



***Grounds Maintenance and Removal of Hazard Trees for the
University of the Philippines Manila-Academic Zone,
University of the Philippines Manila***

Prepared by:
UP Manila Procurement Office and BAC2 Secretariat
August 2022

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

***Grounds Maintenance and Removal of Hazard Trees for the
University of the Philippines Manila-Academic Zone,
University of the Philippines Manila***

1. The University of the Philippines Manila, through the ***UPM Funds*** intends to apply the sum of ***Six Million Nine Hundred Seventeen Thousand Five Hundred Eighteen Pesos (Php6,917,518.00)*** being the Approved Budget for the Contract for the payments under the contract for the ***Grounds Maintenance and Removal of Hazard Trees for the University of the Philippines Manila-Academic Zone, 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 the BAC2 Secretariat, University of the Philippines Procurement Management Office 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 on ***16 August 2022*** 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 ***Seven Thousand Pesos (Php7, 000.00)*** in person, by facsimile or electronic means (email).
7. The University of the Philippines Manila will hold a Pre-Bid Conference on ***23 August 2022 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.

NOTE: The prospective bidders are advised to register first @ [Zoom Meeting Registration Link](#) and wait for further advice for the zoom link which shall be provided to the prospective bidders who successfully registered.

- 8 Bids must be duly received through manual submission, on or before **06 September 2022 not later than 1:00p.m.** at *Procurement Management Office, 2nd Floor Joaquin Gonzales Compound, Padre Faura St., Ermita Manila*. Latebids shall not be accepted.
- 9 All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
- 10 Bid opening shall be on **06 September 2022, 1:30p.m.** at the given address below and/or via *zoom*. Bids will be opened in the presence of the bidders' representatives who choose to join the zoom meeting.

NOTE: The prospective bidders are advised to register first @ [Zoom Meeting Registration Link](#) and wait for further advice for the zoom link which shall be provided to the bidders who successfully registered.


- 11 The zoom link will be provided to those who signified their intention to attend. Only those whose names were submitted to the Secretariat will be allowed access to the meeting room. Zoom link should not be shared to other people.

The prospective bidders/suppliers shall stay initially at the zoom waiting room until the discussion of the item where they intend to participate starts. The host of the meeting from the BAC Secretariat will then let them in to the meeting room just before the discussion of the specific matter they intend to participate.

- 12 The University of the Philippines Manila reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- 13 For further information, please refer to:

*Ms. Melody Jane L. Rojo (Tel. No. 8814-1213)
Mr. Jonald D. Karingal/Elma Lyn Canute (Tel. No. 8814- 1224)
BAC2 Secretariat, Procurement Management Office, 2nd Floor
Joaquin Gonzales Compound, Padre Faura St., Ermita Manila
(upm-bac2-secretariat@up.edu.ph)*

- 14 You may visit the following websites:
For downloading of Bidding Documents: *PhilGEPS and UP Manila website*


MARIA ELIZA RUIZ AGUILA, PhD
Chair, Bids and Awards Committee 2

NOTED:


ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration ✓

*Posted at PhilGEPS, UP Manila website,
Bulletin Board at the UP-Manila Procurement
Management Office on starting 16 August 2022*

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 and Removal of Hazard Trees for the University of the Philippines Manila-Academic Zone, University of the Philippines Manila*”. with Project Identification Number **17802**

[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 2022 in the amount of *Six Million Nine Hundred Seventeen Thousand Five Hundred Eighteen Pesos (Php6,917,518.00)*

22 The source of funding is: *UPM Funds*

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 fiftypercent (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 Declaration¹ 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.

¹ 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	For this purpose, contracts similar to the Project shall be: <i>Grounds Maintenance Services Tree Cutting/Removal</i>		
7.1	<i>Not applicable</i>		
10.4	<u><i>Key Personnel</i></u>	<u><i>General Experience</i></u>	<u><i>Relevant Experience</i></u>
	<i>Agriculturist/Forester</i>	<i>at least 5 years</i>	<i>with similar project experience</i>
	<i>Landscape Architect</i>	<i>at least 5 years</i>	<i>with similar project experience</i>
10.5	<i>The minimum major equipment requirements are the following:</i>		
	<u><i>Equipment</i></u>	<u><i>Capacity</i></u>	<u><i>Number of Units</i></u>
	<i>Walk behind or ride-on Vacuum street sweeper</i>	<i>50–60-gallon litter</i>	
	<i>Manlift Truck</i>	<i>45 feet-height reach w/ 200kg capacity with</i>	
	<i>Hauling vehicle</i>	<i>4-wheeler, 2 cu.m.</i>	
	<i>Chainsaw licensed by the DENR</i>	<i>5.4hp gas-fed</i>	
	<i>Mechanized blowers</i>	<i>2.7hp, 200mph air velocity</i>	
	<i>Power Sprayer</i>	<i>1300 cu.m. per hr. air Throughput, 13L cap.</i>	
	<i>Brush cutter</i>	<i>1 hp, w/ blade/nylon and head attachment</i>	
	<i>Wood Chipper</i>	<i>27hp, can process up to 6” diameter branches</i>	
	<i>Gardening tools.</i>		
	<i>PPE</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"> a. The amount of not less than <i>Php138,350.36</i> if bid security is in cash cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Php345,875.90</i> if bid security is in Surety Bond.
19.3	<i>Not applicable</i>
20.2	<p><i>List of additional licenses and permits relevant to the project and the corresponding law requiring it:</i></p> <ul style="list-style-type: none"> <i>1. ISO 9000 Certification</i> <i>2. ISO 14001 Certification</i> <i>3. ISO 45001 Certification</i> <i>4. DENR License for Chain Saw Operation</i> <p><i>All this permit/licenses/accreditation should be valid at the date of opening of bids.</i></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

