

**PROJECT TITLE : SUPPLY AND DELIVERY OF MANPOWER, TOOLS AND EQUIPMENT
FOR THE FACILITIES AND CLEAN AND GREEN MAINTENANCE IN MEZ**

LOCATION : MEZ, LAPU-LAPU CITY

DATE : JUNE 2019

I. FACILITIES/UTILITIES MAINTENANCE

A. SCOPE OF WORK (Exhibit "A" & "B")

1. Data Gathering. The Service Provider shall assist the Engineering and Maintenance Division (EMD) in gathering the necessary data, information/s, and other survey works for the preparation/s of plan/s, drawing/s, design/s, and specification/s.
2. Preparation of Programs of Work (POW) and Work Orders. The Service Provider shall assist EMD in the preparation of the Programs of Work (POW) and Work Orders.
3. Coordinate with Enterprise/s and Other Office/s. The Service Provider shall assist the EMD in coordinating with the Enterprise/s and other office/s related to engineering and maintenance issue/s and concern/s.
4. Minor Repair/s and Maintenance. The Service Provider shall be responsible for the minor repair/s and maintenance of MEZ-owned Facilities and Utilities such as: Administration Building, Utility Building, Staff House, Standard Factory Buildings 1 & 2 (SFB 1 & 2), Mini-Standard Factory Building (Mini-SFB), Police Head Quarters, Police Outpost/s, Police Investigation Building, Police Guard House/s, Maintenance Building/s, Warehouse Building/s, Guest House/s, Road Network, Curbs and Gutters, Storm and Sewer System, Perimeter Fence/s, Playground, Green Area/s, Steel Railings, Electrical system, Sanitary and plumbing system, and other Facilities and Utilities.
5. Repair and Maintenance by Administration. The Service Provider shall implement / execute the POW for the repair and maintenance of facilities and utilities to be undertaken by the Administration.
6. Monitoring of Status of MEZ-owned Facilities and Utilities. The Service Provider shall conduct monitoring schedule of activities for the status of MEZ-owned Facilities and Utilities in order for an instantaneous and compulsory repair and maintenance.
7. Emergency Repair/s and Maintenance. In case of emergency repair/s and maintenance, the Service Provider shall produce and provide EMD the necessary tool/s and equipment free of charge to PEZA in the event EMD don't have such tool/s and equipment.
8. The skilled personnel such as carpenter, mechanic, mason, electrician, plumber, and etc. shall be required to produce their own set of adequate tools in the performance of their assigned tasks.
9. Office Clerk- In-charge in the preparation of payroll, reports and remmitances to other government agencies.

B. MANPOWER REQUIREMENT (refer to Exhibit " D")

Item	Qty.	Description	Unit Cost	Amount
1	1	Office Clerk (FM & CG)	Php	-
2	1	Foreman	Php	-
3	1	Warehouseman/Autocad Operato	Php	-
4	1	Driver/Mechanic	Php	-
5	2	Mason/Carpenter	Php	-
6	1	Welder	Php	-
7	3	Electrician	Php	-
8	2	Plumber	Php	-
9	2	Painter	Php	-
10	6	Helpers	Php	-
	<u>20</u>		Php	<u>-</u>

C. TOOLS & ACCESSORIES AND SERVICE VEHICLES & EQUIPMENT TO BE USED IN THE OPERATION:

C.1: FOR TOOLS & ACCESSORIES:

Item	Qty.	Description	Unit	Unit Cost	Amount
1.	4	Wheel Borrows (ELS = 2 yrs)	pcs		-
		ELS = Estimated Life Span	-		-
2.	2	Rakes (ELS = 4 yrs)	pcs		-
3.	2	Pickmatocks (ELS = 4 yrs)	pcs		-
4.	2	Digging bars (ELS = 4 pc)	pcs		-
5.	4	Bolo/sundang (ELS = 4 yrs)	pcs		-
6.	4	Shovels (ELS = 2 yrs)	pcs		-
7.	48	Brooms(silhig tukog)	pcs		-
8.	12	Dust pans	pcs		-
9	20	Hard Hat	pcs		-
10	20	Eye goggles	pcs		-
				Php	<u>-</u>

