



TERMS OF REFERENCE

Project Title: **WASTE STORAGE FACILITY ENCLOSURE**

I. INTRODUCTION

A. Background and Rationale:

Guided by the principles of Health for All under the Universal Health Care Program of the Department of Health, the Hospital Upgrading Projects of the DOH Hospitals being pursued to support one of the DOH's strategic approaches to improve the delivery of basic, essential, as well as specialized health services through the rationalization and critical upgrading of health facilities nationwide.

It includes the parallel revitalization of primary health care facilities and the rationalization of the various levels of hospitals with the end in view of decongesting end referral hospitals, especially of primary health care facilities and consequently improving the accessibility and availability of basic, essential and specialized health care.

B. Objectives:

The Hospital Upgrading Projects of DOH Hospitals will achieve the following major objectives:

1. To Ensure the safety of personnel and facilitate safe handling and access to hazardous waste.
2. To Protect hazardous waste from degradation due to environmental exposure.
3. Meet all local and national regulations regarding hazardous waste storage
4. Adopt the Philippine Green Building Code

II. PROJECT REQUIREMENTS

A. Preliminary Information / Studies for Construction

III. PROJECT COMPONENTS

Site and space planning were governed by the standards, rules and regulations on the design of tertiary general hospitals as prescribed by the

Department of Health and other concerned agencies. Building design shall conform to the provisions of the National Building Code of the Philippines (PD 1096), Accessibility Law (BP 344), National Structural Code of the Philippines, Electrical Engineering Law (RA 184), Mechanical Engineering Law (RA 5336), Plumbing Code (RA 1378, 1993-1994 Revisions), Fire Code (PD 1185) and other laws and regulations covering environmental concerns and local ordinances and regulations.

A. Pre-Detailed Design

1. Engineering Surveys and Investigations -----**MRH-HFMS**

1.1 Surveys and investigations of the site includes boundaries of the property, building location, floor dimension & elevations, and other pertinent data on existing buildings and improvements (roads, mature trees) and existing utility lines (e.g. water, power, telephone).

2. Design Developments Drawing -----**MRH-HFMS**

2.1 Preparation of the following drawings for design development based on the schematic plans prepared by the DOH/MRH

- i. Perspective View
- ii. Site Development Plan, Elevations

B. Detailed Design -----**MRH-HFMS**

1. Preparation of the following Detailed Design Drawings (see Detailed Checklist Drawings) based on the Design Development Drawings including any revisions and refinements as approved and required by the DOH:

- a. Detailed Structural Plans containing but not limited to the following:(Refer to the original plan)
- b. General Notes and Technical Specifications describing type and quality of materials and equipment to be used, manner of construction and the general conditions under which the project is to be constructed.
- c. Detailed Bill of Quantities, Cost Estimates including a summary sheet indicating the unit prices of construction materials; labor rates and equipment rentals.
- d. Summary of Works

Construction of Hospital Upgrading Projects – WASTE STORAGE FACILITY ENCLOSURE

As a rule, contract implementation guidelines for procurement of infrastructure projects shall comply with Annex "E" of 2016 Revised IRR-A, RA 9184. The following provisions shall supplement these procedures:

