

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

LOCATION: MEZ, IBO, LAPU-LAPU CITY, CEBU

DATE: June , 2019

TERMS OF REFERENCE

A. OBJECTIVES

A.1. To assist Engineering and Maintenance Division in the ground maintenance (clean and green maintenance) and in the maintenance of Mactan Economic Zone's owned facilities and utilities.

B. SCOPE OF WORK

B.1. Facilities Maintenance.

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.

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.

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.

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.

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.

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.

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. Such as:

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

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.

B.2. Clean and Green Maintenance

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.

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.

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.

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.

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

C. MANPOWER REQUIREMENT

C.1. Facilities Maintenance.

Job Title	No. of Personnel
1. Office Clerk (FM & CG) (To process	1
2. Foreman	1
3. Warehouseman/ Autocad Operator	1
4. Driver/Mechanic	1
5. Mason/Carpenter	2
6. Welder	1
7. Electrician	3
8. Plumber	2
9. Painter	2
10. Laborer/Helper	6
Total	20

C.2. Clean and Green Maintenance

Job Title	No. of Personnel
1. Foreman	1
2. Bushcutter Operators	2
3. Landscapers/Gardeners	2
4. Driver	1
5. Helper/Laborer	3
6. Street Sweepers	11
Total	20

D. TOOLS & ACCESSORIES, SERVICE VEHICLES/EQUIPMENTS

D.1. Facilities Maintenance.

DESCRIPTION	QUANTITY	UNIT
<i>TOOLS AND ACCESSORIES</i>		
Wheel Borrows (ELS = 2 yrs)	4	pcs
Rakes	2	pcs
Pickmatocks	2	pcs
Digging bars	2	pcs
Bolo/sundang	4	pcs
Shovels	4	pcs
Brooms (Silhig/Tukog)	48	pcs
Dust pans	12	pcs
Hard Hat	20	unit
Eye goggles	20	unit
<i>VEHICLES/EQUIPMENTS</i>		
Multicab, gasoline engine (Surplus), pickup type	1	unit

Single motorcycle, 4 stroke 100cc -125cc, Japan made	1	unit
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D.2. Clean and Green Maintenance.

DESCRIPTION	QUANTITY	UNIT
<i>TOOLS AND ACCESSORIES</i>		
Wheel borrows HD	4	pcs
Rakes	4	pcs
Pickmatocks	4	pcs
Digging bars	2	pcs
Bolo/sundang	4	pcs
Shovels	4	pcs
Plastic sprinklers	8	units
Brooms(silhig tukog)	336	pcs
Dust pans	24	pcs
Eye goggles	20	pcs
Trimming scissors	4	pcs
Raincoats	20	pcs
Maong apron	4	pcs
Rubber boots	4	sets
Nylon No. 250	24	cls
<i>VEHICLES/EQUIPMENTS</i>		
Multicab, gasoline engine (Surplus), pickup type	1	unit
Single motorcycle, 4 stroke 100cc -125cc, Japan made	1	unit

E. ADMINISTRATIVE ASPECT

- E.1. 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, rules and regulations. 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.
- E.2. 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.
- E.3. 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 been conducted by both PEZA MEZ EMD and the **Service Provider/Contractor**, or by the police 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.4. **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**.

F. OTHER CONDITIONS

PEZA reserves the right to increase/decrease the number of personnel and hours of duty, as it deems necessary.

Delivery of goods/services is required for a duration of one year only which may be extended/renewed to a maximum of two (2) years.

The Service Provider/Contractor shall submit the following documents to PEZA-MEZ for each personnel's stated in the POW;

1. Police and NBI Clearance
2. Medical Certificate (Fit to Work)
3. Drug Test Results (Twice a year)

Prepared by:

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