



**GROUND MAINTENANCE  
SERVICE FOR THE  
UNIVERSITY OF THE PHILIPPINES MANILA**

Prepared by:  
UP Manila Procurement Office and BAC2 Secretariat  
July 2021

in accordance with  
Philippine Bidding Documents (PBD)  
Government of the Republic of the Philippines

**Sixth Edition July 2020**

# Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid	7
Section II. Instructions to Bidders	10
1. Scope of Bid	11
2. Funding Information	11
3. Bidding Requirements	11
4. Eligible Bidders	11
5. Origin of Goods	12
6. Subcontracts	12
7. Pre-Bid Conference	12
8. Clarification and Amendment of Bidding Documents	12
9. Documents comprising the Bid: Eligibility and Technical Components	12
10. Documents comprising the Bid: Financial Component	13
11. Bid and Payment Currencies	13
12. Bid Security	13
13. Sealing and Marking of Bids	13
14. Deadline for Submission of Bids	14
15. Opening and Preliminary Examination of Bids	14
16. Domestic Preference	14
17. Detailed Evaluation and Comparison of Bids	14
18. Post-Qualification	15
19. Signing of the Contract	15
Section III. Bid Data Sheet	16
Section IV. General Conditions of Contract	18
Section V. Special Conditions of Contract	19
Section VI. Schedule of Requirements	20
Section VII. Terms of Reference	21
Section VIII. Checklist of Technical and Financial Documents	22
Section IX. Standard Forms	25

# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular) No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



**UNIVERSITY OF THE PHILIPPINES MANILA**

The Health Sciences Center

BIDS AND AWARDS COMMITTEE 2 (BAC 2)

**INVITATION TO BID**

**(Re-bid)**

***Grounds Maintenance Service for the  
University of the Philippines Manila***

1. The University of the Philippines Manila, through the ***Fund 21-04-11*** intends to apply the sum of ***Nine Million Five Hundred Ninety-Eight Thousand Eight Hundred Pesos (Php9,598,800.00)*** being the Approved Budget for the Contract for *one (1) year* to payments under the contract for the ***Grounds Maintenance Service for the University of the Philippines Manila***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Manila* now invites bids for the above Procurement Project. Bidders should have completed, within the last five years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non- discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
5. Prospective Bidders may obtain further information from University of the Philippines Procurement Office, BAC2 Secretariat and inspect the Bidding Documents at the address given below during office days, 8:00 to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders starting ***07 July 2021*** from the given address and website(s) below The Procuring Entity shall allow the bidder to present its proof of payment for the bidding documents fees amounting to ***Ten Thousand Pesos (Php10, 000.00)*** in person, by facsimile or electronic means (email).
7. The University of the Philippines Manila will hold a Pre-Bid Conference on ***13 July 2021 at 1:30p.m.*** through zoom which shall be open to prospective bidders.

The BAC conduct meetings via zoom until such time that the implementations of community quarantine or similar government restrictions are lifted by the proper government authorities.

The prospective bidders are advised to register first @ <https://up-edu.zoom.us/j/84461212693> and wait for further advice for the zoom link which shall be provided to the prospective bidders who successfully registered.





## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, *University of the Philippines Manila*, wishes to receive Bids for the ***Grounds Maintenance Services for the, University of the Philippines Manila*** with Project Identification Number 13296

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of [*indicate number of lots or items*], the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

**21** The GOP through the source of funding as indicated below for 2021 in the amount of ***Nine Million Five Hundred Ninety-Eight Thousand Eight Hundred Pesos (Php9,598,800.00)***

**22** The source of funding is: ***Fund 21-04-11***

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

**51.** Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 52 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

101. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
102. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five years prior to the deadline for the submission and receipt of bids.
103. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019

dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
  - a. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

## 12. Bid and Payment Currencies

- 12.1. Payment of the contract price shall be made in Philippine pesos.

## 13. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until one hundred twenty (120) calendar days after the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non- responsive.

## 14. Sealing and Marking of Bids

Each Bidder shall submit (3) *three* Copies of the first and second components of its bid. (1) *one* Original and (2) *two* additional copies (*Copy 1 and Copy 2*)

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

---

<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **15. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **16. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **17. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **18. Detailed Evaluation and Comparison of Bids**

191. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

192. The Project shall be awarded as ONE CONTRACT.

193. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting

the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **19. Post-Qualification**

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **20. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="text-align: center;">1. Grounds Maintenance Services</p>
7.1	<i>Not applicable</i>
12	<i>Each bidder shall submit three (3) copies of the first and second components of the bid, marked as 1) Original Copy, 2) Copy No. 1, and 3) Copy No. 2</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b><i>Php191,976.00</i></b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><i>Php479,940.00</i></b> if bid security is in Surety Bond.</li> </ul>
19.3	<i>Not applicable</i>
20.2	<p><i>List of <b>additional</b> licenses and permits relevant to the project and the corresponding law requiring it:</i></p> <ul style="list-style-type: none"> <li>-ISO 9000 Certification</li> <li>-DENR License for Chain Saw Operations</li> <li>- The Service provider must have at least five (5) years' experience in landscaping and grounds maintenance.</li> <li>- Key Staff Qualification.</li> </ul> <p><b><i>All this permit/licenses/accreditation should be valid at the date of opening of bids.</i></b></p>
21.2	<i>List here any additional contract documents relevant to the Project that may be required by existing law and/or the Procuring Entity: Copy of approved Terms of Reference with Conforme of the authorized representative of the bidder.</i>