***Grounds Maintenance and Removal of Hazard Tree for the
University of the Philippines Manila-Academic Zone,
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



UNIVERSITY OF THE PHILIPPINES MANILA
Campus Planning, Development and Maintenance Office
Padre Faura St. Ermita, Manila 1000, Philippines
Tel: (632) 525 2233 • (632) 526 8420 • (632) 814 1258 • (632) 814 1257



CPDMO 12059630

TERMS OF REFERENCE
FOR THE PROCUREMENT OF GROUNDS MAINTENANCE AND REMOVAL
OF HAZARD TREES FOR THE UNIVERSITY OF THE PHILIPPINES MANILA -
ACADEMIC ZONE

1. General Description

The University of the Philippines (UP) Manila Campus - Academic Zone, hereinafter the "Campus", a 49,320.18 square meter site providing education, research and services in the health sciences, 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." The UPM Academic Zone is concentrated along Pedro Gil Avenue with two areas

To address the special grounds 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.

This shall also include the removal of forty seven (47) hazard trees described as high priority for the safety of the campus.

2. Project Description

2.1	Project Name	:	UP Manila Grounds Maintenance and Tree Servicing
2.2	Location	:	University of the Philippines Manila- Academic Zone, Ermita, Manila
2.3	Total Lot Area	:	49,310.18 sq.m. (See Annex A)
	Total Footprint Area	:	24,650.46 sq.m.
2.4	Owner	:	University of the Philippines Manila
2.5	Implementing Agency	:	Campus Planning Development and Maintenance Office (CPDMO)
2.6	Estimated Project Cost	:	Six Million Nine Hundred Seventeen Thousand Five Hundred Eighteen Pesos Only (Php 6,917,518.00)

3. Scope of work

3.1 Duration

The 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 as a performance based contract.

Item	Particulars	Frequency
1	Grounds Keeping	
a	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 daily.	Daily
b	Deployed waste bins are properly set up	Daily
c	Deployed waste bins are cleaned at least once a month	Monthly
d	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	As scheduled
e	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	Daily
f	Collected silt or rocks are placed in areas to be designated by UP Manila	As needed
g	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 during rainy season	As needed
h	Quarterly cleaning of outdoor furniture and signages to remove algae, moss, silt, and other elements that may affect its functionality or aesthetic quality.	Quarterly
i	Removal of wildlings/ balet sprouts on building crevices	As needed
2	Landscape Management	
a	Lawn areas, shrubs and groundcovers are watered according to plants' watering requirements	As needed
b	Water discharged for irrigation are kept within the softscape area only, not reaching any path walk or hardscapes or windows nor left unattended	As needed
c	Grass is cut and maintained at 2 to 3 inches height.	Weekly
d	Lawns are aerated at least once within the contract year	Annually
e	Groundcovers and shrubs are lush and free from damage	Daily

f	Groundcovers and shrubs are trimmed and maintained in the height and form specified by the UP Manila	As needed
g	Landscape areas are free of weeds	As needed
h	Fertilizers are applied as necessary	As needed
i	Integrated pest management (IPM) is prioritized in addressing pest-related concerns in shrubs and ground covers. Exercise utmost caution in the use of pesticides in the University. Only Fertilizer and Pesticide Authority (FPA)-registered chemicals are used subject to the approval of UP Manila.	As needed
j	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.	As needed
3	Palm and Tree Care	
a	Palms are free of brown, dried and drooping fronds	As needed
b	Trees are pruned for height clearance (below 12 feet height and less than 6" diameter).	As needed
c	Safety, security, tree health and aesthetics are taken into consideration during tree care operations. ANSI A300 standards of the United States of America (USA)-based Tree Care Industry Association are followed in pruning operations.	As needed
d	Tree care services such as pruning of trees and branches beyond 12 feet height and more than 6" diameter, height and crown reduction, felling or removal, surgery, earth-balling and transplanting, root pruning, stump removal, wood chipping and other treatments are performed as necessary prior coordination and submission of pruning quotation to UP Manila and observance of applicable laws and policies (subject to additional charge based on the extent of pruning).	As needed
4	Landscape Improvement	
a	Paving works at CAS including demolition of existing concrete pavement, root pruning and tree surgery of one (1) Narra tree, installation of root barrier liner, construction of concrete borders and hauling out of debris. All materials to be supplied by the Contractor.	As needed
b	Landscape improvement of existing landscaped areas are presented for review and approval of UP Manila.	As needed
5	Other related deliverables	
a	Assist in securing permits and licenses for tree baling, tree cutting and other landscape maintenance activities that may require such from respective government authorities	As needed
b	Emergency clearing and hauling assistance during typhoons and natural calamities are provided. Extraordinary circumstances may be subject to additional charge. Contractor will not be held liable for any damages or delays due to force majeure.	As needed
c	Accident insurance is provided for both personnel and property damaged not exceeding the total contract price	For the whole contract period
d	Safety warning signs, barriers and other safety equipment which may be required to ensure safety of the public are provided and installed	As needed
e	The following documents are submitted on or before the deadline set by UP Manila:	
i.	Weekly schedule	Weekly

	ii. Monthly accomplishment reports for regular landscape and grounds maintenance	Monthly
	iii. Proof of payment/remittances of SSS, PhilHealth and HDMF of previous month is submitted together with the billing	Monthly
	iv. Product data sheet and material safety data sheets for all chemicals being used in the landscape shall be submitted.	Before start of pesticide application

