

ANNEX B**Technical Specifications**

FOR THE PROCUREMENT OF GROUNDS MAINTENANCE SERVICE FOR THE UNIVERSITY OF THE PHILIPPINES MANILA

BID NO.:**BID DATE:****Unit:**

REQUIRED SPECIFICATIONS	REFERENCES (Include supporting documents)	COMMENTS (Clarify inclusion or exclusion)
<p>A. Service provider shall perform grounds maintenance to a land area of 14.4675 hectares as shown in the attached UP Manila Master Campus Plan (Annex A)</p> <p>Reference:</p> <ul style="list-style-type: none">• <i>Proposed maintenance methodology</i>	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology</p>	
<p>B. Service provider shall perform grounds maintenance for at least eight (8) hours daily, Monday to Sunday, for a total of 365 days.</p> <p>Reference:</p> <ul style="list-style-type: none">• <i>Proposed maintenance methodology</i>	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology</p>	
<p>C. Service provider shall deliver the following maintenance results at all times unless mentioned otherwise.</p> <p>1. Paved areas, roadways, walkways, driveways, lawn and other landscape areas including benches, seatwalls and plant boxes are cleared of fallen leaves, twigs, branches, inorganic litter, residual waste, garbage, silt, rocks and other debris at least twice a day.</p>	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	
<p>2. Deployed waste bins are properly set up</p> <p>3. Deployed waste bins are cleaned at least once a month</p> <p>4. Collected inorganic litter, residual waste and garbage are placed in designated points where they will be picked up as municipal waste by the City of Manila Environmental Protection and Waste Management Department</p> <p>5. Collected fallen leaves, twigs and branches placed in waste bins, plastic bags or sacks are hauled from point of collection to designated processing area on campus</p>	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	

<p>6. Collected silt or rocks are placed in areas to be designated by UP Manila</p> <p>7. Lawn areas, shrubs and groundcovers are watered according to plants' watering requirements</p>		
<p>8. Water discharged for irrigation are kept within the softscape area only, not reaching any pathwalk or windows nor left unattended</p> <p>9. Grass is cut and maintained at 2 to 3 inches height at all times</p> <p>10. Lawns are aerated at least once within the contract year</p> <p>11. Groundcovers and shrubs are free from damage</p> <p>12. Groundcovers and shrubs are trimmed to and maintained in the height and form specified by the UP Manila</p> <p>13. Landscape areas are free of weeds</p> <p>14. Fertilizers are applied as necessary</p> <p>15. Palms are free of brown, dried and drooping fronds</p> <p>16. Pruning of trees are pruned using man lifts or basket truck and Department of Environment and Natural Resources (DENR)-licensed chainsaws in pruning operations</p>	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	
<p>17. ANSI A300 standards of the United States of America (USA)-based Tree Care Industry Association are followed in pruning operations</p> <p>18. Safety, security, tree health and aesthetics are taken into consideration during tree care operations</p> <p>19. Pruning schedule is coordinated to UP Manila at least one (1) week prior to performance of pruning</p> <p>20. Tree surgery, balling, cutting, or other special tree care service is performed as necessary with prior coordination with UP Manila and observance of applicable laws and policies subject to additional charge</p> <p>21. Plants and landscape areas are kept free from pest-related damage</p>	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	

