TERMS OF REFERENCE
FOR THE PROCUREMENT OF TREE REMOVAL OF THE KAPOK TREE AT THE UNIVERSITY OF THE PHILIPPINES - LOS BAÑOS

1. General Description

UPLB has a University Planning and Maintenance Office that can provide tree pruning and servicing, however, the current equipment and training of the manpower of the office might not be sufficient to safely cut down a very big tree without damage to surrounding roads, bridges and other structure.

To address special requirements for the removal of the centennial Kapok tree (*Ceiba pentandra*), the service is outsourced from an external professional tree care service provider. This shall be procured through competitive public bidding in accordance with the provisions of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act", and its 2016 Revised Implementing Rules and Regulations.

This document shall provide details on the scope of the service being procured, the resources and qualifications required from participating service providers and other details of the contract.

2. Scope of work

2.1. *Location*

Andres P. Aglibut Avenue, University of the Philippines Los Baños

2.2. Duration

Five (5) weather-working days

2.3. *Deliverables*

The service provider shall deliver the following results:

Item	Particulars	Qty
1	**Tree Removal**	
a	Removal of Kapok tree (*Ceiba pentandra*) *Including necessary heavy equipment for the safe removal of the tree.*	1
b	Lowering of stump at least 500mm above ground level	

c	Bucking, piling, and hauling of pruning debris to designated dumpsite within the campus.	
2	**Other related deliverables**	**Remarks**
a	Accident insurance is provided for both personnel and property damaged not exceeding the total contract price.	For the whole contract period
b	Safety warning signs, barriers and other safety equipment which may be required to ensure safety of the public are provided and installed.	As needed
c	Completion report duly signed by a registered forester and other technical reports as required	

3. Resources to be provided

The service provider will deploy manpower, vehicles, equipment, tools, and consumables in adequate quantity in order to ensure that the abovementioned results are delivered. UPLB reserves the right, at any time during the contract period, to require the service provider to increase the quantity of resources deployed in case the current quantity fails to deliver required results.

3.1. *Manpower*

Skilled manpower deployment shall be determined and provided by the service provider to ensure that requirements of UPLB are met. The service provider shall comply with all existing laws, rules and regulations governing employment of labor and workmen.

The service provider must have under its employ licensed foresters who can provide the professional and technical know-how to ensure that tree care activities are performed properly.

It must field competent crew skilled in tree care who know how to use and operate equipment and tools and trained on safety practices and the use of personal protective equipment (PPE).

The service provider's employees shall be in proper and clean uniforms at all times. For purpose of identification, only one type of uniform and color scheme shall be adopted which will be subjected to the approval of UPLB. The uniforms shall be provided at the service provider's own expense. The service providers shall also provide their employees with the proper identification cards upon completion of such pre-requisites, as may be required by UPLB.

The service provider is expected to enforce strict discipline and good order among its employees and shall agree to submit itself, its representatives and all its workers to the rules and regulations of UPLB on sanitation, security, and safety.

3.2. *Vehicles, equipment, tools, and consumables*

The vehicles, equipment, tools, and consumables to be used in the delivery of tree cutting project, including corresponding repairs and maintenance, shall be for the exclusive account of the service provider.

3.2.1. Vehicles, equipment, and tools

Service provider must have the following vehicles, equipment, and tools, including applicable preventive maintenance and repair services, spare parts and consumables, available for use in their operations in UPLB:

No.	Item	Qty	Description
1	Manlift truck	1 unit	45-feet height reach, bucket with 200kg capacity, 4 or 6-wheeler with outrigger
2	Hauling vehicle	1 unit	6-wheeler, with 3-ton boom capacity
3	16" Chainsaw	2 units	16" blade, 2.5 hp, gas-fed, with DENR license
4	20" Chainsaw	1 unit	20" blade, 5.4 hp, gas-fed, with DENR license
5	25" Chainsaw	3 units	25" blade, 5.4 hp, gas-fed, with DENR license
6	36" Chainsaw	2 units	36" blade, 6.5 hp, gas-fed, with DENR license
7	Mechanized blowers	2 units	2.7bhp, 200mph air velocity, for quick sweeping of sawdust
8	Tools and consumables	1 lot	All necessary tools such as but not limited to manual pole pruners, bolo for bucking, saw chains, fuel, oil, safety cones, etc.
9	Mobile crane	1 unit	30-ton capacity with 30-meter boom length

3.2.2 Personal protective equipment (PPE)

The service provider shall deploy manpower complete with the necessary Personal Protective Equipment (PPE). The following minimum PPE requirements per personnel shall be required:

No.	Item
1	Raincoat (during rainy season)
2	Hard hats
3	Safety shoes (for chainsaw operators)
4	Rubber boots (during rains)
5	Climbing equipment and safety harness
6	Safety goggles/face shield
7	Gloves (for bucking)
8	Ear plug/muff (for chainsaw operators)

9	Face mask

4. Technical qualification of service provider

As basis of technical capability, service provider should comply with the following requirements as evidenced by documents for submission listed in Annex B:

4.1. *Track record in professional tree care*

Conducted professional tree care services such as pruning, removal, earth-balling and transplanting in the past ten (10) years. With similar completed projects of assessment, pruning, and tree removal conducted in the last five (5) years .

