Republic of the Philippines
Philippine Economic Zone Authority
Mactan Economic Zone
Lapu-Lapu City

TERMS-OF-REFERENCE

I. PROJECT DESCRIPTION

Project Name:	Proposed Supply and Delivery of Personnel, Tools and Equipment for the Facilities and Clean and Green Maintenance in Mactan Economic Zone (MEZ)
Location:	Mactan Economic Zone (MEZ)
Approved Budget for the Contract (ABC):	Php 11,121,725.56
Contract Duration:	One (1) year

II. BACKGROUND

The PEZA through the approved allocation of its Corporate Operating Budget (COB) for C.Y 2025 intends to apply the sum of **Eleven Million One Hundred Twenty One Thousand Seven Hundred Twenty - Five Pesos and 56/100 Centavos (Php11,121,725.56)** for the Proposed Supply and Delivery of Personnel, Tools and Equipment for the Facilities and Clean and Green Maintenance in Mactan Economic Zone (MEZ) through the guidelines as per R.A 9184 and its Implementing Rules and Regulations.

Mactan Economic Zone (MEZ) is a 150-hectare industrial estate in Lapu-Lapu City. The Facilities and Clean and Green Maintenance shall be the supply of necessary workers to provide sufficient and properly maintained facilities and utilities to ensure continuous and efficient operation of the zone.

III. OBJECTIVE

This is intended to provide the general scope of service required for the maintenance and physical up keeping of MEZ and its owned facilities and utilities.

The main objectives of the facilities and clean and green maintenance activities are the following:

1. To assist Mactan Economic Zone - Engineering and Maintenance Division (MEZ-EMD) in the ground maintenance (clean and green maintenance) and in the maintenance of Mactan Economic Zone's owned facilities and utilities.
2. To maintain the orderliness of facilities and cleanliness of the ecozone; and
3. To expedite the effort of maintenance activities and to be able to comply with the work order/request within a reasonable period of time.

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IV. FACILITIES MAINTENANCE

1. SPECIFICATIONS

The Service Provider/Contractor shall properly schedule the activities set hereunder By PEZA to ensure continuous and efficient operation. A supervisor/inspector from PEZA shall be assigned to give orders, lead, direct, inspect, monitor and coordinate efficient and immediate execution within a reasonable period of time. Assigned personnel must be knowledgeable in plumbing, masonry, carpentry, painting, electrical and welding works and with the following activities.

a. ***Data Gathering***. The Service Provider/Contractor 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.
b. ***Work Orders***. The Service Provider/Contractor shall assist the EMD in coordinating with the other office/s related to maintenance issue/s and concern/s.
c. ***Minor Repair/s and Maintenance***. The Service Provider/Contractor shall be responsible for the minor repair/s and maintenance of MEZ-owned Facilities and Utilities such as:

1. New Administration Building
2. Utility Building
3. Staff House & ZA Living Quarters
4. Standard Factory Buildings 1 & 2
5. Mini-Standard Factory Building
6. Police Head Quarters, Outpost/s, Guard House/s
7. Maintenance Building/s, Warehouse Building/s, Guest House/s
8. Road Network, Curbs and Gutters,
9. Storm and Sewer System, Perimeter Fence/s, Green Area/s,
10. Electrical system, Sanitary and plumbing system,
11. STP (Minor repairs and Maintenance)
12. Other structures

d. ***Repair, Fabrication and Maintenance***. The Service Provider/Contractor shall implement /execute the work order for the repair of Office Furniture & equipment, fabrication and maintenance to be undertaken by the Administration.
e. ***Monitoring of Status of MEZ-owned Facilities and Utilities.*** The Service Provider/Contractor shall conduct monitoring schedule of activities for the status of MEZ-owned Facilities and Utilities, damaged utility hole covers in order for an instantaneous and compulsory repair/replacement of the same.
f. ***Emergency Repair/s and Maintenance***. In case of emergency repair/s and maintenance, the Service Provider/Contractor 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. Such as:

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1. Demolition Hammer
2. Acetylene and Oxygen Cutting outfit
3. Welding Machine
4. Welding Generator
5. Concrete Cutter
6. Cut-Off Machine
7. Hammer Drill
8. Air compressor with spray gun
9. Portable Disc Grinder
10. Chain saw

Note: 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.