3.3 Tree Removal

The service provider shall perform the following services for the tree removal of the hazard trees identified in Annex C. The scope of work is as follows:

Item	Particulars	Remarks
1	Assistance on DENR Tree Cutting Permit Acquisition	
2	Supply and Delivery of Two Thousand Three Hundred Fifty (2,350) native/indigenous plant/seedlings as compliance of the DENR Tree Cutting Permit	Subject to adjustment based on the approval of trees to be removed by DENR
3	Removal of Forty Seven (47) various hazard trees (high priority)	
4	Lowering of stump up to 2 inches below the ground level	
5	Bucking and piling of cut debris	
6	Hauling and disposal of debris	
7	Safety warning signs, barriers and other safety equipment which may be required to ensure safety of the public are provided and installed.	
8	Submission of schedule of tree removal per area and report that will include the scope of activities, before, during, and after pictures,	

4. Resources to be provided

The service provider will deploy manpower, vehicles, equipment, tools, and consumables in adequate quantity in order to ensure that the above mentioned maintenance and tree removal 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 requirements of UP Manila 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, agriculturists, and landscape architects 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 and tree removal, 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 fifteen (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:

No.	Item	Description
1	Walk behind or ride-on vacuum street sweeper	50-60 gallon liter capacity, gas-fed
2	Manlift Truck	45-feet height reach, bucket with 200 kg. capacity, 4-6-wheeler with outrigger
3	Hauling vehicle	4-wheeler, 2 cubic meter capacity
4	Chainsaw licensed by the DENR	25" blade, 5.4 hp, gas-fed
5	Mechanized blowers	2.7bhp, 200mph air velocity
6	Power sprayer	1300 cubic meter per hour air throughput, 13L capacity
7	Brush cutters	1hp, with blade/nylon and head attachment

8	Gardening tools	All necessary gardening tools such as but not limited to trowels, spades, pruning shears, hedge trimmers, etc.
9	Wood Chipper	27hp, can process up to 6" diameter branches

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 in adequate quantity and frequency, if necessary, to meet the maintenance results:

No.	Item	Description
1	Fertilizer	Nitrogen-rich for vegetative growth
2	Fertilizer	Complete N-P-K for optimum growth and maintenance
3	Rooting Hormone	For propagating cuttings
4	Broad spectrum insecticide	For common insect pests
5	Molluscicide	For snails and slugs
6	Fungicide	For common fungal infestation
7	Oil and fuel for equipment and vehicles	For power tools, equipment, and vehicles
8	Garbage bags	For outdoor trash bins and plastic picking activities
9	Spare parts	For preventive maintenance of equipment and vehicles

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:

PPEs for regular landscape and grounds maintenance personnel		PPEs for tree care services	
1	Face mask	1	Raincoat (during rainy season)
2	Caps/hats	2	Hard hats
3	Raincoat (during rainy season)	3	Safety shoes (for chainsaw operators)
4	Safety goggles/face shield (for mechanized grass cutter operators, if applicable)	4	Rubber boots (during rains)
5	Garden apron (for mechanized grass cutter operators, if applicable)	5	Climbing equipment and safety harness
6	Rubber boots (during rainy season and for mechanized grass cutter operators)	6	Safety goggles/face shield (for mechanized grass cutter operators, if applicable)
7	Rubber gloves (for pesticide applicators)	7	Gloves (for bucking)
8	Dust mask (for mechanized blower operators, if applicable)	8	Ear plug/muff (for chainsaw operators, if applicable)

9	Ear plug/muff (for mechanized equipment operators, if applicable)	9	Face Mask
10	Reflectorized vests (for dawn and night operations)		
11	Gas Mask (for pesticide applicators)		

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 B:

5.1. Registration and Experience

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

5.2. ISO 9001 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. ISO 14001 certification

Competency and capability to design an environmental management system aligned with ISO 14001:2015 that fits the requirements of UP Manila for effective management of its environmental responsibilities in line with the landscape and grounds maintenance services.

5.4. 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 Manila to provide a safe and healthy workplace in line with the landscape and grounds maintenance services.

5.5. Experience in grounds and 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 five (5) 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).

5.6. Experience in professional tree care

Conducted professional tree care services such as pruning, removal, earth-balling and transplanting in the past five (5) years.

5.7. 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 minimum of 1,000 square meters).

5.8 Experience in plant and tree propagation

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).

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.

- 6.1. Agriculturist / Forester** (full-time for the project) – 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 licensed Agriculturist / Forester must have at least five (5) years' experience in grounds maintenance.
- 6.2. Landscape Architect** (part-time for the project) – The Landscape Architect must be duly licensed with at least five (5) years' experience with softscape and hardscape design. Shall be a member of the Philippine Association of Landscape Architects (PALA). The Landscape Architect should be available for any correspondence with regards to Landscape Architectural design scope in this Terms of Reference.

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 **Six Million Nine Hundred Seventeen Thousand Five Hundred Eighteen Pesos Only (Php 6,917,518.00)** VAT inclusive 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 the service rating (See Annex D). The service rating and the monthly accomplishment reports will be used as attachments 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 the service rating 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 breach of obligation and subject to lawful action.

