

**GENERAL SERVICES
TERMS OF REFERENCE**

83-GENERAL SERVICES FOR
WATER PRODUCTION DIVISION & ELECTRO-MECHANICAL DIVISION
PRODUCTION DEPARTMENT

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 **General Services Workers** for **WATER PRODUCTION DIVISION AND ELECTRO-MECHANICAL DIVISION** under the **PRODUCTION DEPARTMENT** of ZCWD, the winning bid shall be determined by the lowest calculated and responsive bid. For efficient procurement of ZCWD's requirements for General Services, the Bids and Awards Committee (BAC) pursuant to **Guidelines on the Procurement of General 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 General Services shall be **for a period of 3.5 Months or equivalent to 107 calendar days.** The Approved Budget for the Contract (ABC) shall be **(Php 2,629,733.00) TWO MILLION SIX HUNDRED TWENTY NINE THOUSAND SEVEN HUNDRED THIRTY THREE PESOS.**

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 SERVICES

I. SCOPE OF SERVICES/REQUIREMENTS

a. General Services Agency

- i. The General Services 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 **three (3) 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 General Services Agency will provide Eighty Eight (83) workers of which under the Water Production Division five (05) workers for Diversion Dam/Old Intake, four (04) workers for WTP operations, twenty four (24) workers for production wells, ten (10) workers for booster

stations, thirty five (35) workers for spring-source facilities and five (05) workers for Electro-Mechanical Division who will render services for the operation and maintenance of facilities under the Production Department.

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

**II. APPROVED BUDGET FOR THE CONTRACT (ABC) FOR 3.5 MONTHS PERIOD:
Breakdown of Computation for a 3.5-Months Contract Period:**

Requirement	1ST Shift	2nd Shift	3rd Shift
	12mn-8am / 11pm-7am	8am-4pm / 7am-3pm	4pm-12mn / 3pm-11pm
Days worked per week	4 days		
Equivalent Monthly Rate (EMR) Factor	230.30 days		
Hours worked per day	8 hours		
Number of GS: Dam/Old Intake-5, WTP-4, PWS-24, BS-10, Spring-35 & EMD-5 (Total=83 GS)			
Nighth Shift Differential (hours)	6	-	2
Number of Utility Workers (personnel)	17	38	28
Contract Duration (months)	3.5	3.5	3.5
A. Direct Cost Payable to Utility Worker			
1. Daily Wage Rate (DWR)	316.00	316.00	316.00
2. Equivalent Monthly Rate (DWRx230.30/12)	6,064.57	6,064.57	6,064.57
3. 13th Month Pay (DWR x 366/12/12) x(230.3/397.8)	464.98	464.98	464.98
4. Night Shift Differentials Pay (DWR ÷ 8 x 10% x [6] [2] ÷ 12) x EMR	454.84	0.00	151.61
5. Service Incentive Leave Pay (DWRx5/12)	131.67	131.67	131.67
6. Retirement Benefits RA 7641 (DWRx22.5/12)	592.50	592.50	592.50
A. Total Direct Cost Payable to Worker	7,708.56	7,253.72	7,405.33
B. In-Direct Cost Payable to Government			
1. SSS Contribution	560.00	520.00	560.00
2. Phil Health Contribution	90.97	90.97	90.97
3. Employees Compensation	10.00	10.00	10.00
4. PAG-IBIG Contribution RA 7742	100.00	100.00	100.00
B. Total Indirect Cost Payable to Government	760.97	720.97	760.97
C. Total Payable to Worker & Government (A+B)	8,469.53	7,974.69	8,166.30
D. Agency Administrative Overhead (10%)			
E. Basic Contract Rate (C+D)			
F. Value Added Tax - 12%of "D"			
G. Minimum Contract Rate Per Worker (E + F)			
Total Monthly Contract (G x No. of Gen. Services)			
Contract Price for Contract Duration			
Total Contract Price in Figures (rounded figure)			
Amount in Words			
Total Budget Amount (3.5-MONTHS)			

III. SCOPE OF GENERAL SERVICES/REQUIREMENTS

a. Diversion Dam & Old Intake

1. Assist in the monitoring and logging of required indicators in the operations and maintenance of Old Diversion Dam and Old Intake facilities.
2. Reports immediately to his superior any equipment and appurtenances observed found to have some abnormality.
3. Assist in the Maintenance work of Sluice Gate Valves & other appurtenances.

