

SCOPE OF SERVICES FOR THE PROCUREMENT OF SIPHONING SERVICES AND MAINTENANCE OF SEPTIC TANK FOR CY 2026

I. BACKGROUND

On May 22, 2024, John Hay Management Corporation (JHMC) officially entered into a contract agreement with Ultrapure Water and Wastewater Technology Inc. for the construction of the JHMC Wastewater Treatment Facility.

The primary objective of the project is to ensure consistent and satisfactory compliance with the Department of Environment and Natural Resources Administrative Order (DENR AO) No. 2016-08, otherwise known as the Water Quality Guidelines and General Effluent Standards of 2016, and to deliver expert advisory services to JHMC throughout the facility's first year of operations, guiding its transition into full compliance and operational sustainability.

The specific objectives are as follows:

1. To build a JHMC STP that considers wastewater characteristics of JHMC-controlled, managed, or leased areas and sources with the optimum design for its treatment to render compliance to the standard water testing parameters pursuant to DENR-AO-2016-08;
2. To conduct situational and environmental analysis on the state of water management of JHMC operations and its locators who will tap the STP services;
3. To establish and maintain better controls to compliance on the wastewater quality management of locators that have existing lease directly with JHMC/BCDA;
4. To come up with wastewater treatment rates from which JHMC may gain revenue; and
5. To continually render the ecologically responsible operation of JHMC.

With impending completion of the project approaches in its final phase, the procurement of a Service provider to siphon waste water from BCDA/JHMC structures and locators has become essential in order to fully service the locators and residential structures alike.

II. OBJECTIVE

This project aims to procure Siphoning services. 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 Siphoning services are as follows:

Regulatory & Historical Core

Bellhouse Septic Tank, Amphitheater CR Septic Tank, Ticketing Booth CR Septic Tank, Customs Clearance Area Septic tank.

Ranger Stations / Guard Houses

Lucnab Ranger Station, Greenwater Control Point, Maridit Control Point, Kadaklan Control Point, Kadaklan Ranger Station, Happy Hollow Ranger Station, Hillside Ranger Station, Upper Dagsian Ranger Station, Country Club Control Point, Area 1 Ranger Station,

Other Areas

Comfort rooms located at Scout Hill, Farmer's Market Located at Historical Core, Mountain Breeze located near the scout hill and VOA 5 and other cabins under the management of JHMC

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is amounting to **THREE HUNDRED FIFTY THOUSAND PESOS (PhP 350,000.00)**, inclusive of all applicable taxes and will be sourced from Corporate Operating Budget.

IV. DURATION OF CONTRACT

The project shall be for a period of **one (1) year from effectivity**. The contract shall be automatically extended without notice until a new service provider is procured.

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.

V. SCOPE OR WORKS

1. **Vacuum Extraction:** The service provider will provide their service truck equipped with a large tank and a high-power vacuum pump uses a "bent pipe" or hose to suck out liquid waste and sludge from your septic tank.
2. **Sludge Removal:** The service provider will remove solid waste that has settled at the bottom (sludge) is siphoned into the truck's tank for transport.
3. **Disposal & Treatment:** The collected waste is brought to JHMC Waste Treatment Plant where it is processed safely before being returned to the environment.
4. **Cleaning & Maintenance:** The service provider will provide manual cleaning for hard-to-reach areas, conduct pipe declogging, installation and repair of grease trap if needed, conduct inspections and repair damaged leaks, vaults and other parts of the septic tank.
5. **Periodic Maintenance:** The service provider will conduct a quarterly inspection of the Septic tanks to check the status and provide recommendation to ASD-GSD if there are actions needed to be taken.

The frequency of work: **The conduct of this scope of works depends as the need arises except for the conduct of periodic maintenance under item no. 5.**

VI. MANNER OF PAYMENT

The Winning Bidder shall bill JHMC once a month for services actually rendered. **Billings shall be based on the actual services rendered** during the billing period and shall be submitted not later than the 15th day of the ensuing month reckoned from the last date of each month.

JHMC shall pay the Winning Bidder within fifteen (15) working days from receipt of all the documents required by JHMC for payment, including, but not limited to the Statement of Account (SOA) and other supporting documents that may be required

VI. OTHER CONDITIONS

1. JHMC is closed for weekend and holidays during the calendar year. In the event that there is a need of emergency conduct of siphoning and other repair of Septic Tank, the service provider will provide the services needed.
2. The Winning Bidder shall make an express statement under contract that it is an independent service provider, possesses the necessary machinery to perform all the obligations stated herein and is a duly registered entity to conduct such business.

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