Prepared by:


TRISTAN A. MENDOZA
Engineer I


ARTHUR M. PERALTA
General Construction and Maintenance Foreman, CPDMO


ENGR. RENATO B. REMORQUE
Engineer III, Electrical

Certified Correct:



AR. ROSALIE G. FLORES-BERNARDO
Chief, CPDMO

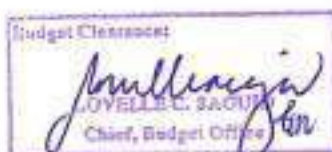
Recommending Approval:


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

Approved:


ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration

 JUL 05 2022



WPM Fund = 6,917,518.-
subject to Prof approval





UNIVERSITY OF THE PHILIPPINES MANILA
Campus Planning, Development and Maintenance Office
Padre Faura St. Ermita, Manila 1000, Philippines

Tel: (632) 525 2233 • (632) 526 8420 • (632) 814 1258 • (632) 814 1257



Annex B

Tree Count for UPM Hazard Trees

No.	Area	Common Name	Remarks
T1	Joaquin Gonzales Compound	Balete	leaning, near walls and buildings
T2	Joaquin Gonzales Compound	Bo Tree	leaning, near walls and buildings
T3	Joaquin Gonzales Compound	Manga	leaning, near walls and buildings
T4	Calderon Hall	African Tulip	leaning, near walls and buildings
T5	Calderon Hall	Dita	near post, unsafe planting space
T6	College of Pharmacy	Avocado	near building and water tank
T7	College of Pharmacy	Mahogany	leaning, near walls and buildings
T8	College of Dentistry	Bo Tree	leaning, near walls and buildings
T9	College of Dentistry	Royal Palm	leaning, near walls and buildings
T10	College of Dentistry	Dita	leaning, near walls and buildings
T11	College of Pharmacy	Sampaloc	leaning, near walls and buildings
T12	College of Pharmacy	Dita	leaning, near walls and buildings
T13	College of Pharmacy	Salisi	leaning, near walls and buildings
T14	College of Pharmacy	Sampaloc	leaning, near walls and buildings
T15	College of Pharmacy	Alagau	leaning, near walls and buildings
T16	College of Pharmacy	Talisay	undesirable planting space, overgrown on the wall
T17	New Camp Building	Alagau	leaning, near walls and buildings
T18	New Camp Building	Alagau	leaning, near walls and buildings
T19	New Camp Building	Alagau	leaning, near walls and buildings
T20	College of Public Health	Alagau	leaning, near walls and buildings
T21	College of Public Health	African Tulip	leaning, near walls and buildings
T22	College of Public Health	Dita	leaning, near walls and buildings
T23	College of Public Health	Dita	leaning, near walls and buildings
T24	College of Public Health	Dita	undesirable planting space, overgrown on the wall
T25	College of Public Health	Hauli	leaning, near walls and buildings
T26	College of Public Health	Langka	leaning, near walls and buildings
T27	College of Public Health	Kamuning	leaning, near walls and buildings
T28	College of Public Health	Kamuning	leaning, near walls and buildings
T29	College of Public Health	Lumbang	leaning, near walls and buildings
T30	College of Public Health	Chico	root bound
T31	College of Public Health	Manga	leaning, root bound
T32	College of Public Health	Molave	near buildings and walls
T33	College of Public Health	Royal Palm	near buildings and walls
T34	College of Public Health	Royal Palm	near buildings and walls
T35	College of Public Health	Royal Palm	near buildings and walls
T36	College of Public Health	Royal Palm	near buildings and walls
T37	College of Public Health	Royal Palm	near buildings and walls
T38	College of Public Health	Royal Palm	near buildings and walls
T39	College of Public Health	Royal Palm	near buildings and walls
T40	College of Public Health	Rain Tree	near buildings and walls
T41	College of Public Health	Santol	leaning, near walls and buildings
T42	In between Paz Mendoza and CPH Annex 2	Dita	near buildings and walls, root bound
T43	CAS	Thailand Shower	leaning, near walls
T44	CAS	Thailand Shower	leaning, near walls
T45	CAS	Dita	near buildings and walls
T46	CAS	Salisi	near buildings and walls
T47	CAS	Salisi	near buildings and walls



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Padre Faura St. Ermita, Manila 1000, Philippines

Tel: (632) 525 2233 • (632) 526 8420 • (632) 814 1258 • (632) 814 1257



Annex C





UNIVERSITY OF THE PHILIPPINES MANILA
Campus Planning, Development and Maintenance Office
Padre Faura St. Ermita, Manila 1000, Philippines

Tel: (632) 525 2233 • (632) 526 8420 • (632) 814 1258 • (632) 814 1257





UNIVERSITY OF THE PHILIPPINES MANILA
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Padre Faura St. Ermita, Manila 1000, Philippines

Tel: (632) 525 2233 • (632) 526 8420 • (632) 814 1258 • (632) 814 1257





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Campus Planning, Development and Maintenance Office
Padre Faura St. Ermita, Manila 1000, Philippines

Tel: (632) 525 2233 • (632) 526 8420 • (632) 814 1258 • (632) 814 1257



ANNEX B

SPECIFICATIONS AND REFERENCES

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"> Proposed maintenance methodology 	Proposed Landscape & Grounds Maintenance Plan & Methodology	
<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"> Proposed maintenance methodology 	Proposed Landscape & Grounds Maintenance Plan & Methodology	
<p>C. Maintenance results and tree removal to be delivered (refer to the TOR Item 3.2 and 3.3 for the detailed list)</p> <ol style="list-style-type: none"> Grounds Keeping Landscape Management Palm and Tree Care Landscape Improvement Other related Deliverables Tree removal <p>Reference:</p> <ul style="list-style-type: none"> Proposed maintenance methodology Profile of personnel including proof of training or certificates Inventory of all supplies, tools and equipment available for use in UP Manila 	Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles	
<p>D. Service provider must have under its employ licensed technical experts who can provide the professional and technical know-how to ensure that the landscaping and grounds maintenance services are performed properly:</p> <ol style="list-style-type: none"> Forester Agriculturist <p>Reference:</p> <ul style="list-style-type: none"> Profile of personnel including proof of training or certificates 	Profile of Personnel	