4. Maintain cleanliness within the surroundings as well as other facilities within the area of assignment.
5. Assist in the monitoring, logging & reporting of hourly reports of the water level at the Dam to include the weather & river conditions.
6. Conduct Cleaning, washing & draining of inner channels at the Dam.
7. Conduct Cleaning, washing & draining of Old intake basin.
8. Conduct flushing of air-release & blow-off valves.
9. Perform other duties and responsibilities as maybe required.

b. Production Wells, Booster Stations & Spring Source Facilities

1. Monitors and log required indicators in the operations and maintenance of Production Wells, Booster Stations and Spring Sources.
2. Under direct supervision prepares chlorine solution for chlorination and set the required dosage and monitors hourly chlorine residual.
3. Under direct supervision operates standby genset in times of power outages.
4. Monitors and log fuel, oil, lube and chemical consumption and reports balances for stock replenishment.
5. Reports immediately to his superior any equipment observed found to have some abnormality.
6. Assist in the Maintenance work of electro-mechanical equipment and other equipment.
7. Maintain cleanliness within the surroundings as well as other facilities within the area of assignment.
8. Monitors and log water level at the tank or cisterns.
9. Submit daily production report.

c. WTP Operations under WPD

1. Assist in the monitoring, logging & reporting of hourly reports of the Water Treatment Plant Operations.
2. Assist the PEO-A/PEO-B in the operations & maintenance of WTP equipment.
3. Conduct maintenance & housekeeping works within the areas of assignment.
4. Conduct cleaning & washing of WTP & Old Reservoir channels, basins & other facilities.
5. Perform other duties and responsibilities as maybe required.

d. WTP Maintenance under EMD

1. Assist in preventive and corrective maintenance program for all plant & electro-mechanical equipment and generators, motor controls and other water treatment equipment of WTP, Production Wells and other ZCWD facilities.
2. Participate in making modifications to equipment for maximum and efficient performance.
3. Assist in the maintenance of filters, basins, reservoirs and other WTP facilities.
4. Report immediately to superiors any equipment and appurtenances observed to have abnormalities.
5. Perform other related duties as required by the ZCWD office.

e. Qualifications

1. Must be at least High School graduate and not more than 60 years old.
2. Pleasing personality and must not been convicted with any crime involving moral turpitude.
3. Must have knowledge/skills in electrical, mechanical, automotive, plumbing, masonry & welding works.

IV. SET OF MINIMUM REQUIREMENTS

a. Stability

- i. Years of Experience
 - ✓ At least three (3) years
- ii. Liquidity of the Contractor Net Financial Contracting Capacity (NFCC)
 - ✓ At least equal to ABC
- iii. Organizational Set-up

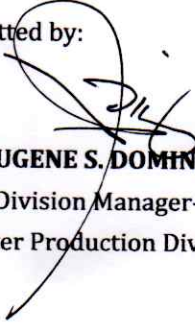
b. Resources

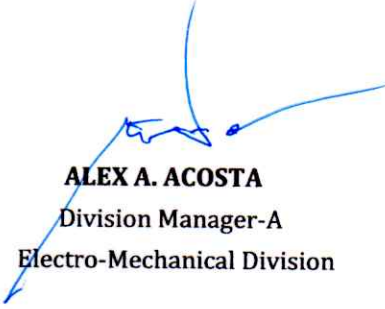
- i. No. and Kind of Equipment
- ii. No. of Personnel
 - ✓ 83 General Services Workers

c. Other Factors

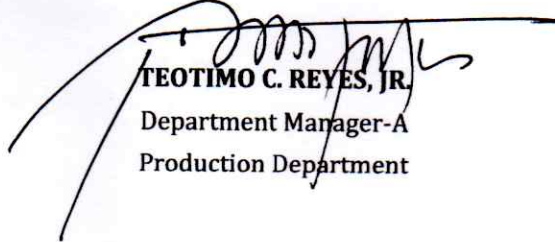
- i. Recruitment and Selection Criteria
 - ✓ at least high school graduate
 - ✓ health certificate
 - ✓ drug test with proof of certificate from government accredited granting office
- ii. Completeness of Uniforms and other Paraphernalia
 - ✓ standard company uniform with identification card
 - ✓ provision for PPEs to eighty three (83) personnel assigned at Dam/Old Intake, Water Treatment Plant, Production Wells and Booster Stations

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