

RFQ NO.: 2019-005  
RFQ TYPE: Services

DATE: 25 January 2019

### REQUEST FOR QUOTATION

1. The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2019 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **Seven Hundred Eleven Thousand Five Hundred Pesos (PhP 711,500.00)** for the Procurement of Service Provider for the Hauling, Transport and Disposal of Solid Waste as described below:

Unit	Item Description	Quantity
lot	<b>Procurement of Service Provider for the Hauling, Transport and Disposal of Solid Waste</b>  February 1, 2019 to December 31, 2019	1
<i>Please see attached Scope of Services</i>		

**Quotations received in excess of the ABC shall be automatically rejected.**

2. All particulars relative to this procurement shall be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184.
3. The price quotation shall be quoted in Philippine Pesos, inclusive of all taxes to be paid if the contract is awarded.
4. The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.
5. Quotations must be delivered on or before **29 January 2019, 9:00 AM** to the address below:

LEA QUISOBEN-MAGUILAO, CPA, REA, REB  
Head, BAC Secretariat  
John Hay Management Corporation  
Cottage 627, Camp John Hay, Baguio City

6. The proposal/s shall contain the following:

- Proposal
- Mayor's/ Business Permit
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement

*Note: Certificate of Platinum Membership may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number*

7. JHMC reserves the right to accept or reject any quotation; to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders; to waive any minor defects or infirmities therein; and to accept such quotation as may be considered advantageous to the government.

Approved for Posting:

**(SGD) JANE THERESA G. TABALINGCOS**  
BAC Chairperson

## SCOPE OF SERVICES

### I. SCOPE OF SERVICES

#### A. General Objectives

The overall objective of this undertaking is the collection and hauling of solid waste generated within the Mile Hi Center (IPI), Cantinetta and Starbucks 661, SC Reservation Inc. (IHG) and Tree Top Adventure Baguio Inc. and disposing the same to authorized disposal sites in accordance with the stipulations of Republic act 9003 or the Ecological Solid Waste Management Act of 2000 and its Implementing Rules and Regulations. JHMC seeks to procure an independent service provider / contractor (referred to as the “**Winning Bidder**”) to:

- a. Collect and haul solid wastes at Mile Hi Center (IPI), Cantinetta, and Starbucks 661, SC Reservation Inc. (IHG) and Tree Top Adventure Baguio Inc. on a daily basis from 10:00 PM onwards but not later than 12:00 MN.
- b. Collect and haul solid wastes as the need arises when a larger volume of solid wastes are accumulated upon request by JHMC.
- c. Dispose hauled and collected solid waste to authorize disposal sites in accordance with RA 9003 / Ecological Solid Waste Management Act of 2000 and its Implementing Rules and Regulations.
- d. Submit monthly proof or evidence of disposal to authorize disposal sites (tipping fees, receipts, among others).

#### B. Duration of Contract

The Contract shall be from **01 February 2019 to 31 December 2019** effective upon signing of the Contract.

#### C. Extension of Contract

The contract shall be automatically extended on a monthly basis without need of executing an Extension Contract, in cases when procuring entity (JHMC) has not completed the procurement activities required due to circumstances beyond its control. The Contract may be extended until the new contract is awarded to the new service provider / contractor subject to limitations provided by the Government Procurement Policy Board Resolution No: 03-007 entitled “*Approving and Adopting the Revised Guidelines on the Extension of Contract for General Support Services.*”

#### D. Approved Budget

The JHMC approved budget for CY 2019 is amounting to **Seven Hundred Eighty Thousand Pesos (PHP 780,000.00)**, but to deduct the service expense for the month covering from January 1-31, 2019.

## PROCURABLE AMOUNT for the months covering from 01 February 2019 to 31 December 2019

Coverage	Amount	Remarks / Computation
January 1 to 31, 2019	PHP 68,500.00	<ul style="list-style-type: none"> <li>• Extension of Contract on a monthly basis.</li> <li>• (PHP 780,000.00 less PHP 68,500.00)</li> </ul>
<b>PROCURABLE AMOUNT</b>	<b>PHP 711,500.00</b>	<b>For the months covering from 01 February 1 2019 to 31 December 2019.</b>

### E. Manner of Payment

The Winning Bidder shall bill JHMC monthly for services rendered in the amount stated in the bid price duly accepted by JHMC. Billing shall be submitted not later than the 5<sup>th</sup> day of the ensuing month reckoned from the last date of each month.

JHMC shall pay the Winning Bidder within 10 working days from the receipt of all documents required by JHMC for payment, including but not limited to the Statement of Account and other supporting documents that may be required. A Detailed Report of Solid Waste Collection for each payment period indicating therein the volume of waste collected shall be attached to the billing.

### F. Responsibility of the Parties

#### **A. JHMC shall**

- A1. Provide Trash Bins
- A2. Ensure payment of the Winning Bidder *on time*.

#### **B. The Winning Bidder shall**

- B1.** Ensure the collection and hauling of solid wastes on a daily basis from 10:00 PM onwards but not later than 12:00 MN.
- B2.** Collect and haul solid wastes as the need arises or when a larger volume of solid wastes are accumulated.
- B3.** Dispose hauled and collected solid wastes in authorize disposal sites in accordance with the standards set forth in RA 9003. “No dumping of solid wastes shall be made to drains, sewers, open lands, quarries, rivers, channels, swamps, or other locations not officially designated. The Winning Bidder shall at all times supervise its workers and inspect their activities to ensure that unauthorized dumping does not occur”.
- B4.** Provide vehicles, materials, manpower necessary in the conduct of solid wastes collection and disposal related tasks.

**B5.** *Submit to JHMC a detailed report of solid waste collection and disposal within fifteen (15) days reckoned from the last day of each month for monitoring and performance evaluation and billing purposes.*

**B6.** *Report to JHMC Business Center any issues or concerns encountered during the collection and hauling.*

**B7.** *Provide the same services in other areas upon request by JHMC. JHMC shall provide additional funding for the purpose based on the volume of wastes generated in such events or circumstances.*

**B8.** *Submit monthly proof or evidence of disposal to acceptable disposal sites (tipping fees, receipts, among others).*

**B9.** *Faithfully observe and comply with all applicable rules and regulations inside the John Hay Special Economic Zone and that of JHMC.*

**G. Other Conditions**

**A1.** *The Winning Bidder shall enter into a contract with JHMC expressly stating therein that it is an independent service provider, possesses necessary machinery to perform all the obligations stated therein to conduct the business.*

**A2.** *Nothing herein shall be construed as establishing an employer – employee relationship between JHMC and the Winning Bidder and/or the latter’s employee deployed for the collection and hauling. The winning Bidder shall be directly responsible for its personnel under its employ at all times.*

**A3.** *The Winning Bidder shall be bound to answer and/or indemnify JHMC for the cost of any damage to JHMC in the course of collection and hauling of solid waste.*

**A4.** *JHMC may pre-terminate the service contract for any violation committed by the Winning Bidder in any of the provisions of the contract upon written notice of JHMC.*

**H. Mode of Procurement**

The mode of procurement for the solid waste collection, transport and disposal for the Common Usage Service Area for CY 2019 is **AMP-SVP**.