

## TERMS OF REFERENCE

### Siphoning and cleaning services for DFA Main Building's Sewage Treatment Plant (STP) and Septic Tank ABC: 75,000.00

|             |   |                                |
|-------------|---|--------------------------------|
| Item No.    |   |                                |
| <b>I.</b>   | <b>Background</b>   |                                |
|             | The DFA Sewage Treatment Plant (STP), lift station and its septic tank requires to be cleaned and de-sludged due to buildup of sludge and scum coming from the building.  |                                |
| <b>II.</b>  | <b>Objectives</b>   |                                |
|             | Hire a professional plumbing and siphoning services to remove and clean accumulated solid waste, sludge and scum including waste water in the DFA's premises.   |                                |
|             | <b>Particulars</b>  | <b>Statement of Compliance</b> |
| <b>III.</b> | <b>Scope of work</b>  |                                |
|             | <p>The Service Provider shall:</p> <ul style="list-style-type: none"> <li>a. Provide and furnish all manpower, technical services, equipment, supervision and other related works necessary for the performance of the siphoning and cleaning services for the DFA Main building;</li> <li>b. Coordinate with OAMSS-EMD for the schedule and area of operations;</li> <li>c. Coordinate and comply with ISU security protocol inside the DFA premises;</li> <li>d. Ensure that all assigned personnel are in proper attire. Avoid wearing sleeveless shirt, slippers, and shorts;</li> <li>e. Wear face mask and face shield during the duration of work and within the DFA premises;</li> <li>f. Properly dispose of waste.</li> </ul> |                                |
| <b>IV.</b>  | <b>Project Duration</b>   |                                |
|             | The Project will be implemented in the issuance of the Notice to Proceed (NTP). The duration of the contract is fifteen days (15) days upon implementation.   |                                |
| <b>V.</b>   | <b>Terms of Payment</b>   |                                |
|             | <ul style="list-style-type: none"> <li>a) The Contractor shall submit a billing based on services rendered.</li> <li>b) Payments shall be made upon receipt of the invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP)</li> <li>c) The payment shall be inclusive of all applicable taxes and other lawful charges.</li> </ul>   |                                |

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating that the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of the **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]