C.2: FOR SERVICE VEHICLES & EQUIPMENT:

1.	1	Multicab, gasoline (ELS = 5 yrs)	unit		-
1.1	1,248	Liters of gasoline fuel for 312 days	lits		-
1.2	1	Oil & Lubricants(5% of fuel cost)	lot		-
		Equipt registration renewal and			-
1.3	1	maint incl. tires & etc.	lot		-
3.	1	Single motorcycle, (ELS = 5yrs)	unit		-
		4 stroke 100cc -125cc, Japan mac			-
3.1	624	Liters of gasoline fuel for 312 days	lits		-
3.2	1	Oil & Lubricants(5% of fuel cost)	lot		-
		Equipt registration renewal and			-
3.3	1	maint incl. tires & etc.	lot		-
				Php	<u>-</u>

I. Manpower Requirement	Php	-
II. Tools & Acc. and S. Vehicles & Equipment	Php	-
III. Estimated Direct Cost (EDC) = (I + II)	Php	-
IV. Indirect Cost / Mark - Up		-
IV.1. Overhead, Contingencies & Miscellaneous (OCM) @ 12% OF EDC		-
IV.2. Profit @ 8% OF EDC		-
V. Value Added Tax @ 5% OF (III + IV.1 + IV.2)		-
TOTAL ACTIVITY COST	Php	-

II. CLEAN AND GREEN MAINTENANCE

A. SCOPE OF WORK (refer to separate sheet for Exhibits "C"):

1. Sweeping, Cleaning, and Collecting of Garbage and the Like. The Service Provider shall be responsible in sweeping, cleaning and collecting of the dried leaves, dirt, plastics, papers and other garbage from MEZ road network, sidewalks, Football field areas, Administration Building surrounding areas, Utility Building surrounding areas, Staff House surrounding areas, Standard Factory Buildings 1 & 2 (SFB) surrounding areas, Police Headquarters surrounding areas, Police outposts surrounding areas, Police Investigation Building surrounding areas, Police Guardhouses surrounding areas, Maintenance Buildings surrounding areas, Warehouse Buildings surrounding areas; and other areas maybe determined by PEZA. The gathered garbage shall be deposited in a designated area for collection by a separate Garbage Collector / Hauler.
2. Bushcutting of Grasses and the Like. The Service Provider shall be responsible in bushcutting of grasses, shrubs in the green areas of the MEZ road network, Football grounds, Administration Building grounds, Utility Building grounds, Staff house grounds, Standard Factory Buildings 1 & 2 (SFB) grounds, Police Headquarters grounds, Outpost grounds, Police Investigation Building grounds, Police Guardhouses grounds, Maintenance Buildings grounds, Warehouse Building grounds; and other grounds maybe determined by PEZA. The gathered garbage shall be deposited in a designated area for collection by a separate Garbage Collector / Hauler.
3. Trimming of Trees / Branches and the Like. The Service Provider shall be responsible in trimming of trees, branches, ornamental plants, in the green areas of the MEZ road network, Football grounds, Utility Building grounds, Staffhouse grounds, Standard Factory Buildings 1 & 2 (SFB) grounds, Police Headquarters grounds, Police Outpost grounds, Police Investigation Building grounds, Police Guardhouses grounds, Maintenance Buildings grounds, Warehouse Buildings grounds, and other grounds maybe determined by PEZA. The gathered garbage shall be deposited in a designated area for collection by a separate Garbage Collector / Hauler.
4. Landscaping and Watering. The Service Provider shall be responsible in clearing, leveling and landscaping including planting and watering of the ornamental plants and trees in the green and vacant areas and other areas maybe determined by PEZA.
5. Supervision and Control. All activities called for in this Scope of Work shall be under the direct supervision and control of PEZA.

