

TERMS OF REFERENCE (TOR)
OUTSOURCING WASTE DISPOSAL SERVICES FOR PROVINCIAL
HOSPITAL (GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
(GEAMH) AND KOREA PHILIPPINES FRIENDSHIP PROJECT (KPFP)

I. BACKGROUND

Due to voluminous number of patients confined and treated in the hospital, large quantity of infectious waste produces daily that should be properly disposed through licensed and registered waste disposal service unit. Infectious waste produced by the hospital daily if not properly disposed may infect other patients, staff and the general public as well. Improper disposal could even result in the release of a drug resistant disease into the environment, which can spread to the people unaware of effective infection control and become difficult to contain, specially needles and syringes if not properly disposed can cause a sharps-inflicted injury and transfer an infection.

II. OBJECTIVE

1. MAIN OBJECTIVE

1.1 To meet the outsourcing requirements for waste disposal services with a Specialized Service Provider.

2. SPECIFIC OBJECTIVES

2.1 To establish a partnership with a Service Provider who has the capacity, expertise and resources necessary to carry out the waste disposal services required by the Provincial Government of Cavite (PGC) for the Provincial Hospitals (GEAMH and KPFP);

2.2 To ensure that the hospital's infectious waste will be properly disposed;

2.3 To meet the DOH and DENR requirements in the proper disposal of waste from segregation, collection, transport, storage, treatment and up to final disposal.

III. PROVISIONS

1. That the "outsourced waste disposal service unit" shall provide schedule of collection of hospital infectious waste which should be strictly followed by the "outsourced waste disposal service"
2. That the "Hospital" GEAMH and KPFP shall collect hospital waste from different area and responsible in the segregation of waste from non-infectious to infectious and;
3. That the "outsourced waste disposal service unit" shall collect the infectious waste on the scheduled time for proper disposal;
4. That the "outsourced waste disposal service unit" shall provide only qualified, skilled, trained and equipped personnel;
5. That the "outsourced waste disposal service unit" shall perform additional works as may be requested by the "Hospital" related to the scope of services;

6. Provision on Loss or Damage of Hospital's properties or assets:

-That the "outsourced waste disposal service unit" shall assume full responsibility for the loss or damage that may occur by its assigned staff to the Hospital's assets, properties while in the performance of their duties provided that the said loss or damage can be attributed to act, omission, direct negligence or fault of the assigned staff;

7. Provision on Employees:

-That the hired staff by the "outsourced waste disposal service unit" shall have no Employee-Employer relationship with the Hospital; therefore claims shall be primarily against the "outsourced waste disposal service unit" and the Hospital is free from all liabilities especially with respect to the Labor Code, SSS and other existing rules and regulations;

-That the "outsourced waste disposal service unit" shall provide the Hospital copies of the following: health certificate, required licenses, certificate of trainings, SSS and Philhealth membership and other needed documents;

-That the "outsourced waste disposal service unit" shall exercise absolute and sole disciplinary authority over their staff and shall be responsible for the proper performance of duties of the provided however, that the Hospital have the secondary authority in supervising, monitoring the hired staff of the proper execution of their duties;

-That the "outsourced waste disposal service unit" shall be responsible regarding hiring, wages, working conditions, disciplinary actions as well as termination of work.

-That the "outsourced waste disposal service unit" has to abide with all existing rules, regulations and policies being implemented by the Hospital;

-That the "outsourced waste disposal service unit" shall likewise assign its own supervisor or coordinator to oversee the works to be performed by its employee;

-That the "outsourced waste disposal service unit" shall abide with all the hospital Environmental Safety and Health Policies and Standards for Safety and Health, including Department of Health rules and Philhealth accreditation guidelines;

6. Provision in accordance with Philhealth Circular No. 17s 2006:

1. That the "outsourced waste disposal service unit" is the hospital service extension and that it will provide the client the quality of service and safety measures at all times;
2. That the "outsourced waste disposal service unit" shall be responsible for any untoward incident that may occur during the provision of the service;
3. That the Hospital shall acknowledge the Philhealth right to inspect the "outsourced waste disposal service unit" including pertinent records for validation of conformity to the requirement of Philhealth and;
4. That the "outsourced waste disposal service unit" shall secure Sanitary Permit, Business Permit, License to operate, DENR permit and other documents needed for their operation.

7. Provision on monitoring

1. That the "outsourced waste disposal service unit" shall allow the hospital through its authorized representative, the right to conduct periodic physical inspection for control in carrying out hospital policies and procedures and to ensure compliance by the "outsourced waste disposal service unit" in terms of coordination, the supervision and management of the special existing programs still under the hospital:
 - a. Hospital Ecological Waste
 - b. Infection Control
 - c. Quality Improvement Program
 - d. 5's
 - f. ISO accreditation
8. That the "outsourced waste disposal service unit" make necessary action on the feedback from "Hospital" clients and patients;
9. That the "outsourced waste disposal service unit" is required to attend the monthly meeting of Outsource Services to be conducted by the hospital;
10. That the hospital will conduct quarterly evaluation for the performance of the "outsourced waste disposal service provider and;
11. That the "Hospital" (GEAMH and KPFP) has the authority to recommend termination of contract for non-compliance with enclosed provision after thorough monitoring and evaluation.

IV. PAYMENT

1. That the "Outsource waste disposal service unit" corresponding to the services performed will submit Statement of Account and other supporting papers needed to facilitate payment and the rate based on the approved contract, every end of the month;
2. That the "Hospital" will prepare voucher for payment;
3. That the Provincial Government shall process payment and prepare check payable to the "Outsource waste disposal service unit".

V. EFFECTIVITY

1. That the "Outsourced waste disposal service unit shall start to deliver service as stated in the Contract prepared by the Provincial Government of Cavite through the General Service Office and Bids and Awards Committee.


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