

Proj. Ref. No.: **BAC1-2022-09-0054**
End-User: **OFFICE AND CUSTODIAL SERVICES**
Project: **PROCUREMENT OF GROUNDS MAINTENANCE
SERVICES FOR THE PHILIPPINE GENERAL
HOSPITAL**
Contract: **SINGLE BID**

Opening of Bids: **11 Nov. 2022**
ABC: **PHP8,539,000.00**

Item No.	Qty.	UOM	Item Description	Unit Cost	Quotations (all taxes included)	
					in figures	in words
1	1	lot	PROCUREMENT OF GROUNDS MAINTENANCE SERVICES FOR THE PHILIPPINE GENERAL HOSPITAL	8,539,000.00		
			Annual Ground Maintenance – PHp6,862,000.00 (VAT Included)			
			Tree Removal Project – Php1,677,000.00 (VAT Included)			
Approved Budget for the Contract:				Php8,539,000.00		

TERMS OF REFERENCE:

1. Scope of Work

1.1. Location

Grounds maintenance service shall be performed in Philippine General Hospital constituting a total area of ten (10) hectares as shown in the attached Philippine General Hospital Plan.

1.2. Duration

Grounds Maintenance shall be performed for at least eight (8) hours daily, Monday to Sunday, for total of 365 days.

1.3. Maintenance results to be delivered

The service provider shall deliver the following maintenance results and should reflect these in their proposed maintenance methodology which forms part of the documents for submission listed down in **Annex B**.

Unless mentioned otherwise, the following result shall be delivered at all times during the contract period as a performance-based contract.

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Dean CHARLOTTE M. CHIONG, MD, PhD
Chairperson

(Signature over Printed Name of President / Gen. Manager)

(Name & Address of Company)

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Services

1. Grounds Keeping

- a. Paved areas, roadways, walkways, driveways, lawn, and other landscape areas including benches, seat walls, and plant boxes are cleared of fallen leaves, twigs, branches, inorganic litter, residual waste, garbage, silt, rocks, and other debris daily
Frequency: At least once a day
- b. Deployed waste bins are properly set up
Frequency: Daily
- c. Deployed waste bins are cleaned at least once a month
Frequency: Monthly
- d. 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
Frequency: As scheduled
- e. Collected fallen leaves, twigs, and branches placed in waste bins, plastic bags, or sacks are hauled from point of collection to the designated processing area in the hospital
Frequency: Daily
- f. Collected silt or rocks are placed in areas to be designated by PGH
Frequency: As needed
- g. 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 during the rainy season
Frequency: As needed

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h. Quarterly cleaning of outdoor furniture and signages to remove algae, moss, silt, and other elements that may affect its functionality or aesthetic quality.
Frequency: Quarterly

i. Removal of wildings/balete sprouts on building crevices
Frequency: As needed

2. Landscape Management

a. Lawn areas, shrubs, and groundcovers are watered according to plants' watering requirements

Frequency: As needed

b. Water discharged for irrigation is kept within the softscape area only, not reaching any path walk or hardscapes nor left unattended

Frequency: As needed

c. The grass is cut and maintained at 2-3 inches height at all times

Frequency: Monthly

d. Lawns are aerated at least once within the contract year

Frequency: Annually

e. Groundcovers and shrubs are lush and free from damage

Frequency: Daily

f. Groundcovers and shrubs are trimmed and maintained in the height and form specified by the PGH

Frequency: As needed

g. Landscape areas are free of weeds, litter, stones, or debris

Frequency: As needed

h. Fertilizers are applied as necessary

Frequency: As needed

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- i. Integrated pest management (IPM) is prioritized in addressing pest-related concerns in shrubs and ground covers. Exercise utmost caution in the use of pesticides in the hospital complex. To provide the methodology & schedule before implementation to the Office & Custodial Services.

Frequency: As needed

3. Palm and Tree Care

- a. Palms are free of brown, dried, and drooping fronds

Frequency: As needed

- b. Trees are pruned for height clearance (below 12 feet in height and less than 6" in diameter).