<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) for both grounds maintenance and tree removal</p> <p><i>Reference:</i></p> <ul style="list-style-type: none"> • <i>Profile of personnel including proof of training or certificates</i> 	<p>Profile of Personnel for grounds maintenance and tree removal</p>	
<p>F. Service provider shall enforce strict discipline and good order among its employees</p> <p><i>Reference:</i></p> <ul style="list-style-type: none"> • <i>Proposed maintenance methodology</i> 	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology</p>	
<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><i>Reference:</i></p> <ul style="list-style-type: none"> • <i>Proposed maintenance methodology</i> 	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology</p>	
<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"> 1. Walk behind or ride-on vacuum street sweeper 2. Manlift Truck 3. Hauling Vehicle 4. Chainsaw licensed by DENR 5. Mechanized blowers 6. Power sprayer 7. Brush Cutters 8. Gardening tools 9. Wood Chipper <p><i>Reference:</i></p> <ul style="list-style-type: none"> • <i>Inventory of all supplies, tools and equipment available for use in UP Manila</i> 	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	
<p>I. Service provider must provide the following consumables:</p> <ol style="list-style-type: none"> 1. Fertilizer (Nitrogen rich for vegetative growth) 2. Fertilizer (Complete N-P-K for optimum growth and maintenance) 3. Rooting Hormone 4. Broad Spectrum Insecticide 5. Molluscide 6. Fungicide 7. Oil and fuel for equipment and vehicles 8. Garbage bags 	<p>Proposed Landscape & Grounds Maintenance Plan & Methodology, Company Profile, Profile of Personnel, List of tools, equipment and vehicles</p>	

<p>9. Spare Parts</p> <p>J. Service provider shall deploy manpower complete with the necessary personal protective equipment (PPE). The following minimum PPE requirements per activity shall be required:</p> <p>For regular landscape and grounds maintenance:</p> <ol style="list-style-type: none"> 1. Face mask 2. Caps or hats 3. Raincoat (during rains/ rainy season) 4. Safety goggles or face shield (for mechanized grass cutter operators, if applicable) 5. Garden Apron (for mechanized grass cutter operators, if applicable) 6. Rubber boots (for mechanized grass cutter operators, if applicable) 7. Gas mask (for pesticide applicators) 8. Rubber gloves (for pesticide applicators) 9. Dust mask (for mechanized blower operators, if applicable) 10. Ear plugs or ear muffs (for mechanized blower operators, if applicable) 11. Reflectorized vests (for dawn and night operations) <p>For tree care and removal services:</p> <ol style="list-style-type: none"> 1. Raincoat (during rainy season) 2. Safety goggles or face shield (for chainsaw operators) 3. Safety shoes (for chainsaw operators) 4. Rubber boots (during rainy season) 5. Climbing equipment and safety harness (for tree servicing operations) 6. Hard Hats 7. Gloves (for bucking) 8. Ear plugs or ear muffs (for chainsaw operators, if applicable) 9. Face Mask <p>Reference:</p> <ul style="list-style-type: none"> • Inventory of all supplies, tools and equipment available for use in UP Manila 	<p>List of tools, equipment and vehicles</p>	
<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>	<p>List of tools, equipment and vehicles</p>	

<ul style="list-style-type: none"> • Inventory of all supplies, tools and equipment available for use in UP Manila 		
<p>L. Registration and experience - Service provider shall be duly registered with SEC or DTI, owned and managed by professionals qualified to undertake the work in the field of landscaping, grounds maintenance, and tree services. The service provider must have at least five (5) years experience in landscaping, grounds maintenance, and tree servicing.</p> <p>Reference:</p> <ul style="list-style-type: none"> • Company profile • SEC or DTI registration • Pictures of projects • Statement of completed contracts for the past three (3) years with attached Certificate of Satisfactory Performance or Sales Invoices or Official Receipts 	<p>Company Profile, SEC or DTI registration, and list of projects</p>	
<p>M. Service provider must have the competency and capability of ISO Certifications (refer to TOR 5.2, 5.3, 5.4) namely ISO 9001:2015; ISO 14001:2015, and ISO 45001:2018 that fits the requirements of the university for effective service of the highest quality</p> <p>Reference:</p> <ul style="list-style-type: none"> • ISO 9001:2015 certificate • ISO 1400:2015 certificate • ISO 45001:2018 certificate 	<p>Company Profile, ISO Certificates</p>	
<p>N. Conducted professional tree care services such as pruning, removal, earth-balling, and transplanting in the past five (5) years</p> <p>Reference:</p> <ul style="list-style-type: none"> • Company profile • List of completed and ongoing projects, portfolio, notice(s) of award or contracts for implementation or execution of tree servicing services 	<p>Company Profile</p>	
<p>O. 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"> • Company profile • Pictures of nursery 	<p>Company Profile</p>	

<ul style="list-style-type: none"> • Location map 		
<p>P. 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"> • Company profile • List of completed and ongoing projects, portfolio, notice(s) of award or contracts for implementation or execution of landscaping design showing total area 	Company Profile	
<p>Q. 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 five (5) 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"> • Company profile • List of completed and ongoing projects, portfolio, notice(s) of award or contracts for implementation or execution of landscaping design showing total area 	Company Profile	
<p>R. 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.</p> <p>Reference:</p> <ul style="list-style-type: none"> • Proposed maintenance methodology • Profile of personnel including proof of training or certificates 	Proposed Landscape & Grounds Maintenance Plan & Methodology, Profile of Personnel	

ANNEX D



UNIVERSITY OF THE PHILIPPINES MANILA
Campus Planning, Development and Maintenance Office
Padre Faura St. Ermita, Manila 1000, Philippines
Tel: (632) 525 2253 • (632) 526 8420 • (632) 814 1258 • (632) 814 1257



Project: GROUNDS MAINTENANCE SERVICE

Location: UNIVERSITY OF THE PHILIPPINES MANILA

Contractor: JSA, INC.