## ***Section IV. General Conditions of Contract***

***Notes on the General Condition of Contracts***

***The Terms and Condition for the Grounds Maintenance Service  
for the University of the Philippines Manila***

## *Section V. Special Conditions of Contract*

**NOT APPLICABLE FOR THIS SERVICE CONTRACT**

## ***Section VI. Schedule of Requirements***

**NOT APPLICABLE FOR THIS SERVICE CONTRACT**

## ***Section VII. TERMS OF REFERENCE***



## TERMS OF REFERENCE FOR THE PROCUREMENT OF GROUNDS MAINTENANCE SERVICE FOR THE UNIVERSITY OF THE PHILIPPINES MANILA

### 1. General Description

The University of the Philippines (UP) Manila Campus, hereinafter the "Campus", a 14,467-hectare community providing education, research and services in the health sciences, hosting 63 buildings, is one of the constituent units of the University of the Philippines, the National University, created by Act No. 1870, as amended and strengthened by Republic Act No. 9500, otherwise known as "The University of the Philippines Charter of 2008."

To address the special maintenance requirements for the campus, the service is outsourced from an external grounds maintenance service provider. This document shall provide details on the scope of the service being procured, the resources and qualifications required from the participating service providers and other details of the contract.

### 2. Project Description

- |     |                     |   |  |
|-----|---------------------|---|--|
| 2.1 | Project Name        | : | UP Manila Grounds Maintenance                        |
| 2.2 | Location            | : | University of the Philippines Manila, Ermita, Manila |
| 2.3 | Total Lot Area      | : | 14,4675 hectares (See Annex A)                       |
| 2.4 | Owner               | : | University of the Philippines Manila                 |
| 2.5 | Implementing Agency | : | CPDMO, University of the Philippines Manila          |

### 3. Scope of work

#### 3.1 Duration

Grounds maintenance shall be performed for at least 8 hours daily, Monday to Sunday, for a total of Three Hundred Sixty Five (365) calendar days upon acceptance of the Notice to Proceed.

#### 3.2 Maintenance results to be delivered

The service provider shall deliver the following maintenance results and should reflect these in their proposed maintenance methodology which forms part of the documents for submission listed down in Annex B.

Unless mentioned otherwise, the following results shall be delivered at all times during the contract period.

### 3.2.1 Litter management

3.2.1.1. Paved areas, roadways, walkways, driveways, lawns and other landscape areas including benches, seat walls and plant boxes are cleared of fallen leaves, twigs, branches, inorganic litter, residual waste, garbage, silt, rocks and other debris at least twice a day.

3.2.1.2. Deployed waste bins are properly set up

3.2.1.3. Deployed waste bins are cleaned at least once a month

3.2.1.4. Collected inorganic litter, residual waste and garbage are placed in designated points where they will be picked up as municipal waste by the City of Manila Environmental Protection and Waste Management Department

3.2.1.5. Collected fallen leaves, twigs and branches placed in waste bins, plastic bags or sacks are hauled from point of collection to designated processing area on campus

3.2.1.6. Collected silt or rocks are placed in areas to be designated by UP Manila

### 3.2.2. Irrigation

3.2.2.1. Lawn areas, shrubs and groundcovers are watered according to plants' watering requirements.

3.2.2.2. Water discharged for irrigation is kept within the softscape area only, not reaching any pathwalk or windows nor left unattended.

### 3.2.3. Lawn, groundcover and shrub care

3.2.3.1. Grass is cut and maintained at 2 to 3 inches height at all times.

3.2.3.2. Lawns are aerated at least once within the contract year.

3.2.3.3. Groundcovers and shrubs are free from damage.

3.2.3.4. Groundcovers and shrubs are trimmed to and maintained in the height and form specified by the UP Manila.

3.2.3.5. Landscape areas are free of weeds.

3.2.3.6. Fertilizers are applied as necessary.

### 3.2.4. Palm and tree care

3.2.4.1. Palms are free of brown, dried and drooping fronds.

3.2.4.2. Pruning of trees shall use man lifts or basket truck and Department of Environment and Natural Resources (DENR)-licensed chainsaws in pruning operations.

Extensive tree pruning is subject to an additional charge and will be a separate contract.

Tree care services such as felling or removal, surgery, earth-balling and transplanting, root pruning, stump removal and other treatments are not included in this contract and are subject to additional charges if needed.

3.2.4.3. ANSI A300 standards of the United States of America (USA)-based Tree Care Industry Association are followed in pruning operations.

3.2.4.4. Safety, security, tree health and aesthetics are taken into consideration during tree care operations.

3.2.4.5. Pruning schedule is coordinated to UP Manila at least one (1) week prior to performance of pruning.

3.2.4.6. Tree surgery, balling, cutting, or other special tree care service is performed as necessary with prior coordination with UP Manila and observance of applicable laws and policies subject to additional charge.

#### 3.2.5. Pest management

3.2.5.1. Plants and landscape areas are kept free from pest-related damage.

3.2.5.2. Integrated pest management (IPM) is prioritized in addressing pest-related concerns.

3.2.5.3. Only Fertilizer and Pesticide Authority (FPA)-registered chemicals are used subject to the approval of UP Manila.

3.2.5.4. Pesticides are applied by a Certified Pest Applicator on the employ of the service provider who will submit the proposed schedule, mode of application and formulations of the pesticide to be used at least one (1) week prior to any pesticide application procedure.

#### 3.2.6. Hardscape maintenance

3.2.6.1. Paved surfaces like sidewalks and walkways are kept free of algae, moss, silt and other elements that may cause them to become slippery or unsafe for walking at all times.