22. Integrated pest management (IPM) is prioritized in addressing pest-related concerns		
<p>23. Only Fertilizer and Pesticide Authority (FPA)-registered chemicals are used subject to the approval of UP Manila</p> <p>24. Pesticides are applied by a Certified Pest Applicator on the employ of the service provider who will submit the proposed schedule, mode of application and formulations of the pesticide to be used at least one (1) week prior to any pesticide application procedure</p> <p>25. Paved surfaces like sidewalks and walkways are kept free of algae, moss, silt and other elements that may cause them to become slippery or unsafe for walking at all times</p> <p>26. Outdoor furniture and signages are kept free of algae, moss, silt and other elements that may affect its functionality or aesthetic quality.</p> <p>27. Assist in securing permits and licenses for tree balling, tree cutting and other landscape maintenance activities that may require such from respective government authorities</p> <p>28. Emergency clearing and hauling assistance during typhoons and natural calamities are provided</p> <p>29. Accident insurance is provided for both personnel and property damaged</p> <p>30. Safety warning signs, barriers and other safety equipment which may be required to ensure safety of the public are provided and installed</p> <p>31. Weekly schedule, monthly accomplishment reports for regular landscape and grounds maintenance and product data sheet and material safety data sheets for all chemicals being used in the landscape are submitted on or before the deadline set by UP Manila</p>	Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles	
<p>Reference:</p> <ul style="list-style-type: none"> • <i>Proposed maintenance methodology</i> • <i>Profile of personnel including proof of training or certificates</i> 	Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles	

<ul style="list-style-type: none"> • Inventory of all supplies, tools and equipment available for use in UP Manila 	vehicles	
<p>D. Service provider must have under its employ licensed Foresters and Agriculturists who can provide the professional and technical know-how to ensure that the landscaping and grounds maintenance services are performed properly.</p> <p>Agriculturist/ Forester - Licensed, min of 5 years experience Landscape Architect - Licensed, min. of 5 years experience</p> <p>Reference:</p> <ul style="list-style-type: none"> • Profile of personnel including proof of training or certificates 	Profile of Personnel	
<p>E. Service provider shall field competent crew in proper uniform skilled in landscaping who know how to use and operate equipment and tools and trained on safety practices and the use of personal protective equipment (PPE)</p> <p>Reference:</p> <ul style="list-style-type: none"> • Profile of personnel including proof of training or certificates 	Profile of Personnel	
<p>F. Service provider shall enforce strict discipline and good order among its employees</p> <p>Reference:</p> <ul style="list-style-type: none"> • Proposed maintenance methodology 	Proposed Landscape & Grounds Maintenance Plan & Methodology	
<p>G. Service provider shall agree to submit itself, its representatives and all its workers to the rules and regulations of UP Manila on sanitation, security and safety</p> <p>Reference:</p> <ul style="list-style-type: none"> • Proposed maintenance methodology 	Proposed Landscape & Grounds Maintenance Plan & Methodology	
<p>H. Service provider must have the following vehicles, equipment and tools, including applicable preventive maintenance and repair services, spare parts and consumables, available for use in their operations in UP Manila:</p> <ol style="list-style-type: none"> 1. Hauling vehicle 2. Chainsaws licensed by the Department of Environment and Natural Resources 3. Mechanized blowers 4. Power sprayers 5. Brush cutters 6. Gardening tools <p>Reference:</p>	Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles	

• Inventory of all supplies, tools and equipment available for use in UP Manila

<p>I. Service provider must provide the following consumables:</p> <ol style="list-style-type: none"> 1. Fertilizer (Urea 21-0-0) 2. Fertilizer (Complete 14-14-14) 3. Rooting Hormone 4. Broad Spectrum Insecticide 5. Molluscide 6. Fungicide 7. Oil and fuel for equipment and vehicles 8. Garbage bags 	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	
<p>J. Service provider shall deploy manpower complete with the necessary personal protective equipment (PPE). The following minimum PPE requirements per activity shall be required:</p>	<p>List of tools, equipment and vehicles</p>	
<p>For regular landscape and grounds maintenance:</p> <ol style="list-style-type: none"> 1. Caps or hats 2. Raincoat (during rains) 3. Safety goggles or face shield (for mechanized grass cutter operators, if applicable) 4. Garden Apron (for mechanized grass cutter operators, if applicable) 5. Rubber boots (for mechanized grass cutter operators, if applicable) 6. Gas mask (for pesticide applicators) 7. Rubber gloves (for pesticide applicators) 8. Dust mask (for mechanized blower operators, if applicable) 9. Ear plugs or ear muffs (for mechanized blower operators, if applicable) 10. Reflectorized vests (for dawn and night operations) <p>For tree care services</p> <ol style="list-style-type: none"> 1. Raincoat (during rainy season) 2. Safety goggles or face shield (for chainsaw operators) 	<p>List of tools, equipment and vehicles</p>	
<ol style="list-style-type: none"> 3. Safety shoes (for chainsaw operators) 4. Rubber boots (during rainy season) 5. Climbing equipment and safety harness (for tree servicing operations) 6. Hard Hats 7. Gloves (for bucking) 	<p>List of tools, equipment</p>	

