



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center



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

1. General Description

The University of the Philippines (UP) Manila Campus, hereinafter the "Campus", a 14.467- hectare community providing education, research and services in the health sciences, hosting 63 buildings, is one of the constituent units of the University of the Philippines, the National University, created by Act No. 1870, as amended and strengthened by Republic Act No. 9500, otherwise known as "The University of the Philippines Charter of 2008."

To address special maintenance requirements for the campus, the service is outsourced from an external grounds maintenance service provider. This shall be procured through competitive public bidding in accordance with the provisions of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act", and its 2016 Revised Implementing Rules and Regulations.

This document shall provide details on the scope of the service being procured, the resources and qualifications required from participating service providers and other details of the contract.

2. Project Description

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|-----|----------------------|---|--|
| 2.1 | Project Name | : | UP Manila Grounds Maintenance |
| 2.2 | Location | : | University of the Philippines Manila, Ermita, Manila |
| 2.3 | Total Lot Area | : | 14.4675 hectares (See Annex A) |
| 2.4 | Owner | : | University of the Philippines Manila |
| 2.5 | Implementing Agency: | | CPDMO, University of the Philippines Manila |

3. Scope of work

3.1 Duration

Grounds maintenance shall be performed for at least 8 hours daily, Monday to Sunday, for a total of Three Hundred Sixty Five (365) calendar days upon acceptance of Notice to Proceed.

3.2 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 results shall be delivered at all times during the contract period.

3.2.1 Litter management

- 3.2.1.1. Paved areas, roadways, walkways, driveways, lawns 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 at least twice a day.
- 3.2.1.2. Deployed waste bins are properly set up
- 3.2.1.3. Deployed waste bins are cleaned at least once a month
- 3.2.1.4. 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
- 3.2.1.5. 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
- 3.2.1.6. Collected silt or rocks are placed in areas to be designated by UP Manila

3.2.2. Irrigation

- 3.2.2.1. Lawn areas, shrubs and groundcovers are watered according to plants' watering requirements.
- 3.2.2.2. Water discharged for irrigation are kept within the softscape area only, not reaching any pathwalk or windows nor left unattended.

3.2.3. Lawn, groundcover and shrub care

- 3.2.3.1. Grass is cut and maintained at 2 to 3 inches height at all times.
- 3.2.3.2. Lawns are aerated at least once within the contract year.
- 3.2.3.3. Groundcovers and shrubs are free from damage.
- 3.2.3.4. Groundcovers and shrubs are trimmed to and maintained in the height and form specified by the UP Manila.
- 3.2.3.5. Landscape areas are free of weeds.
- 3.2.3.6. Fertilizers are applied as necessary.

3.2.4. Palm and tree care

- 3.2.4.1. Palms are free of brown, dried and drooping fronds.
- 3.2.4.2. Pruning of trees shall use man lifts or basket truck and Department of Environment and Natural Resources (DENR)-licensed chainsaws in pruning operations.

Tree pruning includes only 3 units of crown reduction which is the lowering of the total height of the tree. Trees in excess of 3 units are subject to an additional charge and will be a separate contract.

Tree care services such as felling or removal, surgery, earth-balling and transplanting, root pruning, stump removal and other treatments are not included in this contract and are subject to additional charges if needed.

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

- 3.2.4.5. Pruning schedule is coordinated to UP Manila at least one (1) week prior to performance of pruning.
- 3.2.4.6. 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.

3.2.5. Pest management

- 3.2.5.1. Plants and landscape areas are kept free from pest-related damage.
- 3.2.5.2. Integrated pest management (IPM) is prioritized in addressing pest-related concerns.
- 3.2.5.3. Only Fertilizer and Pesticide Authority (FPA)-registered chemicals are used subject to the approval of UP Manila.
- 3.2.5.4. 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.

3.2.6. Hardscape maintenance

- 3.2.6.1. 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.
- 3.2.6.2. Outdoor furniture and signages are kept free of algae, moss, silt and other elements that may affect its functionality or aesthetic quality.

3.2.7. Landscape improvement

- 3.2.7.1. Landscape improvement of existing landscaped areas are presented for review and approval of UP Manila.

3.2.8. Other related deliverables

- 3.2.8.1. Assist in securing permits and licenses for tree balling, tree cutting and other landscape maintenance activities that may require such from respective government authorities
- 3.2.8.2. Emergency clearing and hauling assistance during typhoons and natural calamities are provided
- 3.2.8.3. Accident insurance is provided for both personnel and property damaged
- 3.2.8.4. Safety warning signs, barriers and other safety equipment which may be required to ensure the safety of the public are provided and installed
- 3.2.8.5. The following documents are submitted on or before the deadline set by UP Manila:
 - 2.3.8.5.1. Weekly schedule.
 - 3.2.8.5.2. Monthly accomplishment reports for regular landscape and grounds maintenance.
 - 2.3.8.5.3. Product data sheet and material safety data sheets for all chemicals being used in the landscape.

4. Resources to be provided

This document shall provide the descriptive requirements for manpower, vehicles, equipment, tools and consumables to be deployed. The service provider will deploy these resources in adequate quantity in order to ensure that the above-mentioned maintenance

results are delivered. UP Manila 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 required maintenance results.

4.1. Manpower

Skilled manpower deployment shall be determined and provided by the service provider to ensure that the requirements of UP Manila 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 landscape architect, foresters, and agriculturists who can provide the professional and technical know-how to ensure that landscaping and grounds maintenance activities are performed properly.

It must field competent crew 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).

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 UP Manila. 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 prerequisites, as may be required by UP Manila.

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 UP Manila on sanitation, security and safety.

