

Terms of Reference (ToR)

Provision of Waste and Garbage Collection Services

1. Background

The Philippine Ports Authority – PMO SOCSARGEN generates regular volumes of solid waste from daily operations. To maintain a clean, safe, and sanitary environment, the office requires the services of a qualified waste collection provider to collect and properly dispose of garbage on a scheduled basis.

2. Objective

To engage a qualified waste management service provider for the **regular collection and proper disposal of office-generated waste**, ensuring compliance with environmental and sanitation standards.

3. Scope of Work

The selected service provider shall be responsible for the following:

- **Collection Schedule:**

- Collect all office waste and garbage **twice a week** on designated days agreed upon with the office.
- Ensure timely and consistent pickup without delays or missed schedules.

- **Waste Handling and Disposal:**

- Provide appropriate waste bins or containers if required.
- Handle, transport, and dispose of waste in accordance with **local environmental regulations and health standards**.
- Ensure that all waste is disposed of at an **authorized landfill or waste processing facility**.

- **Reporting and Coordination:**

Coordinate with the designated office personnel for access and collection.

Notify the office of any issues or changes in the collection schedule in advance.

4. Duration of Contract

The contract shall be valid for a period of **one year**.

5. Supplier Qualifications

Interested service providers must meet the following criteria:

- Valid business registration and license to operate waste collection services.
- Possession of a **Permit to Transport and Dispose of Waste** from the appropriate environmental authority.
- Proven experience in waste collection and disposal for offices or institutions.
- Availability of appropriate vehicles, equipment, and personnel.
- Compliance with health, safety, and environmental regulations.

6. Deliverables

- Twice-weekly waste collection service.
- Proper and lawful disposal of collected waste.
- Monthly summary report of collections and any incidents or issues encountered.

7. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with technical and legal requirements.
- Reliability and consistency of service.
- Cost-effectiveness and transparency of pricing.
- Environmental compliance and safety practices.
- Experience and references from similar engagements.