

UTILITY SERVICES  
TERMS OF REFERENCE  
(SEWERAGE MAINTENANCE & CONNECTION MAINTENANCE SECTION)

SEWERAGE DIVISION

Procurement of general support services, including non-personal or contractual services, such as general / janitorial services, falls under the definition of goods per Section 5 (h) of R.A. 9184 and reiterated in Section 5 (r) of its Implementing Rules and Regulations (IRR).

For purposes of bidding in the procurement of **Services of Utility Workers for SEWERAGE DIVISION** of ZCWD, the winning bid shall be determined by the lowest calculated and responsive bid. For efficient procurement of ZCWD's requirements for Utility Services, the Bids and Awards Committee (BAC) pursuant to **Guidelines on the Procurement of Utility Services**, shall also take into consideration, aside from cost, other factors in determining the winning bid, such as, but not limited to, **contracts with other clients, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.**

The minimum requirements prescribed in this Terms of Reference shall be used as basis in evaluating the technical proposal of the bidder. Compliance of the bidder to the said minimum requirements shall be determined using a "pass-fail system", provided, however, that the BAC may require additional documents or materials as part of the bidder's technical proposal to substantiate the bidder's compliance to the set of parameters enumerated.

The instant procurement of Utility Services shall be **for a period of one (01) year**. The Approved Budget for the Contract (ABC) shall be (1,020101.21) ONE MILLION TWENTY THOUSAND ONE HUNDRED ONE & TWENTY ONE CENT.

The Financial Proposal shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract.

The winning bidder is expected by ZCWD to maintain a satisfactory level of performance throughout the term of the contract based on the performance criteria which shall include, among others,

- (i) quality of service delivered;
- (ii) time management;
- (iii) management and suitability of personnel; and
- (iv) contract administration and management;

Before end of the contract, ZCWD or its authorized representative shall conduct an assessment or evaluation of the aforementioned performance criteria. Based on the assessment, ZCWD may pre-terminate the contract for failure of the service provider to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004.

GENERAL / JANITORIAL SERVICES

**I. SCOPE OF SERVICES/REQUIREMENTS**

**a. Janitorial Agency**

- i. The Janitorial Agency must be duly licensed, registered, and with proper operating permits and other statutory requirements. It must have been engaged in the business for at least **five (5) years**.
- ii. The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies. Same shall be submitted during post-qualification.
- iii. The Janitorial Services Agency will provide Six(6) maintenance workers who will render services at Sewer Division of Pipelines and Appurtenances Maintenance Department.

- IV. The General Services / Janitorial Agency shall be required to submit Certificate of Registration from DOLE during the post-qualification.

**II. APPROVED BUDGET FOR THE CONTRACT OF ONE YEAR Computation for One (1) Year Contract**

CY 2017

Days worked per week  
Equivalent Monthly Rate (EMR) Factor  
Hours worked per day

7 days  
403.60 days  
8 hours

Requirement	1ST Shift 12mn-8am	2nd Shift 8am - 4pm 8am-12pm,1pm-5pm	3rd Shift 4pm-12mn
Night Shift Differential (In hours)	6	-	2
Number of Utility Workers	2	2	2
Contract Duration, Months	12	12	12
<b>A. Direct Cost Payable to Utility Worker</b>			
1. Daily Wage Rate	296.00	296.00	296.00
2. Equivalent Monthly Rate (DWRx396.5/12)	9,955.47	9,955.47	9,955.47
3. 13th Month Pay (DWR x 365/12/12)	750.27	750.27	750.27
4. Night Shift Diffentials Pay (EMR x 10%X(6)/(8))	746.66	0.00	248.89
5. Service Incentive Leave Pay	123.33	123.33	123.33
6. Retirement Benefits RA 7641	555.00	555.00	555.00
<b>A. Total Direct Cost Payable to Worker</b>	<b>12,130.73</b>	<b>11,384.07</b>	<b>11,632.96</b>
<b>B. In-Direct Cost Payable to Government</b>			
1. SSS Contribution	810.30	736.70	773.50
2. Phil Health Contribution	147.15	137.00	140.31
3. Employees Compensation	10.00	10.00	10.00
4. PAG-IBIG Contribution RA 7742	100.00	100.00	100.00
<b>B. Total Indirect Cost Payable to Government</b>	<b>1,067.45</b>	<b>984.20</b>	<b>1,023.81</b>
<b>C. Total Payable to Worker &amp; Government (A+B)</b>	<b>13,198.18</b>	<b>12,368.27</b>	<b>12,656.77</b>
<b>D. Agency Administrative Overhead (10%)</b>			
<b>E. Basic Contract Rate (C+D)</b>			
<b>F. Value Added Tax - 12%of "D"</b>			
<b>G. Minimum Contract Rate Per Worker (E + F)</b>			
<b>Total Monthly Contract</b>			
<b>Contract Price for Contract Duration</b>			
<b>Average Monthly Contract Price Per Worker</b>			
<b>Total Annual Contract Price in Figures</b>			
<b>Amount in Words</b>			

**III. SCOPE OF GENERAL SERVICES/REQUIREMENTS**

1. Maintenance of manholes
2. Cleaning of surroundings of all pumping stations
3. Maintenance of gate valves of all pumping stations

4. Perform other duties and responsibilities as maybe required.

**IV. SET OF MINIMUM REQUIREMENTS**

**a. Stability**

**i. Years of Experience**

✓ At least five (5) years

**ii. Liquidity of the Contractor Net Financial Contracting Capacity (NFCC)**

✓ At least equal to ABC

**iii. Organizational Set-up**

**b. Resources**

**i. No. and Kind of Equipment**

**ii. No. of Personnel**

✓ 6 utility workers

**c. Other Factors**

**i. Recruitment and Selection Criteria**

✓ At least second (2nd) year high school

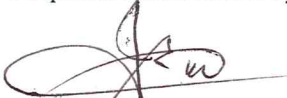
✓ Health certificate

✓ Drug test with proof of certificate from government accredited granting office

**ii. Completeness of Uniforms and Other Paraphernalia**

✓ Standard company uniform with identification card

Prepared & Submitted by:



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