3.2.6.2. Outdoor furniture and signages are kept free of algae, moss, silt and other elements that may affect its functionality or aesthetic quality.

#### 3.2.7. Landscape improvement

3.2.7.1. Landscape improvement of existing landscaped areas are presented for review and approval of UP Manila.

#### 3.2.8. Other related deliverables

3.2.8.1. Assist in securing permits and licenses for tree balling, tree cutting and other landscape maintenance activities that may require such from respective government authorities

3.2.8.2. Emergency clearing and hauling assistance during typhoons and natural calamities are provided

3.2.8.3. Accident insurance is provided for both personnel and property damaged

3.2.8.4. Safety warning signs, barriers and other safety equipment which may be required to ensure the safety of the public are provided and installed

3.2.8.5. The following documents are submitted on or before the deadline set by UP Manila:

- a. Weekly schedule.
- b. Monthly accomplishment reports for regular landscape and grounds maintenance.
- c. Product data sheet and material safety data sheets for all chemicals being used in the landscape.

#### 4. Resources to be provided

This document shall provide the descriptive requirements for manpower, vehicles, equipment, tools and consumables to be deployed. The service provider will deploy these resources in adequate quantity in order to ensure that the above-mentioned maintenance results are delivered. UP Manila

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 maintenance results.

#### 4.1. Manpower

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

The service provider must have under its employ licensed landscape architect, foresters, and agriculturists who can provide the professional and technical know-how to ensure that landscaping and grounds maintenance activities are performed properly.

It must field competent crew skilled in landscaping 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 the purpose of identification, only one type of uniform and color scheme shall be adopted which will be subjected to the approval of UP Manila. 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 prerequisites, as may be required by UP Manila.

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 UP Manila on sanitation, security and safety.

#### 4.2. Vehicles, equipment, tools and consumables

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

The service provider shall present for inspection at the premises of the Campus, the vehicles, equipment, complete sets of tools and supplies listed below, within fifteen (15) calendar days from receipt of the Notice to Proceed from UP Manila.

UP Manila may, at its option, inspect the said vehicles, equipment, tools and consumables in the service provider's storage area.

If after 15 calendar days from receipt of the Notice to Proceed, the service provider fails to present as such, the award may be canceled and issued to the second ranked complying and responsive bidder.

##### 4.2.1. 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 UP Manila:

- 4.2.1.1. Push behind vacuum street sweeper
- 4.2.1.2. Hauling vehicle
- 4.2.1.3. Basket truck
- 4.2.1.4. Chainsaws licensed by the Department of Environment and Natural



#### Resources

- 4.2.1.5. Mechanized blowers
- 4.2.1.6. Power sprayers
- 4.2.1.7. Brush cutters
- 4.2.1.8. Gardening tools

Upon award, the service provider shall provide UP Manila with a list of its management and company vehicles which may be brought into the Campus during the contract period. Not all equipment and vehicles are to be deployed at the Campus daily in consideration of available parking space.

#### 4.2.2 Consumables

Service provider must provide the following consumables:

- 4.2.2.1. Fertilizer (Urea 21-0-0)
- 4.2.2.2. Fertilizer (Complete 14-14-14)
- 4.2.2.3. Rooting hormone
- 4.2.2.4. Broad spectrum insecticide
- 4.2.2.5. Molluscicide
- 4.2.2.6. Fungicide
- 4.2.2.7. Oil and fuel for equipment and vehicles
- 4.2.2.8. Garbage bags

#### 4.2.3 Personal protective equipment (PPE)

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

##### 4.2.3.1. For regular landscape and grounds maintenance:

- 4.2.3.1.1. Caps/hats
- 4.2.3.1.2. Raincoat (during rains)
- 4.2.3.1.3. Safety goggles/face shield (for mechanized grass cutter operators, if applicable)
- 4.2.3.1.4. Garden apron (for mechanized grass cutter operators, if applicable)
- 4.2.3.1.5. Rubber boots (during rainy season and for mechanized grass cutter operators)
- 4.2.3.1.6. Gas mask (for pesticide applicators)
- 4.2.3.1.7. Rubber gloves (for pesticide applicators)
- 4.2.3.1.8. Dust mask (for mechanized blower operators, if applicable)
- 4.2.3.1.9. Ear plug/muff (for mechanized equipment operators, if applicable)
- 4.2.3.1.10. Reflectorized vests (for dawn and night operations)

##### 4.2.3.2. For tree care services:

- 4.2.3.2.1. Raincoat (during rainy season)
- 4.2.3.2.2. Safety goggles/face shield (for chainsaw operators)
- 4.2.3.2.3. Safety shoes (for chainsaw operators)
- 4.2.3.2.4. Rubber boots (during rains)

- 4.2.3.2.5. Climbing equipment and safety harness
- 4.2.3.2.6. Hard hats
- 4.2.3.2.7. Gloves (for bucking)
- 4.2.3.2.8. Ear plug/muff (for chainsaw operators, if applicable)

## **5. 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 C:

### **5.1. Registration and Experience**

The service provider shall be duly registered with the SEC or DTL, owned and managed by professionals qualified to undertake work in the field of landscaping and grounds maintenance services. The service provider must have at least five (5) years' experience in landscaping and grounds maintenance.

### **5.2. ISO 9000 certification**

Competency and capability to design a quality management system aligned with ISO 9001:2015 that fits the requirements of UP Manila for effective landscape and grounds maintenance services of the highest quality.