1. No works shall commence unless the contractor has submitted the prescribed documentary requirements and the DOH has given written approval. Work execution shall be in accordance with reviewed and approved documents.
2. *The contractor shall be responsible for obtaining all necessary information as to risks, contingencies, and other circumstances which may affect the works and shall prepare and submit all necessary documents specified by the concerned Building Officials to meet all regulatory approvals as specified in the contract documents.*
3. The contractor shall submit a detailed program of works within **fourteen (14) calendar days** after the issuance of the Notice to Commence for approval by the procuring entity that shall include, among others:
 - a. The order in which it intends to carry out the work including anticipated timing for each stage of delivery/detailed engineering and construction;
 - b. Periods for review of specific outputs and any other submissions and approvals;
 - c. Sequence of timing for inspection and tests;
 - d. General description of the construction methods to be adopted;
 - e. Number and names of personnel to be assigned for each stage of the work;
 - f. List of equipment required on site for each stage of the work; and
 - g. Description of the quality control system to be utilized for the project.
4. Any errors, omissions, inconsistencies, inadequacies or failure submitted by the contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the contractor's cost. If the contractor wishes to modify a design or document which has been previously submitted, reviewed, and approved, the contractor shall notify the DOH within a reasonable period of time and shall shoulder the cost of such changes.
5. As a rule, changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval. The following guidelines shall govern approval for change or variation orders:
 - a. Change Orders resulting from design errors, omissions or non-conformance with the performance specifications and parameters and the contract documents by the contractor shall be implemented by the contractor at no additional cost to the DOH.
 - b. Provided that the contractor suffers delay and/or incurs costs due to changes or errors in the DOH performance specifications and parameters, the contractor shall be entitled to either one of the following:

1. An extension of time for any such delays under Section 10 of Annex "E" of IRR-A (RA 9184);
 2. Payment for such costs as specified in the contract documents, provided, that the cumulative amount of the variation order does not exceed ten percent (10%) of the original project cost.
- c. The contract documents shall include the manner and schedule of payment specifying the estimated contract amount and installments in which the contract will be paid.
 - d. The contractor shall be entitled to advance payment subject to the provisions of Section 4 of Annex "E", IRR-A (RA 9184).
 - e. The DOH shall define the quality control procedure for the design and construction in accordance with the DOH guidelines and shall issue the proper certificates of acceptance for sections of the works or whole of the works as provided for in the contract documents.
 - f. The contractor shall provide all necessary equipment, personnel, instruments, documents and others to carry out specified tests.
 - g. The structure/building construction project shall have a minimum Defects Liability Period of One (1) year after contract completion or as provided for in the contract documents. This is without prejudice to the liabilities imposed upon the engineer/architect who drew up the plans and specification for building/structure sanctioned under Section 1723 of the New Civil Code of the Philippines.
 - h. The contractor shall be held liable for structural defects and/or failure of the completed project within the warranty period of 15 years for permanent structures/buildings as specified in Section 62.2.2 of the IRR-A (RA 9184)

IV. INDIRECT COST COMPUTATION (DPWH D.O. 197 s, 2016 dated Oct 07, 2016)

Overhead Expenses	ranges from 7-11% of the EDC
Contingencies	ranges 0.5-3% of the EDC
Miscellaneous Expenses	ranges from 0.5-1% of the EDC
Contractor's Profit Margin	8% of the EDC for projects above 5 million and 10% for projects 5 million and Below
VAT Component-	shall be 5% of the sum of the EDC, OCM & Profit

IV. IMPLEMENTATION ARRANGEMENT

- A. List of Projects, and Area/Location where services will be provided.
- B. Reporting Protocol

1. Overall Contact Person: EUGENE A. DAGOLDOL, RN, MN, MBA
BAC Chairman – MRH

2. Contact Person for Technical Concerns:

ROYLAND C. TAN M.P.A
Engineer IV – MRH

REGIN M. DUMAGUIT, C.E.
Engineer III– MRH

VI. ELIGIBILITY REQUIREMENTS:

A. Basic

1. PCAB Classification under General Building Size Range Small A Category Trade/E

A. Specialized

1. For the **WASTE STORAGE FACILITY ENCLOSURE**, the Bidder is required to hire the minimum number of people as shown below. However, should the Bidder opine that the required number would be insufficient to complete the works/services within the specified time frame, the Bidder can hire additional staff which method deserves to be detailed or explained in the Bidder's Technical Proposal. Likewise, the Bidder shall remunerate this additional staff all within the Bidder's Financial Proposal.
 - a. Project Coordinator(s)
 - i. Licensed Civil Engineer preferably Professional Civil Engineer
 - ii. Preferably at least 2 years' experience in hospital and hospital-related projects
2. The Bidder is required to prioritize the hiring of locally based engineers, skilled & unskilled personnel especially if such have had experience and training in health facilities projects and design.