Frequency: As needed

- c. Safety, security, tree health, and aesthetics are taken into consideration during tree care operations. ANSI A300 standards of the United States of America (USA) –based Tree Care Industry Association are followed in pruning operations.

Frequency: As needed

- d. Tree care services such as the pruning of trees and branches beyond 12 feet in height and more than 6" in diameter, height and crown reduction, felling or removal, surgery, earth-balling and transplanting, root pruning, stump removal, wood chipping, and other treatments are performed as necessary using appropriate equipment and tools. Conduct of service is scheduled and coordinated with the Office & Custodial Services at least one (1) week before the conduct of operations with observance of applicable laws and policies, subject to an additional charge.

Frequency: As needed

- e. Tree removal of approximately 63 pcs of hazard trees/palms within the hospital including the processing of DENR cutting permit and disposal of pruning debris within the hospital.

Frequency: Conducted within the contract period

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4. Landscape Improvement

Landscape improvement plan for landscape areas: Inner quads (Medicine, Pediatrics, Cafeteria at Old OR Bldg., Trauma Ward, Rehab, Psychiatric Ward, Dietary-North & South, and Obstetric); Courtyard gardens (located between Wards 1 & 2, Wards 6 & 7, Wards 9 & 11, Wards 14A and 15) the plan is presented for review and approval by the PGH administration and is subject to an additional charge.

Frequency: As needed

5. Other related deliverables

- a. Assist in securing permits and license for tree balling, tree cutting, and other landscape maintenance activities that may require such from respective government authorities

Frequency: As needed

- b. Emergency clearing and hauling assistance during typhoons and natural calamities are provided, subject to an additional charge. The contractor will not be held liable for any damages or delays due to force majeure.

Frequency: As needed

- c. Accident insurance is provided for both personnel and property damage not exceeding the total contract price

Frequency: For the whole contract period]

- d. Safety warning signs, barriers, and other safety equipment which may be required to ensure the safety of the public are provided and installed

Frequency: As needed

- e. The following documents are submitted on or before the deadline set by PGH:

- i. Weekly schedule, including manpower deployment schedule

Frequency: Weekly

- ii. Monthly accomplishment reports for regular landscape and grounds maintenance

Frequency: Monthly

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iii. Proof of payment/remittances of SSS, PhilHealth, and HDMF of the previous month is submitted together with the billing
Frequency: Monthly

f. Report to the Deputy Director for Administration any defective/damaged facilities within the contract area, such as electrical, plumbing, carpentry, painting, masonry, busted, and/or any unusual activities within the hospital premises and its surroundings.
Frequency: As needed

2. Resources to be provided

The service provider will deploy manpower, vehicles, equipment, tools, and consumables in adequate quantity to ensure that the above-mentioned maintenance results are delivered. PGH reserves the right, at any time during the contract period, to require the service provider to increase the number of resources deployed in case the current quantity fails to deliver the required maintenance results.

2.1. Manpower

Skilled manpower deployment shall be determined and provided by the service provider to ensure that the requirements of PGH are met. The service provider shall comply with all existing laws, rules, and regulations governing the employment of labor and workmen.

The service provider must have under its employ licensed foresters, agriculturists, and landscape architects who can provide the professional and technical know-how to ensure that landscaping and grounds maintenance activities are performed properly.

It must field a competent crew skilled in landscaping who know how to use and operate equipment and tools and are trained on safety practices and the use of personal protective equipment (PPE).

The service provider's employees shall be in proper and clean uniforms at all times. For purpose of identification, only one type of uniform and color scheme shall be adopted which will be subjected to the approval of PGH. The uniforms shall be provided at the

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service provider's own expense. The service providers shall also provide their employees with the proper identification cards upon completion of such pre-requisites, as may be required by PGH.

The service provider is expected to enforce strict discipline and good order among its employees and shall agree to submit itself, its representatives, and all its workers to the rules and regulations of PGH on sanitation, security, and safety.

2.2. Vehicles, equipment, tools, and consumables

The vehicles, equipment, tools, and consumables to be used in the delivery of maintenance results, including corresponding repairs and maintenance, shall be for the exclusive account of the service provider.