The Office Clerk-in-charge shall prepare the payroll, reports and remittance to other government agencies.

g. Other Related Activities

The Service Provider/Contractor agrees to perform and execute other activities that will be assigned by PEZA as the need arises.

f. Painting/Repainting of MEZ Road Curbs and Humps. Materials for repainting and accessories will be provided by PEZA. The surface must be clean and free from dirt, grease, dust, etc. before the application of paint. PEZA will identify the areas to be painted.

2. TOOLS & ACCESSORIES, SERVICE VEHICLES/EQUIPMENTS

The Service Provider/Contractor shall provide the following tools and accessories, service vehicles/equipment vis-à-vis its minimum quantities:

DESCRIPTION	QUANTITY	UNIT
TOOLS AND ACCESSORIES		
Wheel Borrows (ELS = 3 yrs)	2	pcs
Rakes (ELS = 3 yrs)	2	pcs
Pickmatocks (ELS = 3 yrs)	2	pcs
Digging bars (ELS = 3 yrs)	2	pcs
Bolo/sundang (ELS = 3 yrs)	4	pcs
Shovels (ELS = 2 yrs)	4	pcs
Brooms (Silhig Tukog)	4	pcs
Dust pans (Heavy Duty)	5	pcs
Hard Hat w/ chinstrap	15	units
Safety shoes (with steel toe, light weight) (ELS = 2 yrs)	15	units
Welding helmet transparent Anti-splash electric protective head cover welder, full face anti-shock screen(ELS= 3 yrs)	2	pcs
Leather welding gloves 18"	2	pcs

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Eye goggles	15	pcs
Rotary Chipping hammer (ELS = 3 yrs)	1	unit
Jumper boots (ELS = 3 yrs)	2	pcs
Rubber Boots	2	pairs
Rubber gloves for construction	30	pairs
Raincoat (ELS = 3 yrs)	5	pcs
VEHICLES/EQUIPMENTS		
Multicab, gasoline engine rental, pickup type (road-worthy,) (ELS = 5 yrs)	1	unit

The Service Provider/Contractor shall maintain tools and equipment owned and provided by PEZA in tip-top condition. It shall be the responsibility of the Contractor to train its personnel on the proper use and application of machinery, equipment and materials and shall submit list of tools and equipment brought inside the Zone.

V. CLEAN AND GREEN MAINTENANCE

1. SPECIFICATIONS

The Service Provider/Contractor shall properly schedule the activities set hereunder By PEZA to ensure continuous and efficient operation. A supervisor/inspector from PEZA shall be assigned to direct, check, inspect, monitor and coordinate the efficient Performance of the following activities.

a. ***Sweeping, Cleaning, and Collecting of Garbage and the Like.*** The Service Provider/Contractor shall be responsible in sweeping, cleaning and collecting of the dried leaves, thrash, plastics, papers and other garbage from MEZ road network, sidewalks, New and Old Administration grounds surrounding areas, Utility Building surrounding areas, Staff House & ZA Living quarter surrounding areas, Standard Factory Buildings 1 & 2 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 may be determined by PEZA. The gathered garbage shall be deposited in a designated area for collection by a separate Garbage Collector / Hauler.

b. ***Bush cutting of Grasses and the like.*** The Service Provider/Contractor shall provide the equipment and accessories for bush cutting works of green areas and open spaces to a desired height. The Contractor shall provide fuel, oil and maintenance cost, and spare parts shall be shouldered by the Contractor, properly maintain the equipment and may be subject for inspection whenever required.

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c. ***Trimming of Plants and Trees.*** Trimming of plants and trees including the landscape area shall be done by the Service Provider/Contractor personnel. Trimming, pruning and weeding of plants shall be done as often as necessary. The gathered garbage shall be placed in a designated area for collection.

d. ***Landscaping and Watering***. The Service Provider/Contractor 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 may be determined by PEZA. Watering shall be done daily or as need arises

e. ***Supervision and Control***. All activities called for in this Scope of Work shall be under the direct supervision and control of PEZA.

f. ***Cleaning of Drainage***
Drainage cleaning shall consist of the removal of all debris and waste such as plastic, dirt, leaves, soil sand and etc. from the drainage utility holes and de-clogging of pipelines thereof, if necessary.

g. ***Other Related Activities.*** The Service Provider/Contractor agrees to perform and execute other activities that be assigned by PEZA as the need arises.

