

SCOPE OF SERVICES FOR THE PROCUREMENT OF SERVICES FOR CLEANING OF VOA LOG HOME NO. 5 ROOF

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 its implementing arm in the Camp John Hay.

The mandate of JHMC is to manage and develop Camp John Hay as a premier tourist destination of Northern Philippines. It commits itself to create an investor – friendly climate for business development with fiscal incentives in its Special Economic Zone, while preserving an ecologically balanced environment and respecting the rich and diverse culture of its people with the promotion of eco-cultural tourism.

As part of its mandate and by the given authority of BCDA to preserve/maintain VOA Log Homes including Cottages 663-664, the ASD-GSD initiated the following works as stated below for the said properties to further prevent its deterioration.

Due to nature of work and lack of safety equipment, tools, supplies and materials to be used by our housekeeping personnel to properly execute the scope of works, there is a need to procure the services of third party which is capable enough and equip with the necessary e tools, supplies, materials and equipment to perform the job effectively and efficiently.

OBJECTIVE

This project aims to procure services for the Cleaning of VOA Log Home Roof from pine needles, algae and other things by providing technical and labor requirements, chemicals, tools and equipment necessary for the execution of the services required.

The areas covered for cleaning of roof services are **VOA Log Home No. 5**.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is amounting to EIGHTY THOUSAND PESOS (PhP 80,000.00), inclusive of all applicable taxes and will be sourced from Corporate Operating Budget.

III. DURATION OF CONTRACT

The duration of the contract shall be for a period of **Fifteen (15) calendar days** effective upon receipt of the Job Order (JO). The contract may be extended for justifiable reasons upon written request of the service provider and approval of JHMC.

IV. SCOPE OR WORKS

The winning contractor/service provider shall perform the following:

A. Comprehensive Cleaning of Roof Services

1. Contractor shall perform services to the highest standards in the Cleaning industry.
2. Contractor shall provide cleaning system services to JHMC to include power washing equipment, water evacuation equipment, and/or any other tools needed to complete the job.
3. Clean the roof using environmentally safe commercial strength products.
4. Block the drains on the roof that lead to leak to prevent any runoff of the cleaning solution. A test flooding shall be conducted prior to the cleaning to prove the drains are fully blocked.
5. Utilize OSHA compliant methods while working on or accessing the roof.
6. Remove all mold, mildew, green moss, and/or dark streaks from the roof surface. JHMC shall be the one to determine if this has been achieved.

B. Other Provisions

The service provider shall also 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 Cleaning 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 such documents as well as the Material Safety Data Sheet for these 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 cleaning Chemicals and or solutions.
7. Safety Orientation of JHMC concerned personnel on the significant.
8. Ensure that the structure areas, including floorings, walls, furniture and fixtures, etc., will have no stain marks or droplets of chemicals and or solutions used.
9. An accomplishment report shall be regularly submitted, together with photo documentations, duly confirmed and acknowledged by JHMC's representative during the said cleaning or activity.
10. The conduct of services shall be properly coordinated with ASD-GSD for the proper advice to concerned personnel and should be in accordance with the stated frequency of services as proposed.

V. Employer-Employee Relationship

Nothing in the contract shall create an employee-employer relationship between JHMC and the service provider/contractor. The service provider/contractor is an independent provider and shall free JHMC from any liability or any claims arising from accidents of its personnel, violations of labor laws and social legislation.

VI. Payment terms

The service provider/contractor shall be paid in full, inclusive of all applicable taxes, upon completion of the work required and acceptance of JHMC.

VII. Liquidated Damages

Liquidated damages maybe imposed upon the service provider/contractor in cases of failure to satisfactorily complete the work within the duration of the contract.

VIII. Mode of Procurement

The mode of procurement for this purpose shall be through the Alternative Method – Small Value Procurement (SVP) as indicated in the APP CY 2023.


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