The service provider shall present for inspection at the premises of the Hospital, the vehicles, equipment, complete set of tools, and supplies listed below, within fifteen (15) calendar days from receipt of the Notice to Proceed from PGH.

PGH may, at its option, inspect the said vehicles, equipment, tools, and consumables in the service provider's storage area.

If after fifteen (15) calendar days from receipt of the Notice to Proceed, the service provider fails to present as such, the award may be canceled and issued to the second-ranked complying and responsive bidder.

2.2.1. Vehicles, equipment, and tools

The 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 PGH:

1. Walk-behind or ride-on vacuum street sweeper
Description: 50-60 gallons litter capacity, gas-fed
2. Hauling Vehicle
Description: 4-wheeler, 2 cubic meter capacity

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3. Manlift Truck
Description: 45-feet height reach, bucket with 200kg capacity, 4 or 6-wheeler with outrigger
4. Chainsaw
Description: 25" blade, 5.4 hp, gas-fed
5. Mechanized blowers
Description: 2.7bhp, 200mph air velocity
6. Power sprayer
Description: 1300 cubic meter per hour air throughput, 13L capacity
7. Brush Cutter
Description: 1hp, with blade/nylon and head attachment
8. Gardening tools
Description: All necessary gardening tools such as but are not limited to trowels, spades, pruning shears, hedge trimmers, etc.

Upon award, the service provider shall provide PGH with a list of its management and company vehicles that may be brought into the Hospital during the contract period. Not all equipment and vehicles are to be deployed at the Hospital daily in consideration of available parking space.

2.2.2. Personal Protective Equipment (PPE)

PPEs for regular landscape and grounds maintenance personnel:

1. Facemask
2. Caps/hat
3. Raincoat (during the rainy season)
4. Safety goggles/face shield (for mechanized grass cutter)
5. Garden apron (for mechanized grass cutter operators, if)
6. Rubber boots (during the rainy season and for mechanized)
7. Rubber gloves (for pesticide applicators)
8. Dust mask (for mechanized blower operators, if applicable)
9. Earplug/muff (for mechanized equipment operators, if)
10. Reflectorized vests (for dawn and night operations)

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PPEs for tree care services, if applicable

1. Raincoat (during the rainy season)
2. Hard Hats
3. Safety shoes (for chainsaw operators)
4. Rubber boots (during rains)
5. Climbing equipment and safety harness
6. Safety goggles/face shield (for mechanized grass cutter)
7. Gloves (for bucking)
8. Earplug/muff (for chainsaw operators, if applicable)

3. Technical qualification of the service provider

As the basis of technical capability, the service provider should comply with the following requirements as evidenced by documents for submission listed in **Annex C**:

3.1. Track record in landscaping and grounds maintenance

Minimum of five (5) years' experience in landscaping and grounds maintenance, nursery maintenance and management, and tree care

3.2. ISO 9001 certification

Competency and capability to design a quality management system aligned with ISO 9001:2015 that fits the requirements of PGH for effective landscape and grounds maintenance services of the highest quality

3.3. ISO 14001 certification

Competency and capability to design an environmental management system aligned with ISO 9001:2015 that fits the requirements of PGH for effective management of its environmental responsibilities in line with the landscape and grounds maintenance services

3.4. ISO 45001 certification

Competency and capability to design an occupational health and safety management system aligned with ISO 45001:2018 that fits the requirements of PGH to provide a safe and healthy workplace in line with the landscape and grounds maintenance services

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3.5. Experience in grounds and landscape maintenance

Maintained grounds and landscaped areas with various ornamental plants, trees, and other landscape elements with a minimum coverage area of 10 hectares area or an aggregate of 1-3 landscape areas that total to a minimum of 10 hectare)

3.6. Experience in professional tree care

Conducted professional tree care services such as pruning, removal, earth-balling, and transplanting in the past five (5) years

4. Supervision

4.1. Track record in landscaping and grounds maintenance

4.2. ISO 9001 certification

Competency and capability to design a quality management system aligned with ISO 9001:2015 that fits the requirements of PGH for effective landscape and grounds maintenance services of the highest quality

4.3. ISO 14001 certification

Competency and capability to design an environmental management system aligned with ISO 14001:2015 that fits the requirements of PGH for effective management of its environmental responsibilities in line with the landscape and grounds maintenance services