B. MANPOWER REQUIREMENT (refer separate sheet for Exhibit " E"):

Item	Qty.	Description	Unit Cost	Amount
1.	1	Foreman	Php	-
2.	2	Bushcutter Operators	Php	-
3.	2	Landscapers / Gardeners	Php	-
4.	1	Driver	Php	-
5.	3	Helpers / Laborers	Php	-
6.	11	Street Sweepers	Php	-
	<u>20</u>		Php	<u>-</u>

C. TOOLS & ACCESSORIES AND BUSHCUTTER REQUIREMENT:

C.1: FOR TOOLS & ACCESSORIES:

Item	Qty.	Description	Units	Unit Cost	Amount
1.	4	Wheel borrows HD (ELS = 1 yr) ELS = Estimated Life Span	pcs		
2.	4	Rakes (ELS = 4 yrs.)	pcs		-
3.	4	Pickmatocks (ELS = 4 yrs.)	pcs		-
4.	2	Digging bars (ELS = 4 yrs.)	pcs		-
5.	4	Bolo/sundang (ELS = 4 yrs.)	pcs		-
6.	4	Shovels (ELS = 2 yrs.)	pcs		-
7.	8	Plastic sprinklers (ELS = 1 yr)	pcs		-
8.	-	Brooms(silhig tukog)	-		-
	264	(2pcs per sweeper per month)	pcs		-
	72	(2pcs per landscaper per month)	pcs		-
9.	24	Dust pans (ELS = 1 yr.)	pcs		-
10.	20	Eye goggles (ELS = 1 yr.)	pcs		-
11.	4	Trimming scissors (ELS = 4 yrs)	pcs		-
12.	20	Raincoats (ELS = 1 yr)	pcs		-
14.	4	Maong apron (ELS = 1 yr)	pcs		-
15.	4	Rubber boots (ELS = 1 yr)	pcs		-
16.	24	Nylon No. 250 (1 kl per mo.per bushcutter)	kl		-
				Php	<u>-</u>

C.2: FOR TWO (2) BUSHCUTTERS:

1.	2	Bushcutters (ELS = 1 yr)	units		
1.1	936	Liters of gasoline fuel for 312 days (3 lits per day for 312 days)	lits.		-
			-		-
1.2	1	Oil & Lubricants(5% of fuel cost)	lot		-
1.3	1	Equipt maint (3% of fuel cost)	lot		-
	1	Multicab, gasoline (ELS = 5 yrs)	unit		-
	1,248	Liters of gasoline fuel for 312 days	lits		-
	1	Oil & Lubricants(5% of fuel cost)	lot		-
	1	Equipt registration renewal and	lot		-
				Php	<u>-</u>

I. Manpower Requirement	Php	-
II. Tools & Acc. and Bushcutters	Php	-
III. Estimated Direct Cost (EDC) = (I + II)	Php	-
IV. Indirect Cost / Mark - Up		-
IV.1. Overhead, Contingencies & Miscellaneous (OCM) @ 12% OF EDC		-
IV.2. Profit @ 8% OF EDC		-
V. Value Added Tax @ 5% OF (EDC + IV.1 + IV.2)		-
TOTAL ACTIVITY COST	Php	-

S U M M A R Y

I.	FACILITIES/UTILITIES MAINTENANCE	-
II.	CLEAN AND GREEN MAINTENANCE	-
	TOTAL COST	-

Prepared by:

LOUIE EVANS E. ESOTO
Division Chief II, EMD

Check & Verified:

ISAGANI B. PULVERA
Department Manager, Operations

Approved:

Bgen. CHARITO B. PLAZA, MNSA PhD.
*Director General and Zone Administrator
for MEZ and VisMin SEZ's*