2. TOOLS & ACCESSORIES, SERVICE VEHICLES/EQUIPMENTS

DESCRIPTION	QUANTITY	UNIT
TOOLS AND ACCESSORIES		
Wheel borrows HD (ELS = 3 yrs)	4	pcs
Rakes (ELS = 3 yrs.)	4	pcs
Pickmatocks (ELS = 3 yrs.)	4	pcs
Digging bars (ELS = 3 yrs.)	2	pcs
Bolo / Sundang (ELS = 3 yrs.)	4	pcs
Shovels (flat and pointed) (ELS = 2 yrs.)	4	pcs
Plastic sprinklers (ELS = 3 yrs.)	8	units
Brooms(silhig tukog)	768	pcs
Dust pans (heavy duty) (ELS = 1 yr.)	24	pcs
Eye goggles (ELS = 1 yr.)	24	pcs
Trimming scissors (non-slip) (ELS = 3 yrs)	4	pcs
Raincoats (Poncho type) (ELS = 3 yrs)	14	pcs
Maong apron (ELS = 3 yrs)	4	pcs
Rubber boots (ELS = 3 yrs)	4	sets
Nylon No. 250	24	kls
Sarok hats	14	pcs
Bush cutter (ELS = 3 yr, rental)	2	units
Fuel (2 liter / bushcutter / day)	939	li
Engine Oil (600ml / bushcutter / month)	1	lot
Gardening Plant Pruning Shears Scissor (ELS = 3 yrs)	2	pcs

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Portable Chainsaw Gasoline type 4200 watts (ELS = 3 yrs rental)	2	units
VEHICLES/EQUIPMENTS		
Multicab, gasoline engine, pickup type (road-worthy,rental) (ELS = 5 yrs)	1	unit
Single motorcycle, 4 stroke minimum 100cc, (road-worthy,rental) (ELS = 5 yrs)	1	unit

The Service Provider/Contractor shall maintain tools and equipment owned and provided by PEZA in tip-top condition. It shall be the responsibility of the Contractor to train its personnel on the proper use and application of machinery, equipment and materials and shall submit list of tools and equipment brought inside the Zone.

VI. PERSONNEL REQUIREMENT

1. The following personnel requirements shall be assigned to the Mactan Economic Zone, Lapu-Lapu:

A. Facilities Maintenance

Job Title	No. of Personnel
1. Office Clerk (FM & CG)	1
2. Team Leader	1
3. Warehouse keeper	1
4. Driver	1
5. Mason / Carpenter	2
6. Welder	1
7. Electrician	1
8. Plumber	1
9. Painter	1
10. Laborer/Helper	5
Total	**15**

B. Clean and Green Maintenance

Job Title	No. of Personnel
1. Team Leader	1
2. Bush cutter Operator	2
3. Landscaper / Gardener	2
4. Driver	1
5. Helper / Laborer	3
6. Street Sweeper	14
Total	**23**

2. The above requirements may be increased or decreased, as may be required by the PEZA and rates to be use will be the proposed rates where the personnel will be assigned.

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3. The Contractor undertakes to employ the existing service personnel of the current service contractor who may be recommended by PEZA.
4. The Facilities and Clean and Green maintenance assigned personnel shall report to work twenty-six (26) days a month, for a period of one (1) year. The number of days and/or hours of work per day may be extended during emergencies, special occasions and as may be necessary, subject to compensation.
5. All extra hours of work (overtime) shall be subject to the approval by Engineering and Maintenance Division (EMD) of the Mactan Economic Zone.
6. That contractor shall make available at all times relievers and/ or replacements to ensure continuous and uninterrupted services in case of absences and to exercise the necessary supervisions over the work of the contractor's personnel. Relievers and replacements shall be qualified and carefully selected, as the situation may so require.
7. That the Contractor shall follow all applicable Labor, Safety and Environmental Rules and Regulations.
8. Delivery of goods/services is required for a duration of one year.