### **5.3. Experience in nursery maintenance and management**

Maintained a plant and tree propagation nursery with a coverage area of 1,000 square meters in the past three (3) years (1 nursery with minimum of 1,000 square meters or an aggregate of 1 to 3 nurseries that total a minimum of 1,000 square meters).

### **5.4. Experience in landscape design implementation**

Implemented or executed landscape designs with a coverage area of 1,000 square meters in the past three (3) years (1 landscape project with minimum of 1,000 square meters or an aggregate of 1 to 3 landscape projects that total to a minimum of 1,000 square meters).

### **5.5. Experience in landscape maintenance**

Maintained grounds and landscaped areas with various ornamental plants, trees and other landscape elements with minimum coverage area of 10 hectares in the past three (3) years (1 landscape area with a minimum of 10 hectares area or an aggregate of 1-3 landscape areas that total to a minimum of 10 hectares).

## **6. Key Staff Qualifications**

The service provider shall assign a supervisory team who shall oversee the performance of maintenance activities included in the scope, prepare reports and perform representation and coordination work with UP Manila.

The service provider shall assign a supervisory team who shall oversee the performance of maintenance activities included in the scope, prepare reports and perform representation and coordination work with UP Manila.

The members and respective qualifications of the supervisory team shall be as follows:

1. Agriculturist/ Forester - The agriculturist/ forester shall serve as the representative of the service provider. All communications with the maintenance team shall be through the Agriculturist/ Forester. The supervisor must be duly licensed with at least five (5) years experience in grounds maintenance.
2. Landscape Architect - The design Landscape Architect must be duly licensed with at least five (5) years experience with university/ institutional landscaping. Shall be a member of Philippine Association of Landscape Architects (PALA).

UP Manila 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.

## **7. Fees and Payment**

The Approved Budget for the Contract is Nine Million Five Hundred Ninety Eight Thousand Eight Hundred Pesos and 0/100 centavos (Php9,598,800.00) for a period of one year or 365 calendar days.

Contractor shall be paid on a monthly basis equivalent to one-twelfth (1/12) of the total contract price.

End-user will conduct a monthly performance audit based on a service level agreement (SLA) (see Annex D). The SLA and monthly accomplishment reports will be used as an attachment for the billing. A satisfactory rating of 85% is required for processing of the audited month.

A rectification period of 48 hours, or as agreed upon with UP Manila, is given to the service provider in case it fails to acquire the satisfactory rating.

Payment for the audited month is postponed until the rectification period is completed and SLA performance is re-evaluated. If, after the rectification period, the contractor still failed to receive a satisfactory rating, deductions in the rate of one-tenth (1/10) of one percent (1%) of the total contract price will be imposed daily until satisfactory rating is achieved.

Delay due to non-responsiveness, with due notice, cannot be rectified. After three (3) consecutive months of rating below 85%, shall be considered as a breach of obligation and subject to lawful action.

Prepared by:


  
TRISTAN A. MENDOZA  
Engineer I

  
ARTHUR M. PERALTA  
General Construction and Maintenance Foreman, CPDMO



Certified Correct:

  
AR. ROSALIE G. FLORES-BERNARDO  
Chief, CPDMO  
 3/01/2021

Recommending Approval:

  
MICHAEL L. TEE, MD, MHPEd, MBA  
Vice Chancellor for Planning and Development

Approved:

  
ARLENE A. SAMANIEGO, MD  
Vice Chancellor for Administration  
 

<b>BUDGET CLEARANCE</b>
Fund Source: <u>PR UPM Fund - 21-04-11</u>
Approved Amount: <u>P 9,598,800.00</u>
 LOVELLE C. SAGUID Chief Budget Officer, UPM
Date: <u>May 11/21</u>

## Technical Specifications

FOR THE PROCUREMENT OF GROUNDS MAINTENANCE SERVICE FOR THE UNIVERSITY OF THE PHILIPPINES MANILA

**BID NO.:**

**BID DATE:**

**Unit:**

REQUIRED SPECIFICATIONS	REFERENCES (Include supporting documents)	COMMENTS (Clarify inclusion or exclusion)
<p>A. Service provider shall perform grounds maintenance to a land area of 14.4675 hectares as shown in the attached UP Manila Master Campus Plan (Annex A)</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>Proposed maintenance methodology</li> </ul>	<p>Proposed Landscape &amp; Grounds Maintenance Plan &amp; Methodology</p>	
<p>B. Service provider shall perform grounds maintenance for at least eight (8) hours daily, Monday to Sunday, for a total of 365 days.</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>Proposed maintenance methodology</li> </ul>	<p>Proposed Landscape &amp; Grounds Maintenance Plan &amp; Methodology</p>	
<p>C. Service provider shall deliver the following maintenance results at all times unless mentioned otherwise.</p> <p>1. Paved areas, roadways, walkways, driveways, lawn and other landscape areas including benches, seatwalls and plant boxes are cleared of fallen leaves, twigs, branches, inorganic litter, residual waste, garbage, silt, rocks and other debris at least twice a day.</p>	<p>Proposed Landscape &amp; Grounds Maintenance Plan &amp; Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	
<p>2. Deployed waste bins are properly set up</p> <p>3. Deployed waste bins are cleaned at least once a month</p> <p>4. Collected inorganic litter, residual waste and garbage are placed in designated points where they will be picked up as municipal waste by the City of Manila Environmental Protection and Waste Management Department</p> <p>5. Collected fallen leaves, twigs and branches placed in waste bins, plastic bags or sacks are hauled from point of collection to designated processing area on campus</p> <p>6. Collected silt or rocks are placed in areas to be designated by UP Manila</p>	<p>Proposed Landscape &amp; Grounds Maintenance Plan &amp; Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	