4.2. 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 Campus, the vehicles, equipment, complete sets of tools and supplies listed below, within fifteen (15) calendar days from receipt of the Notice to Proceed from UP Manila.

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

If after 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.

4.2.1. Vehicles, equipment and tools

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:

- 4.2.1.1. Push behind vacuum street sweeper
- 4.2.1.2. Hauling vehicle
- 4.2.1.3. Basket truck
- 4.2.1.4. Chainsaws licensed by the Department of Environment and Natural Resources
- 4.2.1.5. Mechanized blowers
- 4.2.1.6. Power sprayers
- 4.2.1.7. Brush cutters

4.2.1.8. Gardening tools

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

4.2.2 Consumables

Service provider must provide the following consumables:

- 4.2.2.1. Fertilizer (Urea 21-0-0)
- 4.2.2.2. Fertilizer (Complete 14-14-14)
- 4.2.2.3. Rooting hormone
- 4.2.2.4. Broad spectrum insecticide
- 4.2.2.5. Molluscide
- 4.2.2.6. Fungicide
- 4.2.2.7. Oil and fuel for equipment and vehicles
- 4.2.2.8. Garbage bags

4.2.3 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:

4.2.3.1. For regular landscape and grounds maintenance:

- 4.2.3.1.1. Caps/hats
- 4.2.3.1.2. Raincoat (during rains)
- 4.2.3.1.3. Safety goggles/face shield (for mechanized grass cutter operators, if applicable)
- 4.2.3.1.4. Garden apron (for mechanized grass cutter operators, if applicable)
- 4.2.3.1.5. Rubber boots (during rainy season and for mechanized grass cutter operators)
- 4.2.3.1.6. Gas mask (for pesticide applicators)
- 4.2.3.1.7. Rubber gloves (for pesticide applicators)
- 4.2.3.1.8. Dust mask (for mechanized blower operators, if applicable)
- 4.2.3.1.9. Ear plug/muff (for mechanized equipment operators, if applicable)
- 4.2.3.1.10. Reflectorized vests (for dawn and night operations)

4.2.3.2. For tree care services:

- 4.2.3.2.1. Raincoat (during rainy season)
- 4.2.3.2.2. Safety goggles/face shield (for chainsaw operators)
- 4.2.3.2.3. Safety shoes (for chainsaw operators)
- 4.2.3.2.4. Rubber boots (during rains)
- 4.2.3.2.5. Climbing equipment and safety harness
- 4.2.3.2.6. Hard hats
- 4.2.3.2.7. Gloves (for bucking)
- 4.2.3.2.8. Ear plug/muff (for chainsaw operators, if applicable)

5. Technical qualification of service provider

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

5.1. Registration and Experience

The service provider shall be duly registered with the SEC or DTI, owned and managed by professionals qualified to undertake work in the field of landscaping and grounds maintenance services. The service provider must have at least five (5) years' experience in landscaping and grounds maintenance

5.2. ISO 9000 certification

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

5.3. Experience in nursery maintenance and management

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 a minimum of 1,000 square meters)

5.4. 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 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)

5.5. Experience in landscape maintenance

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 a minimum of 10 hectares area or an aggregate of 1-3 landscape areas that total to a minimum of 10 hectares)

6. Key Staff Qualifications

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 UP Manila.

The members and respective qualifications of the supervisory team shall be as follows:

1. Agriculturist/ Forester - 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 supervisor must be duly licensed with at least five (5) years experience in grounds maintenance.
2. Landscape Architect - The design Landscape Architect must be duly licensed with at least five (5) years experience with university/ institutional landscaping. Shall be a member of Philippine Association of Landscape Architects (PALA).

UP Manila 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.

7. Fees and Payment

The Approved Budget for the Contract is Nine Million Six Hundred Thousand Pesos and 0/100 centavos (Php 9,600,000.00) for a period of 365 calendar days.

Contractor shall be paid on a monthly basis 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 period of 48 hours, or as agreed upon with UP Manila, is given to the service provider in case it fails to acquire the satisfactory rating.

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

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

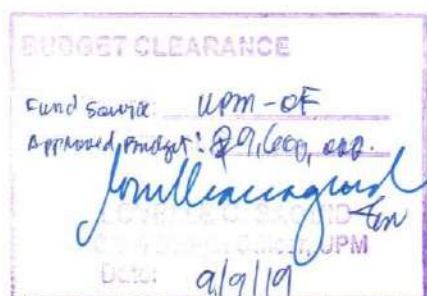
8. Submission Information

The BAC Activities for this PROJECT'S procurement, in accordance with these Terms of Reference, shall be as follows:

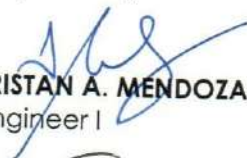
Pre-bid Conference	:
Receipt of Technical and Financial Proposals	:
Opening of Technical Proposals	:
Opening of Financial Proposals	:

The Pre-bid Conference, as well as all pertinent submissions, shall be at the 8th Floor, PGH Building U.P. Manila BAC 2 Secretary Office, Taft Avenue, Manila, University of the Philippines Manila. All payments shall be made at the UPM Cashier.

The University of the Philippines Assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.



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Recommending Approval:


MICHAEL L. TEE, MD, MHPed, MBA
Vice Chancellor for Planning and Development

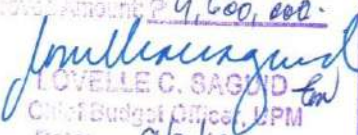
Approved:


ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration

BUDGET CLEARANCE

Fund Source: WPM - OF

Approved Amount: P 9,600,000.


LOVELLE C. SAGUD
Chief Budget Officer, WPM

Date: 9/9/19