Office Clerk Requirements:

- High school diploma
- A minimum of 2 years' experience in a clerical position
- Strong knowledge of office procedures
- Good organizational and multi-tasking abilities

Team Leader Requirements:

- 5 years of experience as a construction/maintenance management
- Experience and knowledge of electrical system
- High school diploma
- Ability to multi-task
- Any additional relevant certification will be an advantage

Driver Requirements:

- Valid professional driver's license.
- Clean driving record.
- Sound knowledge of road safety rules and regulation
- Punctual and reliable

Mason / Carpenter / Welder / Electrician / Bush cutter operator / Landscaper / Gardener Requirements:

- With at least 3 years' experience on the job being applied

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VII. SALARIES AND WAGES

The wage rate of utility workers shall be based on the Department of Labor and Employment (DOLE) Wage Order NO. ROVII-25.

VIII. ADMINISTRATIVE ASPECT

a. The Service Provider/Contractor shall be the sole employer of all the personnel assigned under this term of reference and shall be solely responsible and liable for strict compliance with all pertinent labor legislations, as required by existing rules and regulations.
b. The Service Provider/Contractor shall hold PEZA absolutely free and clear from any liabilities or responsibilities on any claim or claims that may be filed by any of the said personnel for any reason whatsoever.
c. The Service Provider/Contractor shall pay the salaries, allowance and other benefits of all the personnel assigned in accordance with existing laws, rules and regulations.
d. The Service Provider/Contractor shall assume full responsibility for any loss or damage to PEZA properties or of third parties received by Service Provider/Contractor when such loss or damage is due to the fault or negligence of the Service Provider/Contractor or when such fault or negligence of the Service Provider/Contractor contributed to the cause of, or aggravated the loss or damage, provided such loss or damage was not the result of a third party's negligence or malicious act. That such loss or damage is made known in writing to the Service Provider/Contractor within five (5) calendar days after occurrence of such loss or damage. That an investigation has to be conducted by the Service/Contractor and PEZA MEZ EMD through the MEZ Zone Police Unit or any government police agency and that the loss or damage is attributable to the negligence or malicious act of a third party. Failure to make such report within the period stated shall be deemed a waiver by PEZA of any claim for such loss or damage.
e. The Service Provider/Contractor shall pay the 13th month pay and a 5-day service incentive pay of its personnel assigned to the Procuring Entity on or before the 15th of December.
f. The Service Provider/Contractor coordinator representative shall conduct a regular visit at least twice a month to monitor and conduct meeting to the workers issues and concern.
g. The Service Provider/Contractor shall, at all times, exercise due care to ensure the complete security, restriction, and confidentiality of all information made available by PEZA-MEZ.
h. The Service Provider/Contractor shall follow all applicable Labor, Safety and Environmental Rules and Regulations.

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IX. OTHER REQUIREMENTS

1. The Service Provider/Contractor shall submit the following documents to PEZA-MEZ for each personnel stated in the Program of Works;
   a. Police and NBI Clearance
   b. Medical Certificate (Fit to Work issued by a licensed Government physician)
   c. Drug Test Results (Twice a year) must be DOH (Department of Health) accredited facility.
2. The Service Provider / Contractor will be assessed and evaluated semi-annually for its performance by the Procuring Entity.
3. Prior to payment by the Procuring Entity, the Service Provider/Contractor shall submit:
   a. Sworn statement showing the actual services have been rendered by its personnel for the period claimed, together with the necessary time sheets of its personnel and other papers in support of the Service Provider/Contractor's
   b. claim for payment of services rendered as may be required by the accounting and auditing rules and regulations;
   c. Sworn affidavit certifying that it has paid the salaries, wages and/or benefits due to its personnel under the law for the previous billing period; and
   d. Proof of remittances of contributions and other payments of the preceding month due to the Social Security System (SSS), Philippine Health Insurance Corporation (PHILHEALTH), Home Development Mutual Fund (PAG-IBIG) and the Employees Compensation Commission, showing the names of the personnel assigned with the Procuring Entity.
   e. The Service Provider / Contractor must provide uniforms to their workers, Polo shirt with reflectorized for the Supervisor and Encoder, and Full sleeve t-shirt with reflectorized for the ground personnel.

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