

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 Three (03) Months**. The Approved Budget for the Contract (ABC) shall be (270,406.38) TWO HUNDRED SEVENTY THOUSAND FOUR HUNDRED SIX 38/100.

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 Three (3) Months Contract

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

7.00 Days
 396.80 Days
 8.00 hrs.


| Requirement | 1ST Shift | 2nd Shift | 3rd Shift |
|--|------------------|------------------|------------------|
| | 12:00MN - 8:00AM | 8:00AM - 4:00PM | 4:00PM - 12:00MN |
| | 6 | - | 2 |
| Number of Utility Workers | 2 | 2 | 2 |
| Contract Duration, Months | 12 | 12 | 12 |
| A. Direct Cost Payable to Utility Worker | | | |
| 1. Daily Wage Rate (DWR) | 316.00 | 316.00 | 316.00 |
| 2. Equivalent Monthly Rate (DWRx396.80/12) | 10,449.07 | 10,449.07 | 10,449.07 |
| 3. 13th Month Pay (DWR x 365/12/12) | 800.97 | 800.97 | 800.97 |
| 4. Night Shift Differentials Pay (EMRx10%x6/8) | 783.68 | - | 261.23 |
| 5. Service Incentive Leave Pay (DWRx5/12) | 131.67 | 131.67 | 131.67 |
| 6. Retirement Benefits RA 7641 (DWR x 22.50/12) | 592.50 | 592.50 | 592.50 |
| Total Direct Cost Payable to Worker | 12,757.89 | 11,974.21 | 12,235.43 |
| Uniform Allowance | | | |
| Rice Allowance | | | |
| SSS contribution | | | |
| B. In-Direct Cost Payable to Government | | | |
| 1. SSS Contribution (Effective April, 2019) | 960.00 | 920.00 | 920.00 |
| 2. Phil Health Contribution | 143.67 | 143.67 | 143.67 |
| 3. Employees Compensation | 10.00 | 10.00 | 10.00 |
| 4. PAG-IBIG Contribution RA 7742 | 100.00 | 100.00 | 100.00 |
| Total In-Direct Cost Payable to Government | 1,213.67 | 1,173.67 | 1,173.67 |
| C. Total Amount Payable to Worker & Govt. (A+B) | 13,971.56 | 13,147.88 | 13,409.10 |
| D. Agency Administrative Overhead (10%) | | | |
| E. Basic Contract Rate (C+D) | | | |
| F. Value Added Tax - 12% (D) | | | |
| G. Minimum Contract Rate Per Worker (E + F) | | | |
| Total Monthly Contract | | | |
| Contract Price for Contract Duration | | | |
| Average Monthly Contract Price Per Worker | | | |
| Total Annual Contract Price in Figures | | | |
| Total Quarterly Contract Price in Figures | | | |
| Total Budget Amount | | | |

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.

- 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


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