

**JOB ORDER**  
DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

11-03022  
30 NOV 2022

Supplier: SOLIMAN E.C.  
Address: Unit 2 Epi Deans Building Barangay Sindalan,  
San Fernando City, Pampanga  
Contact nos: 8865-1763

J.O. No. \_\_\_\_\_  
Date \_\_\_\_\_  
Mode of Procurement Small Value Procurement

Gentlemen:  
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City  
Date of Delivery: \_\_\_\_\_  
Delivery Term: 7 days  
Payment Term: 30 days

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			<b>OAMSS-EMD</b>		
1	lot	1	<b>Siphoning and cleaning services of Sewage Treatment Plant, Septic Tank, Man-o-ject and Lift Station of the DFA Main Building</b> XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	P 400,000.00	P 400,000.00
			<b>Scope of Works:</b> Please refer to the attached Terms of Reference XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			<b>Term of Delivery:</b> 1. All items shall be delivered within seven (7) calendar days upon receipt of the Notice to Proceed (NTP). 2. All deliveries shall be made with one (1) day prior notice to the Office of Asset Management and Support Services – Engineering (OAMSS-EMD) from Monday – Friday, 8:00 am to 5:00 pm. 3. Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD). XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			<b>Terms of Payments</b> 1. Payments shall be made thirty (30) days upon receipt of the sales invoice with complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing the contract. 2. The payment shall be inclusive of all applicable taxes and other lawful charges. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		

Page 1 of 1

**( total Amount in Words )** Four hundred thousand pesos **P 400,000.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

Conforme:

myla l. Gutierrez 02/01/2023  
(Signature over printed name)

(Date)

**MEDARDO G. MACARAIG**  
Assistant Secretary, OAMSS

Requisitioning Office/Dept: OAMSS-EMD  
**GEORGE MARIANO A. SORIANO**  
ACTING DIRECTOR, OAMSS-EMD

Funds Available: LIRIE P. FULGENCIO  
Chief Accountant 2/1/23

Amount: ₱400,000.00  
ALOBS No.: 2022-12-001348  
29 Dec 2022

**Terms of Reference**  
 Siphoning and cleaning services for DFA Main  
 ABC: Php 400,000.00

Item No.		
I.	<p><b>Background</b></p> <p>The Engineering and Maintenance Division (EMD) of the Office of Asset Management and Support Services (OAMSS) intends procure services for the siphoning, cleaning, desludging and disposal of wastes for the Department's Sewage Treatment Plant, Septic Tank, Mon-o-ject and lift station.</p> <p>Years of continuous usage with no frequent siphoning has resulted in sludge and scum build up from the building.</p>	
II.	<p><b>Objectives</b></p> <p>The Department is in need of a reputable Contractor, with experience in siphoning and cleaning services, that will provide reliable and efficient works with the deployment of skilled manpower, materials, equipment, and supervision. The project aims to:</p> <ol style="list-style-type: none"> <li>1. Give its occupants a safe and convenient working environment;</li> <li>2. Ensure safe working conditions at the DFA premises preventing injury and loss of life;</li> <li>3. Comply with statutory requirements such as the National Building Code, Fire Code of the Philippines, and other related codes/laws required by DENR;</li> <li>4. Provide services for siphoning, cleaning, desludging and disposal of wastes; and</li> <li>5. Prolong the DFA Building's life expectancy.</li> </ol>	
III.	<p><b>Particulars</b></p>	<p><b>Statement of Compliance</b></p>
	<p><b>Scope of works</b></p> <p><b>The Contractor shall:</b></p> <ol style="list-style-type: none"> <li>1. Provide initial inspection on site before submission of quotation. OAMSS-Engineering and Maintenance Division (EMD) will issue a Certificate of Inspection and will form part of the requirements for the quotation;</li> <li>2. Provide the required tools, manpower and equipment;</li> <li>3. Provide manual cleaning of the mon-o-ject tank;</li> <li>4. Apply vacuum suctioning of remaining liquid thru vector trucks;</li> <li>5. Transport waste using a sealed type vacuum and/or dump truck;</li> <li>6. Properly dispose of wastes in an accredited DENR facility; and</li> <li>7. Provide a Certificate of Disposal and completion report.</li> </ol>	<p style="text-align: center;"><i>Comply</i></p>
IV.	<p><b>Technical Specifications</b></p> <p>DFA MAIN SEPTIC TANK - 110 cu.m.          Mon-o-ject pump - 15 cu. m.</p>	<p style="text-align: center;"><i>Comply</i></p>
V.	<p><b>Contractor's Qualification</b></p>	<p style="text-align: center;"><i>Comply</i></p>