4.2. *ISO 9001 certification*

Competency and capability to design a quality management system aligned with ISO 9001:2015 that fits the requirements of UP Los Baños for effective professional tree care services of the highest quality

4.3. *ISO 14001 certification*

Competency and capability to design an environmental management system aligned with ISO 14001:2015 that fits the requirements of UP Los Baños for effective management of its environmental responsibilities in line with the professional tree care services

4.4. *ISO 45001 certification*

Competency and capability to design an occupational health and safety management system aligned with ISO 45001:2018 that fits the requirements of UP Los Baños to provide a safe and healthy workplace in line with the professional tree care services

4.5. *Insurance*

Service provider should have a Comprehensive General Liability Insurance covering an equivalent of the project amount to insure UP Los Baños of the potential damages and bodily injury that may arise from the said project

5. Supervision

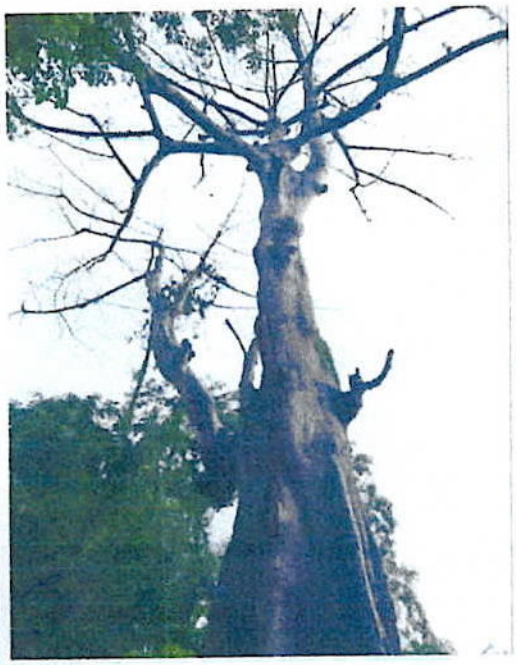
The service provider shall assign a supervisory team who shall oversee the performance of the cutting activities and perform representation and coordination work with UPLB.

5.1. **Forester** (full-time for the project) – The forester shall serve as the representative of the service provider. All communications with the pruning team shall be through the Forester. The licensed Forester must have at least five (5) years' experience in professional tree care.

5.2. **Safety Officer** (full-time or part-time for the project) – The safety officer shall ensure that the tree removal activities are conducted in a safe manner and in accordance with the OSH standards. The safety officer must have completed the mandatory forty (40)-hour OSH training course as prescribed in the OSH standards.

UPLB shall, at all times, have the right to inspect the quality of work and performance of the service provider, decide on any and all questions which may arise as to the quality or acceptability of the services rendered and require immediate corrective action.

ANNEX A: Location and Pictures of Kapok Tree for Removal



ANNEX B

REQUIRED DOCUMENTS FOR SUBMISSION OF CONTRACTOR / POST QUALIFICATION REQUIREMENTS

1. Company Profile showing among others:
    a. Minimum of ten (10) years' experience in professional tree care;
    b. Conducted professional tree care services such as pruning, removal, earth-balling and transplanting in the past five (5) years;
    c. Pictures of the above-mentioned projects *(item 1.b)*;
    d. List of available Licensed Technical Personnel such Foresters and Safety Officers who are under the employ of the Contractor and will be made available to do periodic visits at UP;
2. ISO 9001, 14001, and 45001 Certifications;
3. Profile of all personnel to be deployed or made available to UP if awarded the contract and proof of licenses and employment of all technical personnel such as but not limited to: Forester and Safety Officer;
    a. Forester (full-time for the project) – must be organically employed for at least five (5) years from the time of implementation of this project, must be duly licensed with at least five (5) years' experience in professional tree care.
    b. Safety Officer (full-time or part-time for the project) - must have completed the mandatory forty (40)-hour OSH training course as prescribed in the OSH standards.
4. List of all supplies, tools, equipment, and vehicles available for use in UP. UP may inspect the said vehicles, equipment, tools, and supplies at the contractor's storage area;
5. DOLE Certification of Compliance (D.O. 174);
6. Certificate of Completion or Official Receipt of similar completed contracts in the past five (5 years);
7. Sample accomplishment reports of completed pruning and tree cutting contracts in the past five (5) years;
8. DENR Certificate of Registration of the required chainsaws;
9. Comprehensive General Liability Insurance Policy equivalent to the project amount.

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