RATING SHEET					
MONTH OF _____					
NO.	ITEM	COMPLIANT	WEIGHT (%)	RATING (%)	WEIGHTED RATING (%)
I.	COMPLIANCE		15.00%		
A	Observance of Labor Laws, Regulations, and Standards		5.00%		
1.0	Scope		1.00%		
1.1	Service provider shall perform grounds maintenance to a land area of 49,320.18 sqm, 8 hours daily, Monday to Sunday, for a total of 365 days	Yes=1 No=0			
2.0	Landscaping Standards		2.00%		
2.1	Integrated pest management (IPM) is prioritized in addressing pest-related concerns	Yes=.5 No=0			
2.2	Safety, security, tree health and aesthetics are taken into consideration during tree care operations	Yes=.5 No=0			
2.3	Only Fertilizer and Pesticide Authority (FPA)-registered chemicals are used	Yes=.5 No=0			
2.4	ANSI A300 standards of the United States of America (USA)-based Tree Care Industry Association are followed in pruning operations	Yes=.5 No=0			
3.0	Manpower requirement and Labor Compliance		2.00%		
3.1	Employed licensed Foresters, Agriculturists and Landscape Architects who will provide the professional and technical know-how to ensure that the landscaping and grounds maintenance services are performed properly. Competent Crew skilled in landscaping and knows how to operate equipment and tools. Strict discipline and good order among the representatives and workers and follows the rules and regulations of UP Manila on sanitation, security and safety	Yes=1 No=0			
3.2	100% SSS, Philhealth and HDMF remittances are submitted for all employees. Accident insurance is provided for both personnel and property damaged	Yes=1 No=0			
B.	Completeness of Tools, Equipment, PPEs, Materials		10.00%		
1.0	Tools and Equipment		3.50%		
1.1	Safety warning signs, barriers and other safety equipment which may be required to ensure safety of the public are provided and installed. Pruning of trees are pruned using man lifts or basket truck and Department of Environment and Natural Resources (DENR)-licensed chainsaws in pruning operations	Yes=1.5 No=0			
1.2	Availability of vehicles, equipment and tools, including applicable preventive maintenance and repair services, spare parts and consumables as follows:	Yes=2 No=0			
	1. Walk behind or ride-on vacuum street sweeper				
	2. Hauling vehicle				
	3. Manlift truck				
	4. Chainsaws licensed by the Department of Environment and Natural Resources				
	5. Mechanized blowers				
	6. Power sprayers				
	7. Brush cutters				
	8. Gardening tools				

2.0	PPE		3.50%		
2.1	Manpower complete with the necessary personal protective equipment (PPE). The following minimum PPE requirements per activity shall be required:	Yes=3.5 No=0			
	<p><i>For regular landscape and grounds maintenance:</i></p> <ol style="list-style-type: none"> 1. Face Mask 2. Caps/hats 3. Raincoat (during rains) 4. Safety goggles or face shield (for mechanized grass cutter operators, if applicable) 5. Garden Apron (for mechanized grass cutter operators, if applicable) 6. Rubber boots (for mechanized grass cutter operators, if applicable) 7. Rubber gloves (for pesticide applicators) 8. Dust mask (for mechanized blower operators, if applicable) 9. Ear plugs or ear muffs (for mechanized blower operators, if applicable) 10. ReflectORIZED vests (for dawn and night operations) 11. Gas mask (for pesticide applicators) <p><i>For tree care services:</i></p> <ol style="list-style-type: none"> 1. Raincoat (during rainy season) 2. Safety goggles or face shield (for chainsaw operators) 3. Safety shoes (for chainsaw operators) 4. Rubber boots (during rainy season) 5. Climbing equipment and safety harness (for tree servicing operations) 6. Hard Hats 7. Gloves (for bucking) 8. Ear plugs or ear muffs (for chainsaw operators, if applicable) 				
3.0	Materials	Yes=3 No=0	3.00%		
	<p>Provided the following consumables as necessary:</p> <ol style="list-style-type: none"> 1. Fertilizer (Nitrogen-rich for vegetative growth) 2. Fertilizer (Complete N-P-K for optimum growth and maintenance) 3. Rooting Hormone 4. Broad Spectrum Insecticide 5. Molluscide 6. Fungicide 7. Oil and fuel for equipment and vehicles 8. Garbage bags 9. Spare Parts 				
II.	OVERALL PERFORMANCE		70.00%		
A.	Quality of Work		45.00%		
1.0	Cleanliness/ Groundskeeping (# of days without complaint on excessive litter by # of days for evaluation period)	100.00%	22.50%		
	<p>Consider:</p> <ol style="list-style-type: none"> 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. 2. Deployed waste bins are properly set up 3. Deployed waste bins are cleaned at least once a month 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 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 				