7. Lawn areas, shrubs and groundcovers are watered according to plants' watering requirements		
<p>8. Water discharged for irrigation are kept within the softscape area only, not reaching any pathwalk or windows nor left unattended</p> <p>9. Grass is cut and maintained at 2 to 3 inches height at all times</p> <p>10. Lawns are aerated at least once within the contract year</p> <p>11. Groundcovers and shrubs are free from damage</p> <p>12. Groundcovers and shrubs are trimmed to and maintained in the height and form specified by the UP Manila</p> <p>13. Landscape areas are free of weeds</p> <p>14. Fertilizers are applied as necessary</p> <p>15. Palms are free of brown, dried and drooping fronds</p> <p>16. Pruning of trees are pruned using man lifts or basket truck and Department of Environment and Natural Resources (DENR)-licensed chainsaws in pruning operations</p>	Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles	
<p>17. ANSI A300 standards of the United States of America (USA)-based Tree Care Industry Association are followed in pruning operations</p> <p>18. Safety, security, tree health and aesthetics are taken into consideration during tree care operations</p> <p>19. Pruning schedule is coordinated to UP Manila at least one (1) week prior to performance of pruning</p> <p>20. Tree surgery, balling, cutting, or other special tree care service is performed as necessary with prior coordination with UP Manila and observance of applicable laws and policies subject to additional charge</p> <p>21. Plants and landscape areas are kept free from pest-related damage</p> <p>22. Integrated pest management (IPM) is prioritized in addressing pest-related concerns</p>	Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles	
23. Only Fertilizer and Pesticide Authority (FPA)-registered chemicals are used subject to the approval of UP Manila		



<p>24. Pesticides are applied by a Certified Pest Applicator on the employ of the service provider who will submit the proposed schedule, mode of application and formulations of the pesticide to be used at least one (1) week prior to any pesticide application procedure</p> <p>25. Paved surfaces like sidewalks and walkways are kept free of algae, moss, silt and other elements that may cause them to become slippery or unsafe for walking at all times</p> <p>26. Outdoor furniture and signages are kept free of algae, moss, silt and other elements that may affect its functionality or aesthetic quality.</p> <p>27. Assist in securing permits and licenses for tree baling, tree cutting and other landscape maintenance activities that may require such from respective government authorities</p> <p>28. Emergency clearing and hauling assistance during typhoons and natural calamities are provided</p> <p>29. Accident insurance is provided for both personnel and property damaged</p> <p>30. Safety warning signs, barriers and other safety equipment which may be required to ensure safety of the public are provided and installed</p> <p>31. Weekly schedule, monthly accomplishment reports for regular landscape and grounds maintenance and product data sheet and material safety data sheets for all chemicals being used in the landscape are submitted on or before the deadline set by UP Manila</p>	<p>Proposed Landscape &amp; Grounds Maintenance Plan &amp; Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	
<p>Reference:</p> <ul style="list-style-type: none"> <li>• <i>Proposed maintenance methodology</i></li> <li>• <i>Profile of personnel including proof of training or certificates</i></li> <li>• <i>Inventory of all supplies, tools and equipment available for use in UP Manila</i></li> </ul>	<p>Proposed Landscape &amp; Grounds Maintenance Plan &amp; Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	
<p>D. Service provider must have under its employ licensed Foresters and Agriculturists who can provide the professional and technical know-how to ensure that the landscaping and grounds maintenance services are performed properly.</p> <p>Agriculturist/ Forester - Licensed, min of 5 years experience</p>	<p>Profile of Personnel</p>	

