

SCOPE OF SERVICES FOR THE PROCUREMENT OF SANITATION AND DISINFECTION SERVICES

I. BACKGROUND

- The JOHN HAY MANAGEMENT CORPORATION (JHMC), a government – owned and controlled corporation is a member of the Bases Conversion and Development Authority (BCDA) Group and the implementing arm of BCDA in the Camp John Hay Reservation.

The mandate of JHMC is to manage and develop Camp John Hay as a premier tourist destination of Northern Philippines. It commits to promote eco-cultural and investor-friendly business climate while protecting an ecologically balanced environment. JHMC also aims to respect the rich and diverse culture of its stakeholders/investors by providing financial incentives for business development in its Special Economic Zone.

In compliance with the Republic Act. No. 9184 known as “Government Procurement Act”, JHMC will be procuring sanitation and disinfection services through Alternative Mode – Small Value Procurement.

II. OBJECTIVE

This project aims to procure sanitation and disinfection services for the BCDA Cottages and VOA Log Homes 3&5. The service provider will provide technical and labor requirements, chemicals, tools and equipment necessary for the execution of the services required.

The areas covered for both sanitation and disinfection services are as follows:

BCDA Cottages

Cottage 663 & Cottage 664

VOA Loghomes

VOA Log Homes no. 3 & 5

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is amounting to ONE HUNDRED FIFTY THOUSAND PESOS (PhP 150,000.00), inclusive of all applicable taxes and will be sourced from the Corporate Operating Budget.

IV. DURATION OF CONTRACT

The service shall be for a period of one (1) year from effectivity of the contract. The contract shall be automatically extended until a new service provider is procured.

V. SCOPE OF WORKS

A. Comprehensive sanitation and disinfection services

The following activities shall be included, but are not limited to the following:

1. Provision of specially trained hygiene technicians
For safety reasons, areas should be closed off while being cleaned and disinfected.
2. Optimum sanitization and disinfection coverage for large, difficult-to-reach surfaces
3. Use of safe chemicals is necessary to protect both workers and customers.
4. The frequency of service provided shall be aligned to requests made by JHMC hence payment thereof shall be at par to the number of services requested.

B. Other Provisions

The service provider shall observe and ensure compliance to the following:

1. Inspection of Chemicals and or Solutions.
2. Chemicals and/or solutions to be used for every treatment shall be subject to prior inspection and approval of ASD-GSD, in proper coordination with the appropriate Inspection Committee.
3. Safety measures in the use of sanitation and disinfection chemicals and or solutions.
4. Chemicals and/or solutions to be used must be registered with Fertilizer and Pest Authority (FPA) or the Food and Drug Administration (FDA), whichever is applicable. *(The service provider is required to provide the necessary documents as well as the Material Safety Data Sheet for the chemicals being used).*
5. All chemicals and/or solutions to be used shall not pose as a health hazard to the occupants of the structure.
6. All safety precautions shall be strictly followed and observed in the application and handling of all sanitation and disinfection chemicals and/or solutions.
7. Safety orientation to JHMC concerned personnel on the significance and details of the chemical/solutions use and its possible effect/consequences if mishandled.
8. Ensure that the structure areas, such as the offices, including floorings, walls, office furniture and fixtures, etc., will have no stain marks or droplets of chemicals and or solutions used.

Within five days of the completion of the service, an Accomplishment Report and photo documentations that have been properly confirmed and acknowledged by the JHMC representative during the relevant treatment or activity must be submitted.

The conduct of services must be properly coordinated with ASD-GSD in order to provide the appropriate advice to the concerned staff and should adhere to the planned frequency of services.