

## SCOPE OF SERVICES FOR THE PROCUREMENT OF SERVICES FOR CLEANING OF JHMC OFFICE BUILDING'S ROOF, GUTTERS AND WINDOWS

### 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 Reservation.

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.

In compliance with Republic Act. No. 9184 known as “Government Procurement Act”, JHMC will be conducting an Alternative Mode – Small Value Procurement for the Cleaning of JHMC Office Building’s Roof, Gutters, and Windows.

### OBJECTIVE

This project aims to procure services for the JHMC Office Building’s Roof, Gutters, and Windows by providing technical and labor requirements, chemicals, tools and equipment necessary for the execution of the services required.

### II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is amounting to TWO HUNDRED FIFTY THOUSAND PESOS (PhP 250,000.00), inclusive of all applicable taxes and will be sourced from Corporate Operating Budget.

### III. DURATION OF CONTRACT

The program shall be for a period of one (1) year from effectivity.  
*Frequency of Service: Semestral for a period of one (1) year*

### IV. SCOPE OR WORKS

#### A. Task Requirements

Specific Tasks:

1. Exterior window washing
2. Gutter cleaning
3. Drain cleaning including all downspouts, culverts, and underground lines

#### 1. Exterior Window Washing

General



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All exterior windows, including doors with glass must be cleaned. The end result shall be that the glass is streak free, spot free and free of any pollutants, dirt etc. All glass shall be cleaned according to industry standards and comply with all OSHA regulations. Glass shall only be cleaned during weather appropriate conditions two times per year per site.

## **2. Gutter cleaning, wooden and metal**

### **General**

All metal gutters shall be cleaned two times per year, according to industry standards and comply with all OSHA regulations.

## **3. Cleaning including all downspouts, drainage and other parts/pipe installed**

### **General**

All drainage, downspouts and other parts/pipe shall be cleaned two times per year, according to industry standards and following all OSHA regulations during weather appropriate conditions.

## **V. INSPECTION REQUIREMENTS**

### **A. Inspection**

Each phase of the services rendered is subject to Government inspection. This includes inspection during the Contractor's operations and after the completion of the task. Any defective or unaccomplished work will be brought to the attention of the Contractor by the Contracting Officer or Contracting Officer Representative within 24 hours. The persons shall meet to discuss the work in question within 48 hours of notification of faulty performance.

### **B. Damage to Government Property**

Extreme care shall be exercised to avoid damaging vehicles, trees, shrubs, plants, buildings, or other structures. Any Government property damaged or destroyed in the performance of work shall be repaired or replaced as directed and at no expense to the Government.

## **VI. SAFETY STANDARDS**

### **A. Safety**

All equipment must meet all OSHA regulations, state and local safety requirements and must be properly licensed. The name or logo of the Contractor must be clearly displayed on all trucks and motor vehicles used on the job.

All operations shall be conducted in accordance with all national, state, and local safety codes, laws, rules, regulations, and OSHA safety requirements.

All workers shall wear OSHA required safety equipment. Warning Signs and Barricades: All roadways and trails shall remain open to the public unless approved by the JHMC. The public ways shall not be encumbered, or any unusual traffic situations created by reason of operations. The Contractor shall provide, erect and maintain all



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necessary signs, barricades, traffic cones, warning and danger signals and signs, and provide a sufficient number of watchmen and flagmen to insure the safe flow of traffic, protection of the work area and the safety of the public.

#### **B. Cleanup and Restoration**

The Contractor will be required to furnish all labor, materials, and equipment for cleanup and restoration of all disturbed areas or features which have been damaged during work.

### **VII. MATERIALS, EQUIPMENT AND STORAGE**

The Contractor shall furnish all materials and supplies required for the performance of work under this contract. The contractor is not allowed to store any products or equipment within the area. All equipment shall comply with applicable Occupational Safety and Health Administration (OSHA) guidelines and shall be in good operating condition. The Contractor shall operate the equipment in accordance with the original manufacturer's recommendation and applicable laws and regulations.

### **VIII. 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 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.
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.

# JHMC

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Prepared by:

**RENEGADE C. BAYOG**  
Property Custodian

Recommending Approval:

**BENJAMIN QUIÑO JR.**  
GS Manager

**EDSEL U. COLCOL**  
AS Manager

Endorsed by:

**JANE THERESA G. TABALINGCOS**  
Vice President and COO

Approved by:

**ATTY. MARLO IGNACIO V. QUADRA**  
President and CEO