

Proj. Ref. No.: **BAC1-2023-12-0126**
End-User: **OFFICE AND CUSTODIAL SERVICES**
Project: **PROCUREMENT OF GROUNDS MAINTENANCE**
Title: **SERVICES FOR THE PHILIPPINE GENERAL**
HOSPITAL
Contract: **One (1) Year**

Opening of Bids: **09 February 2024**
ABC: PHP **7,993,664.00**

Item No.	Qty.	UOM	Item Description	Unit Cost (Php)	Quotations (all taxes included)	
					in figures	in words
1	1	Lot	PROCUREMENT OF GROUNDS MAINTENANCE SERVICES FOR THE PHILIPPINE GENERAL HOSPITAL	7,993,664.00		
			Annual Ground Maintenance	6,861,120.00		
			Paving Works at PGH Main Parking	1,132,544.00		
Total Approved Budget for the Contract:				Php7,993,664.00		

TERMS OF REFERENCE:

1. Scope of Work

1.1. Location

Grounds maintenance service shall be performed in Philippine General Hospital constituting a total land 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 a 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.

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
- 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 services
Frequency: As needed

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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 acceptable heights 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
- 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 below 12 feet in height are free of brown, dried, and drooping fronds
Frequency: As needed
- b. Trees below 12 feet in height and less than 6" in diameter are pruned for height clearance.
Frequency: As needed

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- 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 with prior coordination with PGH and observance of applicable laws and policies subject to additional charge.

Frequency: As needed

4. Landscape Improvement: Paving Works at Main Parking

The service provider shall supply and install 102 square meters of gray interlocking pavers at the Main Parking. Paving works shall include the demolition of the existing heaved concrete sidewalks and hauling out of debris, supply, and compaction of sand, laying and installation of pavers, construction of concrete borders to create tree wells, and planting of Mexican Petunias on the tree wells.

Frequency: One-time installation to be completed within the contract year.

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 that may be required to ensure the safety of the public are provided and installed

Frequency: As needed

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- 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
 - 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 through the head of the Office and Custodial Services 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 quantity 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.

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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 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 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:

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

The service provider must provide the following consumables in adequate quantity and frequency, if necessary, to meet the maintenance results:

1. Fertilizers
Description: Nitrogen-rich for vegetative growth and Complete N-P-K for optimum growth and maintenance
2. Rooting Hormone
Description: For propagating cuttings
3. Pesticides
Description: Broad spectrum insecticides for common insect pests, molluscicides for snails and slugs, Fungicide for common fungal infestation

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4. Oil and fuel equipment and vehicles
Description: For power tools, equipment, and vehicles
5. Garbage bags
Description: For outdoor trash bins and plastic-picking activities
6. Spare parts
Description: For preventive maintenance of equipment and vehicles

2.2.3. Personal Protective Equipment (PPE)

The service provider shall deploy manpower complete with the necessary Personal Protective Equipment (PPE). The following minimum PPE requirements per activity shall be required:

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)

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)

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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:

- 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 14001:2015 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
- 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
- 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
- 3.7. **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)

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4. 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.

- 4.1. **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.
- 4.2. **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 all questions which may arise as to the quality or acceptability of the services rendered, and require immediate corrective action.

5. Basis of payment

The contractor shall be paid every month equivalent to one-twelfth (1/12) of the total contract price.

End-user will conduct a monthly performance audit based on a service level agreement (SLA). The SLA and monthly accomplishment reports will be used as an attachment for the billing. A satisfactory rating of 85% is required for processing of the audited month.

A rectification of a period of 48 hours, or as agreed upon with PGH, is given to the service provider in case it fails to acquire a satisfactory rating.

Payment for the audited month is postponed until the rectification period is completed and SLA performance is re-evaluated. If, after rectification period, the contractor still fails to receive a satisfactory rating, deductions at the rate of one-tenth (1/10) of one percent (1%) of the total contract price will be imposed daily until a satisfactory rating is achieved.

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Delay due to non-responsiveness, with due notice, cannot be rectified. After three (3) consecutive months of rating below 85%, shall be considered a breach of obligation and subject to lawful action.

REQUIRED DOCUMENTS FOR SUBMISSION OF CONTRACTOR/ POST QUALIFICATION REQUIREMENTS

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 10 hectares in the past five (5) years;
 - 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.
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;

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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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