	<p>The Contractor shall comply with the following minimum requirements:</p> <ol style="list-style-type: none"> <li>1. PhilGeps Registered Red or Platinum Member</li> <li>2. With at least 3 years' experience in government projects</li> <li>3. The service provider must be a registered waste carrier providing desludging or siphoning services and servicing sewage.</li> <li>4. The service provider must comply with national and local government regulatory and permitting requirements relevant to the operation of the business.</li> <li>5. The service provider must have a DENR accredited treatment facility. The service provider must have Occupational and health safety measures, staff plan, and mitigating/controls measures.</li> </ol> <p><b>Manpower Requirement:</b></p> <ol style="list-style-type: none"> <li>1. The service provider must have the following manpower to operationalize the service (Minimum) <ol style="list-style-type: none"> <li>1. Supervisor</li> <li>2. Driver-Mechanic</li> <li>3. Laborer/Helpers (at least 2)</li> </ol> </li> </ol> <p><b>Equipment Requirement:</b></p> <p>The service provider must have the following equipment (Minimum):</p> <ol style="list-style-type: none"> <li>1. One (1) unit functional and vacuum truck.</li> <li>2. Hoses for suction and discharge.</li> <li>3. Other tools used in order to perform the job in the field and devices used for breaking up the scum layer such as: <ul style="list-style-type: none"> <li>• Long-handled fork, shovel, and other necessary tools/devices.</li> <li>• Spill kits including squeegee and suction wand attachments must be carried to help clean up any spills and leaks</li> <li>• Lime should also be available to apply to areas where septage has been spilled.</li> </ul> </li> </ol> <p><b>Material Requirement:</b></p> <p>The service provider must have the following materials and permits needed to carry out the required service:</p> <ol style="list-style-type: none"> <li>1. Sludge Disposal Permit as may be required by other government agencies, such as, but not limited to; <ol style="list-style-type: none"> <li>a. DENR Permit/s</li> <li>b. Safety Requirements and Sanitary Permits</li> <li>c. Local Government Unit Permits</li> <li>d. Transport Permits</li> <li>e. Signage</li> <li>f. PPEs</li> </ol> </li> </ol>	<p>Comply</p>
--	--	---------------

	<p>g. Other miscellaneous materials</p> <p>The driver and service providers are responsible for safe operation of the vehicle and equipment at all times. All accidents and citations shall be reviewed and investigated by service provider management to ensure adequately trained and competent drivers are employed for sludge and septage transportation.</p>	<p>Comply</p>
<p>VI.</p>	<p><b>Contractor's Obligation</b></p> <p>The Contractor must:</p> <ol style="list-style-type: none"> <li>1. Supervise the entirety of the project.</li> <li>2. Ensure that skilled and experienced craftsmen will undertake the works to assure first class quality, appearance, and durability of the completed work.</li> <li>3. Submit progress reports with photographs to OAMSS-EMD at the Contractor's expense.</li> <li>4. Secure and pay the necessary permits, licenses, clearances, forms and other documents as required by DENR and other related laws, rules, and regulations, and bear all costs, duties, fees and other charges thereof.</li> <li>5. Designate a licensed professional to supervise daily the work progress at the site. Assign a qualified and well-trained Safety Officer tasked to check, implement, and monitor safety precautions during the project.</li> <li>6. Team up with OAMSS-EMD in the conduct of inspection for punch listing of work not conforming to contract specifications, if any, prior to turnover to the Department and issuance of Certificate of Acceptance.</li> <li>7. Be solely responsible for the protection, security, and safety of their personnel, third parties, equipment, installation, the public, and others.</li> <li>8. Provide trained Safety Officers in coordination with the assigned OAMSS-EMD personnel. The Contractor shall take overall responsibility on site safety. The Safety Officer shall brief the people on-site at the start of the project regarding the safety standards on site and impose all safety procedures.</li> <li>9. Provide necessary protection, including sheet piles, barricades, sufficient warning lights, danger signals, and other signs, if needed, against harm or damage to adjacent properties, persons, shrubs, trees, lawns, structures, and utilities therein.</li> <li>10. Ensure that the permanent connections to the local utility lines for water, drainage, electrical and sewer lines including materials, equipment, facilities, fees, and/or work are in proper working order.</li> <li>11. Be liable for any direct or indirect loss or damage to the DFA as a result of gross negligence or willful misconduct on the part of the Contractor, or on the part of any person or firm acting on behalf of the Contractor, in carrying the project. The Contractor shall be responsible for the repair, restoration and the charges, fees or costs incurred due to damages or loss.</li> <li>12. Comply with and strictly observe all laws on workers' health and safety, welfare, compensation for injuries.</li> </ol>	<p>Comply</p>

	<p>13. Provide necessary Personal Protection Equipment (PPE) for all workers including minimum COVID-19 protocols such as face mask, face shield, vitamins and isopropyl alcohol or equivalent.</p> <p>14. Coordinate with OAMSS-EMD for the temporary storage facility of items; Provide Storage/Sheds facilities includes the following requirements:</p> <ul style="list-style-type: none"> <li>a. Provide storage and sheds for stockpiling of cement, hardware, and other construction materials intended for the project;</li> <li>b. Storage for cement shall be stored in an elevated platform and properly enclosed to protect from weather;</li> </ul> <p>15. Remove and dispose, upon completion of work, all temporary offices, storage, bunk houses, staging, equipment, scaffoldings, paint containers, scraps, and debris.</p> <p>16. Properly dispose of all waste at the end of the day.</p> <p>17. Included in the quotation breakdown of COVID19 related items such as face shield, facemask, COVID 19 tests and other required permits and PPE.</p>	Comply
VII.	<p><b>Project Duration</b></p> <p>Seven (7) days upon receipt of Notice to Proceed (NTP).</p>	Comply
VII.	<p><b>Terms of Payment</b></p> <p>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, certificate of completion/final acceptance, and other supporting documents to be examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	Comply


Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of 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 the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders 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.

Conformé;

[Signature/s]

  
myla l. Estier

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

Branch manager - Pasay