	6. Collected silt or rocks are placed in areas to be designated by UP Manila				
2.0	Landscape Maintenance (divide total area with satisfactory quality by total landscape area)	0%	22.50%		
	Consider: 1. Pesticides are applied by a Certified Pest Applicator 2. Water discharged for irrigation are kept within the softscape area only, not reaching any pathwalk or windows nor left unattended 3. Lawn areas, shrubs and groundcovers are watered according to plants' watering requirements 4. Grass is cut and maintained at 2 to 3 inches height at all times 5. Lawns are aerated at least once within the contract year 6. Groundcovers and shrubs are free from damage 7. Groundcovers and shrubs are trimmed to and maintained in the height and form specified by the UP Manila 8. Landscape areas are free of weeds 9. Fertilizers are applied as necessary 10. Palms are free of brown, dried and drooping fronds 11. Plants and landscape areas are kept free from pest-related damage 12. 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 13. Outdoor furniture and signages are kept free of algae, moss, silt and other elements that may affect its functionality or aesthetic quality. 14. Pruning of 3 trees. Tree surgery, baling, 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				
B.	Response Time (divide concerns addressed within 48 hours by number of concerns raised)	100.00%	15.00%		
	Emergency clearing and hauling assistance during typhoons and natural calamities are provided. Response time addressed within 48 hours				
C.	Technical Reports and submissions		10.00%		
1.0	Submission of a proposed schedule, mode of application and formulations of the pesticide to be used at least one (1) week for any pesticide application procedure	Yes=2 No=0			
2.0	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. Pruning schedule is coordinated to UP Manila at least one (1) week prior to performance of pruning. Assisted in securing permits and licenses for tree baling, tree cutting and other landscape maintenance activities that may require such from respective government authorities as necessary.	Yes=8 No=0			
III.	COSTUMER SATISFACTION RATING		15.00%		
	Manpower coordination satisfaction	(poor-1, average-3, best-5)			
	Technical support satisfaction	(poor-1, average-3, best-5)			
	Cleanliness and Maintenance satisfaction	(poor-1, average-3, best-5)			
	TOTAL		100.00%		

Basis of Payment:

85% -100% = Full Payment for evaluated month

Below 85% = For rectification of unsatisfactory deliverables; full payment shall be released if rectified within 48 hours as agreed upon with UPM

Below 85% after initial rectification period = Deductions in the rate of one-tenth (1/10) of one percent (1%) of the contract price will be imposed daily until satisfactory rating is achieved.

Rated by:

Endorsed by:

Name:

Position:

Date:

Name:

Position:

Date:



UNIVERSITY OF THE PHILIPPINES MANILA
Campus Planning, Development and Maintenance Office
 Paderes Taunsa St. Ermita, Manila 1000, Philippines
 Tel: (632) 525 2233 • (632) 526 8420 • (632) 534 1255 • (632) 534 1257



PROJECT : GROUND MAINTENANCE AND REMOVAL OF HAZARD TREES
LOCATION : FOR THE UNIVERSITY OF THE PHILIPPINES MANILA - ACADEMIC ZONE
SUBJECT : University of the Philippines Manila
SUBJECT : BIDFORM

ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
1.00	GENERAL REQUIREMENTS				
	Grounds Maintenance				
	Grounds Keeping, Landscape Management and Improvement, Palm and Tree Care and other related deliverables including all necessary skilled manpower, equipment, tools, miscellaneous and consumables.	12.00	mo./s		
	Tree Removal				
	Removal of hazard trees including assistance on DENR Tree Cutting Permit acquisition, bucking, piling, hauling and disposal of debris, safety warning signs, barriers and other safety equipment.	47.00	trees		
	Supply and delivery of native/indigenous plant/seedlings as compliance of the DENR Tree Cutting Permit	2,350.00	seeds		
	TOTAL GENERAL REQUIREMENTS				

*****SUMMARY*****

1.00 GENERAL REQUIREMENTS

SUB-TOTAL COST

VAT

TOTAL PROJECT COST

PhP _____

PhP _____

@ 12.00%

PhP _____

Amount in Words : _____

Note:

*Indirect Cost (OCM, & Profit) included per item unit cost

* Bonds & Securities (including CARL) and power & water supply consumption are considered as overhead expenses while Plans (As-built plan) is considered as miscellaneous expense which are already included in the computation of OCM (mark-up).

By the act of submitting this bid, I/we hereby confirm that I/we:

- have inspected the site
- determined the characteristics of the contract works and the conditions for this project
- examined all instructions, forms, terms and project requirements in the Bidding Documents
- was/were given the opportunity to submit queries at least ten(10) calendar days before the submission of bids
- have examined and agreed to the correctness of the Bill of Quantities

Submitted by:

Name and Signature: _____

Company Name: _____

Position: _____

Date: _____

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)
- ☐ (h) 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**

- (i) Conformity with the Terms of Reference, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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.