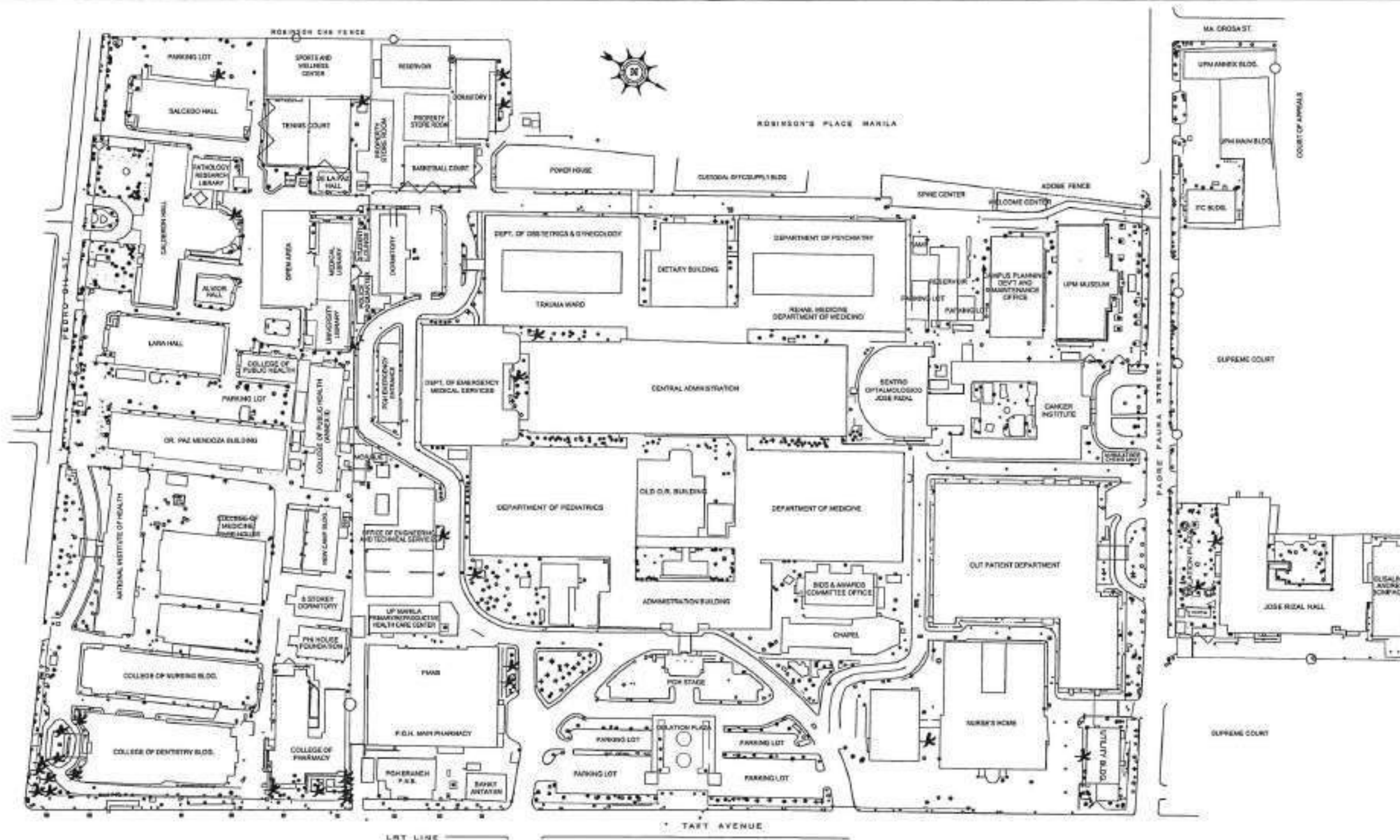
<p>Landscape Architect - Licensed, min. of 5 years experience</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• Profile of personnel including proof of training or certificates</li> </ul>		
<p>E. Service provider shall field competent crew in proper uniform skilled in landscaping who know how to use and operate equipment and tools and trained on safety practices and the use of personal protective equipment (PPE)</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• Profile of personnel including proof of training or certificates</li> </ul>	Profile of Personnel	
<p>F. Service provider shall enforce strict discipline and good order among its employees</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• Proposed maintenance methodology</li> </ul>	Proposed Landscape & Grounds Maintenance Plan & Methodology	
<p>G. Service provider shall agree to submit itself, its representatives and all its workers to the rules and regulations of UP Manila on sanitation, security and safety</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• Proposed maintenance methodology</li> </ul>	Proposed Landscape & Grounds Maintenance Plan & Methodology	
<p>H. 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 UP Manila:</p> <ol style="list-style-type: none"> <li>1. Hauling vehicle</li> <li>2. Chainsaws licensed by the Department of Environment and Natural Resources</li> <li>3. Mechanized blowers</li> <li>4. Power sprayers</li> <li>5. Brush cutters</li> <li>6. Gardening tools</li> </ol> <p>Reference:</p> <ul style="list-style-type: none"> <li>• Inventory of all supplies, tools and equipment available for use in UP Manila</li> </ul>	Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles	
<p>I. Service provider must provide the following consumables:</p> <ol style="list-style-type: none"> <li>1. Fertilizer (Urea 21-0-0)</li> <li>2. Fertilizer (Complete 14-14-14)</li> <li>3. Rooting Hormone</li> <li>4. Broad Spectrum Insecticide</li> <li>5. Molluscide</li> <li>6. Fungicide</li> <li>7. Oil and fuel for equipment and vehicles</li> <li>8. Garbage bags</li> </ol>	Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles	




J. Service provider shall deploy manpower complete with the necessary personal protective equipment (PPE). The following minimum PPE requirements per activity shall be required:	List of tools, equipment and vehicles	
<p>For regular landscape and grounds maintenance:</p> <ol style="list-style-type: none"> <li>1. Caps or hats</li> <li>2. Raincoat (during rains)</li> <li>3. Safety goggles or face shield (for mechanized grass cutter operators, if applicable)</li> <li>4. Garden Apron (for mechanized grass cutter operators, if applicable)</li> <li>5. Rubber boots (for mechanized grass cutter operators, if applicable)</li> <li>6. Gas mask (for pesticide applicators)</li> <li>7. Rubber gloves (for pesticide applicators)</li> <li>8. Dust mask (for mechanized blower operators, if applicable)</li> <li>9. Ear plugs or ear muffs (for mechanized blower operators, if applicable)</li> <li>10. Reflectorized vests (for dawn and night operations)</li> </ol> <p>For tree care services</p> <ol style="list-style-type: none"> <li>1. Raincoat (during rainy season)</li> <li>2. Safety goggles or face shield (for chainsaw operators)</li> </ol>	List of tools, equipment and vehicles	
<ol style="list-style-type: none"> <li>3. Safety shoes (for chainsaw operators)</li> <li>4. Rubber boots (during rainy season)</li> <li>5. Climbing equipment and safety harness (for tree servicing operations)</li> <li>6. Hard Hats</li> <li>7. Gloves (for bucking)</li> <li>8. Ear plugs or ear muffs (for chainsaw operators, if applicable)</li> </ol> <p>Reference:</p> <ul style="list-style-type: none"> <li>• Inventory of all supplies, tools and equipment available for use in UP Manila</li> </ul>	List of tools, equipment and vehicles	
<p>K. Service provider will deploy these abovementioned manpower, vehicles, equipment, tools, consumables and PPE in adequate quantity in order to ensure that the maintenance results are delivered</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• Inventory of all supplies, tools and equipment available for use in UP Manila</li> </ul>	List of tools, equipment and vehicles	
<p>L. Service provider has minimum of five (5) years' experience in landscaping and ground maintenance</p> <p>Reference:</p>	Company Profile and list of projects	