4.4. ISO 45001 certification

Competency and capability to design an occupational health and safety management system aligned with ISO 45001:2018 that fits the requirements of PGH to provide a safe and healthy workplace in line with the landscape and grounds maintenance services

4.5. Experience in grounds and landscape maintenance

Maintained grounds and landscaped areas with various ornamental plants, trees, and other landscape elements with a minimum coverage area of 10 hectares in the past five (5) years (1 landscape area with a minimum of 10 hectares area or an aggregate of 1-3 landscape areas that total to a minimum of 10 hectares)

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4.6. Experience in professional tree care

Conducted professional tree care services such as pruning, removal, earth-balling, and transplanting in the past five (5) years

4.7. Experience in landscape design implementation

Implemented or executed landscape designs with a coverage area of 1,000 square meters in the past three (3) years (1 landscape project with a 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)

5. Supervision

The service provider shall assign a supervisory team who shall oversee the performance of maintenance activities included in the scope, prepare reports and perform representation and coordination work with PGH.

- 5.1. Agriculturist / Forester (full-time for the project) – The agriculturist/forester shall serve as the representative of the service provider. All communications with the maintenance team shall be through the Agriculturist / Forester. The licensed Agriculturist / Forester must have at least three (3) years of experience in grounds maintenance.
- 5.2. Landscape Architect (part-time for the project) – The Landscape Architect must be duly licensed with at least three (3) years of experience with softscape and hardscape design. Shall be a member of the Philippine Association of Landscape Architects (PALA). The Landscape Architect should be available for any correspondence with regards to Landscape Architectural design scope in this Terms of Reference.

PGH shall, at all times, have the right to inspect the quality of work and performance of the service provider, decide on any and all questions which may arise as to the quality or acceptability of the services rendered, and require immediate corrective action.

6. Basis of payment

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REQUIRED DOCUMENTS FOR SUBMISSION OF

1. Company Profile showing among others:
 - a. Minimum of five (5) years' experience in landscaping and grounds maintenance, nursery maintenance and management, and tree care;
 - b. Maintained grounds and landscaped areas with various ornamental plants, trees, and other landscape elements with a minimum coverage area of 30 hectares in the past five (5) years (1 landscape area with a minimum of 30 hectares area or an aggregate of 1-3 landscape areas that total to a minimum of 30 hectares);
 - c. Conducted professional tree care services such as pruning, removal, earth-balling, and transplanting in the past five (5) years;
 - d. Implemented or executed landscape designs with a coverage area of 1,000 square meters in the past five (5) years (1 landscape project with a 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)
 - e. Pictures of the above-mentioned projects with area size
 - f. List of available Licensed Technical Personnel such as but not limited to Landscape Architects, Agriculturists, and Foresters who are under the employ of the Contractor and will be made available to do periodic visits at PGH;
2. ISO 9001, 14001, and 45001 Certification
3. Profile of all personnel to be deployed or made available to PGH if awarded the contract and proof of licenses of all technical personnel such as but not limited to Landscape Architects, Agriculturists, and Foresters;
 - a. Agriculturist / Forester (full-time for the project) – must be duly licensed with at least three (3) years of experience in grounds maintenance.
 - b. Landscape Architect (part-time for the project) – must be duly licensed with at least three (3) years of experience with softscape and hardscape design. Shall be a member of the Philippine Association of Landscape Architects (PALA). The Landscape Architect should be available for any correspondence with regards to Landscape Architectural design scope in this Terms of Reference.

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4. List of all supplies, tools, equipment, and vehicles available for use in PGH. PGH may inspect the said vehicles, equipment, tools, and supplies at the contractor's storage area;
5. DOLE Certification of Compliance (D.O. 174);
6. Certificate of Satisfactory Completion of similar completed contracts for the past five (5) years;
7. Proposed methodology for the landscape and grounds maintenance services;
8. DENR Certificate of Registration of 25" Chainsaw;
9. Proof of Ownership or Rental Agreement of Vacuum Street Sweeper, Hauling Truck, and Manlift Truck.

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