<p>8. Ear plugs or ear muffs (for chainsaw operators, if applicable)</p> <p><i>Reference:</i></p> <ul style="list-style-type: none"> • Inventory of all supplies, tools and equipment available for use in UP Manila 	List of tools, equipment and vehicles	
<p>K. Service provider will deploy these abovementioned manpower, vehicles, equipment, tools, consumables and PPE in adequate quantity in order to ensure that the maintenance results are delivered</p> <p><i>Reference:</i></p> <ul style="list-style-type: none"> • Inventory of all supplies, tools and equipment available for use in UP Manila 	List of tools, equipment and vehicles	
<p>L. Service provider has minimum of five (5) years' experience in landscaping and ground maintenance</p> <p><i>Reference:</i></p> <ul style="list-style-type: none"> • Company profile 	Company Profile and list of projects	
<ul style="list-style-type: none"> • Pictures of projects • Statement of completed contracts for the past three (3) years with attached Certificate of Satisfactory Performance or Sales Invoices or Official Receipts 	Company Profile and list of projects	
<p>M. Service provider must have the competency and capability to design a quality management system aligned with ISO 9000 that fits the requirements of the university for effective landscape and grounds maintenance services of the highest quality</p> <p><i>Reference:</i></p> <ul style="list-style-type: none"> • ISO 9000 certificate 	Company Profile, ISO Certificates	
<p>N. Service provider has maintained a plant and tree propagation nursery with a coverage area of 1,000 square meters in the past three (3) years (1 nursery with minimum of 1,000 square meters or an aggregate of 1 to 3 nurseries that total to a minimum of 1,000 square meters)</p> <p><i>Reference:</i></p> <ul style="list-style-type: none"> • Company profile • Pictures of nursery • Location map 	Company Profile	
<p>O. Service provider must have must have implemented and executed landscaping designs with a coverage area of 1,000 square meters in the past three (3) years (1 landscape project with minimum of 1,000 square meters or an aggregate of 1 to 3 landscape projects that total to a minimum of 1,000 square meters).</p>	Company Profile	

<p>Reference:</p> <ul style="list-style-type: none"> • <i>Company profile</i> • <i>List of completed and ongoing projects, portfolio, notice(s) of award or contracts for implementation or execution of landscaping design showing total area</i> 		
<p>P. Service provider has maintained grounds and landscaped areas with various ornamental plants, trees, and other landscape elements with minimum coverage area of 10 hectares in the past three (3) years (1 landscape area with minimum of 10 hectares area or an aggregate of 1-3 landscape areas that total to a minimum of 10 hectares)</p> <p>Reference:</p> <ul style="list-style-type: none"> • <i>Company profile</i> • <i>List of completed and ongoing projects, portfolio, notice(s) of award or contracts for implementation or execution of landscaping design showing total area</i> 	Company Profile	
<p>Q. The service provider shall assign a supervisory team/ key personnel who shall oversee the performance of maintenance activities included in the scope, prepare reports and perform representation and coordination work with UP Manila.</p> <p>Agriculturist/ Forester - Licensed, min of 5 years experience Landscape Architect - Licensed, min. of 5 years experience</p> <p>Reference:</p> <ul style="list-style-type: none"> • <i>Proposed maintenance methodology</i> • <i>Profile of personnel including proof of training or certificates</i> 	Proposed Landscape & Grounds Maintenance Plan & Methodology, Profile of Personnel	