<ul style="list-style-type: none"> <li>• <i>Company profile</i></li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Pictures of projects</i></li> <li>• <i>Statement of completed contracts for the past three (3) years with attached Certificate of Satisfactory Performance or Sales Invoices or Official Receipts</i></li> </ul>	Company Profile and list of projects	
<p>M. Service provider must have the competency and capability to design a quality management system aligned with ISO 9000 that fits the requirements of the university for effective landscape and grounds maintenance services of the highest quality</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• <i>ISO 9000 certificate</i></li> </ul>	Company Profile, ISO Certificates	
<p>N. Service provider has maintained a plant and tree propagation nursery with a coverage area of 1,000 square meters in the past three (3) years (1 nursery with minimum of 1,000 square meters or an aggregate of 1 to 3 nurseries that total to a minimum of 1,000 square meters)</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• <i>Company profile</i></li> <li>• <i>Pictures of nursery</i></li> <li>• <i>Location map</i></li> </ul>	Company Profile	
<p>O. Service provider must have must have implemented and executed landscaping designs with a coverage area of 1,000 square meters in the past three (3) years (1 landscape project with minimum of 1,000 square meters or an aggregate of 1 to 3 landscape projects that total to a minimum of 1,000 square meters).</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• <i>Company profile</i></li> <li>• <i>List of completed and ongoing projects, portfolio, notice(s) of award or contracts for implementation or execution of landscaping design showing total area</i></li> </ul>	Company Profile	
<p>P. Service provider has maintained grounds and landscaped areas with various ornamental plants, trees, and other landscape elements with minimum coverage area of 10 hectares in the past three (3) years (1 landscape area with minimum of 10 hectares area or an aggregate of 1-3 landscape areas that total to a minimum of 10 hectares)</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• <i>Company profile</i></li> <li>• <i>List of completed and ongoing projects, portfolio, notice(s) of award or contracts for implementation or execution of landscaping design showing total area</i></li> </ul>	Company Profile	

<p>Q. The service provider shall assign a supervisory team/ key personnel who shall oversee the performance of maintenance activities included in the scope, prepare reports and perform representation and coordination work with UP Manila.</p> <p>Agriculturist/ Forester - Licensed, min of 5 years experience Landscape Architect - Licensed, min. of 5 years experience</p> <p>Reference:</p> <ul style="list-style-type: none"> <li>• <i>Proposed maintenance methodology</i></li> <li>• <i>Profile of personnel including proof of training or certificates</i></li> </ul>	<p>Proposed Landscape &amp; Grounds Maintenance Plan &amp; Methodology, Profile of Personnel</p>	
--	--	--



1  
A-1  
**U.P. MANILA  
SITE DEVELOPMENT PLAN**  
SCALE: 1:1,750 m

 <p><b>CPDMO</b> <b>CAMPUS PLANNING DEVELOPMENT &amp; MAINTENANCE OFFICE</b> P. FOUA ST., EDSA, MANILA Tel. No. 525-2242 Telefax No. 525-8420</p>	<p>CERTIFIED CORRECT:</p> <p><i>[Signature]</i> <b>AR. ROSALE G. FLORES-BERNARDO</b> CHIEF, CPDMO</p> <p>PREPARED BY:</p> <p><i>[Signature]</i> <b>AR. LEONARD F. CORDERO</b> MANAGER, CPDMO</p> <p><i>[Signature]</i> <b>BON TOMASANTA</b> DRAFTSMAN</p>	<p>PROJECT TITLE:</p> <p><b>UNIVERSITY OF THE PHILIPPINES MANILA SITE DEVELOPMENT PLAN</b></p>	<p>RECOMMENDING APPROVAL:</p> <p><i>[Signature]</i> <b>MICHAEL L. TEE, MD, MHPed, MBA</b> VICE CHANCELLOR FOR PLANNING AND DEVELOPMENT</p>	<p>APPROVED:</p> <p><i>[Signature]</i> <b>ARLENE A. SAMANIEGO, MD</b> VICE CHANCELLOR FOR ADMINISTRATION</p>	<p>SHEET CONTENT:</p> <p>AS-SHOWN</p>	<p>DATE ISSUED:</p> <p>DATE COMPLETED:</p> <p>REVISION NO./DATE:</p> <p>REV. NO.:</p> <p>CHECKED: _____</p> <p>DRAWN: _____</p> <p>SHEET NO.: <b>A-1</b></p> <p>1 OF 1</p>
--	---	--	--	--	---------------------------------------	--

3/01/2021

## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**And**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)

#### Technical Documents

- ☐ (e) Statement of all its ongoing government and private contracts, within five (5) years similar in nature and complexity to the contract to be bid, including contracts awarded but not yet started, if any. The statement shall be supported by notices of award, and/or notices to proceed issued by the owners. **And**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (g) The Service provider must have at least five (5) years’ experience in landscaping and grounds maintenance.
- ☐ (h) ISO 9000 Certification.
- ☐ (i) Key Staff Qualification.
- ☐ (j) DENR License for chain saw Operations.
- ☐ (k) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**