VII. APPROVED BUDGET COST

The total Approved Budget Cost (ABC) for the **WASTE STORAGE FACILITY ENCLOSURE** is **Nine Hundred Ninety-Nine Thousand Nine Hundred Eighty-Eight Pesos (Php 999,988.00)**.

VIII. TIME FRAME

The Contractor is required to complete all Civil Works requirements for the **WASTE STORAGE FACILITY ENCLOSURE** within a period shown below, to start upon the contractor’s receipt and signing of **Notice to Proceed**. The time frame to be followed for each project is as follows:

IX. Construction Schedule:

Calendar Days (CD)	1-30	31-60	Total=60 CD
Mobilization and Demolition			
Construction Phase			
Pre-Final Inspection Punchlist & Final Inspection Punchlist			
% of Accom.	0	30	60

MINIMUM REQUIREMENTS FOR CONSTRUCTION SAFETY AND HEALTH

General Requirements

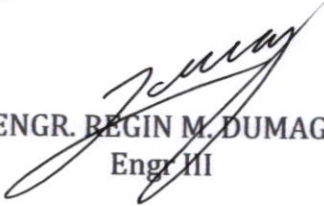
No Contractor or subcontractor shall require any employee to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to his health or safety.

In order to meet this general requirement, the contractor must;


- a. Initiate and maintain programs (written or otherwise) to comply with this general requirement.
- b. Provide frequent and regular inspection of the job sites by competent persons.
 - Competent person means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to prompt corrective measures to eliminate them.
- c. Prohibit the use of any machinery, tool, material, or equipment that is not compliance with applicable requirements.
- d. Permit only those employees with adequate and trained to operate machinery or equipment.
- e. Provides training for all employees in:
 - Recognition and avoidance of unsafe conditions;
 - Workplace safety and health requirements;

- Applicable hazards, safe handling poisons, caustics, flammables, and other harmful substances relevant to their job duties;
 - Specific hazards and procedures for entering confined spaces if applicable.
- f. Provide provisions for medical care and first aid.
 - g. Develop an effective fire protection and prevention plan.
 - h. Insure appropriate housekeeping measures including clear walkways and removal of combustible scrap and debris.
 - i. Require the wearing of appropriate personal protective equipment such as hard hats, safety glasses, steel toe shoes, or other appropriate equipment in all operations where there is an exposure to hazardous conditions.
 - j. Develop an emergency action plan covering designated actions employers and employees must take to ensure employees safety from fire and other emergency.
 - Plan must be in writing for employers with greater than 10 employees
 - All employees must be trained upon initial assignment on the parts of the plan the employee needs to know in the event of an emergency.
 - k. Provide access to hand washing facilities, toilets, and an adequate supply of drinking water.
 - l. Provide safety and health signs that are clearly visible to construction workers and public.
 - m. Conduct regular safety meeting.

Prepared by:


ENGR. BEGIN M. DUMAGUIT
Engr. III

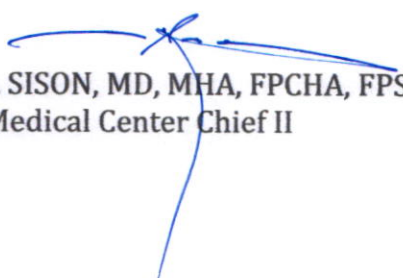
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ENGR. ROYLAND C. TAN, MPA
Engr. IV

Recommending Approval:


EUGENE A. DAGOLDOL, RN, MN, MBA
Chief Administrative Officer

Approved by:


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Medical Center Chief II

WASTE STORAGE FACILITY ENCLOSURE

7