hazardous waste. Thereby prescribing particular protocols for its collection, transportation and disposal, as is required for all hazardous waste.

Noting these considerations, the Department of Sanitation and Cleanup Works of Quezon City or DSQC, has mapped out a project to address the unauthorized disposal of used cooking oil into the city's drainage. Focusing its effort on areas considered to be low intensity-commercial or those where a string of small restaurants are located such as Maginhawa-Malingap streets, Scout area around Tomas Morato Ave., pop-up food hubs, even public markets populated by street food stalls, that have sprouted in various areas of the city, the DSQC hopes to provide these home-based and such other small-scale establishments with the proper means of disposing used cooking oil and keep the city's drain lines from possible clogging.

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 used cooking oil to serve in various areas of Quezon City, as identified by the DSQC.

III. PROJECT OBJECTIVE

The objective of the Project is to ensure that protocols, as outlined in the relevant guidelines, are complied and target areas where used cooking oil can be collected will be handled properly, including designating collection points and schedules, will be done by the DSQC in coordination with the barangays.

IV. PROJECT SCOPE OF WORK

The Collection, Transportation, Treatment and Disposal Services for Used Cooking Oil of Quezon City involves the deployment of appropriate vehicles for hazardous waste in DSQC-identified locations, such as but not limited to,

1. Maginhawa-Malingap Food Hub
2. Tomas Morato commercial area, including peripheral streets,
3. City-owned public markets, particularly with stalls and ambulant vendors selling street food
4. Pop-up food hubs, and other similar locations, as identified 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)

Collection Equipment:

The service provider must provide the following minimum number of 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 from the date of acceptance by the Service Provider of the Notice to Proceed, until the end of the year December 31, 2023.

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:

- Maginhawa-Malingap Food Hub
- Tomas Morato commercial area, including peripheral streets,
- City-owned public markets, particularly with stalls and ambulant vendors selling street food
- Pop-up food hubs, and other similar locations, as identified by the DSQC

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

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 (As necessary)

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		
500	9,282.72	464.14	185.65	9,932.51	4,966,255.00

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 **Four Million, Nine Hundred Sixty Six Thousand, Two Hundred Fifty Five Pesos only (P 4,966,255.00)**. 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:

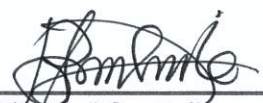
- Violation(s) to any and all of the Undertakings as indicated in the Affidavit of Undertakings submitted to the City Government.
- Unauthorized conduct of operations by the Service provider.
- Other acts inimical to public interest.

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:


Atty. Renato Magbalon III
Waste Management Operations, DSQC

Noted by:


Richard Santuile
Head, DSQC