- ☐ (l) Conformity with the Terms of Reference, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (m) Conformity with the Technical Specifications Bidders must state “inclusion” or “exclusion” and include supporting documents required.
- ☐ (n) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Note: The authorized signatory who executed the OSS and given authority to sign in the Secretary’s Certificate should indicate his/her position in the company participating in this bidding.**

**Additional requirement:**

- (o) UP Questionnaire (notarized)

**Financial Documents**

- ☐ (p) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding Calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (q) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- ☐ (r) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or**  
Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**Other documentary requirements under RA No. 9184 (as applicable)**

- ☐ (s) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (t) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

**Statement of all Ongoing Government & Private contracts including contracts awarded but not yet started**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Amount		End user's acceptance or official receipt(s) <b>or</b> sales invoice issued for the contract
						Contract	Value of Outstanding Contract	
<u>Government</u>								
<u>Private</u>								
						Total Cost		

Note: This statement shall be supported with:

- 1 Notice of Award , Contract, NTP, and other docs, if necessary

Submitted by : \_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_



### Statement of Bidder's Single Largest Completed Contract (SLCC)

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Amount of completed contracts, adjusted by the Bidder	End user's acceptance or official receipt(s) <b>and</b> sales invoice issued for the contract
<u>Government</u>							
<u>Private</u>							
						Total Cost	

Note: This statement shall be supported with:

- 1 Notice of Award, Contract, NTP, and other docs, if necessary

Submitted by : \_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

## Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

X-----X

**Invitation to Bid** *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of  
[month] [year] at [place of execution].

***[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]***  
***[Insert signatory's legal capacity]***

Affiant

**SUBSCRIBED AND SWORN** to before me this day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no.

\_\_\_\_\_.

Witness my hand and seal this day of [month] [year].

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_ **Notary Public for** \_\_ **until** \_\_ **Roll of Attorneys No.**  
**PTR No.** \_\_, [date issued], [place issued] **IBP No.** \_\_, [date issued],  
[place issued] **Doc. No.** \_\_  
**Page No.**  
**Book No.**  
**Series of** \_\_.

## ***Section IX. STANDARD FORMS***

- ***BID FORM***
- ***OMNIBUS SWORN STATEMENT***
- ***U.P QUESTIONNAIRE***

## Bid Form

---

Date: \_\_\_\_\_  
Invitation to Bid<sup>1</sup> N°: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at anytime before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>2</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
<del>(if none, state "None")</del>	_____	_____

---

<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.  
<sup>2</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

*[signature]* \_\_\_\_\_ *[in the capacity of]* \_\_\_\_\_

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Omnibus Sworn Statement

---

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_ )S.S.

### A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

**6. Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s. : \_\_\_\_\_

Fax No/s. : \_\_\_\_\_

E-mail Add/s. : \_\_\_\_\_

Mobile No/s. : \_\_\_\_\_

It is understood that notice/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.



IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_,  
Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*,  
Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent  
evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s  
exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and  
signature appearing thereon, with no. \_\_\_\_\_ and his/her Government Issued I.D. \_\_\_\_\_  
issued on at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. *↓ [date issued], [place issued]*

IBP No. *↓ [date issued], [place issued]*

MCLE No. \_\_\_\_\_

Doc. No. \_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**  
(additional requirement for eligibility)

1. Have you ever participated in any bidding in the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary.

Constituent University / UP Campus	Name of Project	Amount of Project	Duration Start / End (Dates)	Status (On-going / completed)

2. Has your company ever been suspended or Blacklisted by the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary

Constituent University/UP Campus	Name of project	Reason for suspension / Blacklisting	Status (on-going / lifted)

3. Has your company ever been suspended or Blacklisted by any government agency / Company

YES	NO
	<input checked="" type="checkbox"/>

If YES, FILL UP THE Table below, Use additional pages if necessary

Name of government Agency / Company	Name of Project	Reason for suspension / Blacklisting	Status (on-going / lifted)

4. Has there been any project of your company In the University of the Philippines that was terminated By Administration

YES	NO

If YES, FILL UP THE TABLE BELOW, Use additional pages if necessary

Constituents University / UP Campus	Name of Project	Reason for termination	Date of termination

5. Do you certify that all documents submitted by Your company and personnel are authentic?

YES	NO
<input checked="" type="checkbox"/>	

YES	NO

6. Is there any pending cases in a Court or any similar institutions in relation to any Government contract awarded to your company? In relation to practice or profession of any of your personnel?

If YES, fill up the table below. Use additional pages if necessary

For Company

Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

For Personnel

Name of Personnel & Designation	Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

I hereby certify that all statements and information provided herein are complete, true and correct.

Name & Signature of Bidder's  
Authorized Representative

Official Designation  
Company  
Date

## Suggested Marking (ITB 17)

“Mother Envelop”

BIDDER:  
Address



Title of Project

THE BIDS AND AWARDS COMMITTEE 2  
University of the Philippines Manila  
Taft Avenue, Manila



DO NOT OPEN BEFORE \_\_\_\_\_

## Suggested Marking (ITB 17)

ORIGINAL BID

BIDDER:

Address



Title of Project

THE BIDS AND AWARDS COMMITTEE 2  
University of the Philippines Manila  
Taft Avenue, Manila



DO NOT OPEN BEFORE \_\_\_\_\_

# PACKAGING

Original

Copy 1

Copy 2