- (k) UP Questionnaire (notarized)
- (l) **Technical Qualification of Service Provider:**
 1. Proposed maintenance methodology
 2. Profile of personnel including proof of training of certificates
 3. Inventory of all supplies, tools and equipment available for use in UP Manila
 4. Company profile
 5. Pictures of projects
 6. Statement of completed contracts for the past three (3) years with attached certificate of satisfactory performance of sales invoice or official receipts
 7. ISO 9001:2015 Certificate
 8. ISO 14001:2015 Certificate
 9. ISO 45001:2018 Certificate
 10. List of Completed and ongoing projects, portfolio, Notice(s) of Award or contracts for implementation or execution of tree servicing services
 11. Pictures of nursery

Financial Documents

- (l) 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 (2020,2021); **and**
- (m) 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

- (n) If applicable, a duly signed joint venture agreement (JVA) in case the jointventure 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)

- ☐ (o) *[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.
- ☐ (p) 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).
- (c) Bid Price in Bid Form

Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid

Contract to be bid : _____

Business Name : _____

Business Address: _____

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	a. Date Awarded b. Date Started c. Date of Completion d. Contract duration	Title of the Project in the Contract	Nature of Work	Contractor's Role (whether sole contractor, subcontractor, or partner in a JV)		% of Accomplishment		Total Contract Value at Award	Value of Outstandin g Works/ Contract
							Planned	Actual		
<u>Government:</u>					Description	%				
<u>Private:</u>										
									P	P

Important notes:

This statement shall be supported with:

1. Notices of Award and/or Contract
2. Notices to Proceed issued by the owner
3. Certificate of Accomplishments signed by the Owner for Ongoing Contracts, if applicable

Submitted by : _____
(Print Name and Signature)

Designation : _____

Date : _____

Name of the Procuring Entity
Name of the Project
Location of the Project

Contract Reference Number

Statement identifying the bidder’s single largest completed contract similar to the contract to be bid

Business Name : _____
Business Address : _____

Name of Contract	a. Owner’s Name b. Address c. Telephone Nos.	Nature of Work	Contractor’s Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 CPES rating sheets and/or Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all contracts which are similar in nature and complexity to the contract to be bid. This statement will show that the value of the prospective bidder’s largest single completed contract, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices available at the G-EPS website, and similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid.

Section IX. STANDARD FORMS

- ***BID FORM***
- ***BID SECURING DECLARATION***
- ***NFCC***
- ***OMNIBUS SWORN STATEMENT***
- ***U.P QUESTIONNAIRE***
- ***QFS AND GUIDE ZOOM***

Bid Form

Date: _____
Invitation to Bid¹ 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:²

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

¹ If ADB, JICA and WB funded projects, use IFB.
² 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 _____

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 Highest Rated 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 _.

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK
COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)**

1. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of schedule of Fixed Assets.

		Year 20 _____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net worth (1-3)	
6.	Net Working Capital (2-4)	

- (b) The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
NFCC = [(Current assets – Current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on- going contracts, including awarded contracts yet to be started coinciding with the contract to be bid. Please show detailed computation including the value of all outstanding / on-going contracts to be deducted from the net working capital)

NFCC = P _____

Or

Commitment from a licensed bank to extend to it a credit line certificate if awarded the contract in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the income tax return and audited financial statement stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Supplier/Distributor/Manufacturer

Date:

Signature of Authorized Representative

NOTE:

- (i) If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.
2. The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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], as shown in the attached duly notarized Special Power of Attorney;

[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], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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 19) “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 19)

ORIGINAL BID

BIDDER:

Address

Title of Project

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

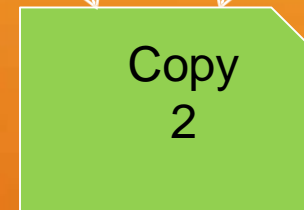
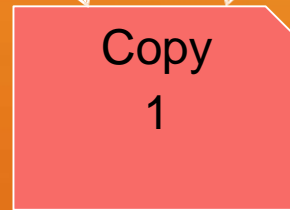
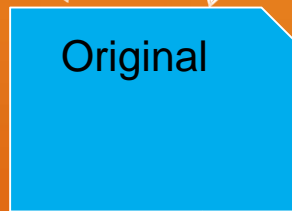
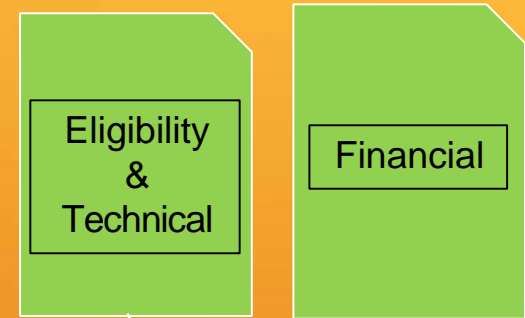
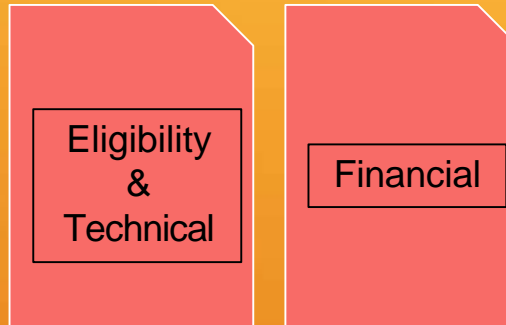
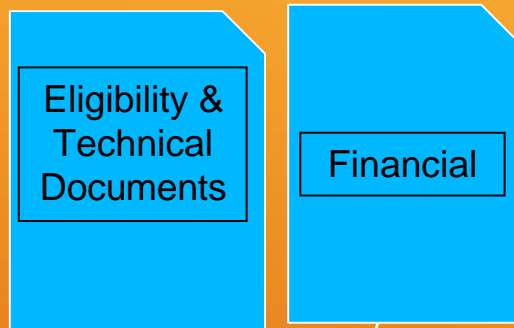
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UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

QUICK FACT SHEET OF PROSPECTIVE BIDDERS:

PROJECT TITLE: _____

PURCHASE REQUEST NO. _____

BIDDER'S OFFICIAL BUSINESS NAME _____

COMPLETE BUSINESS ADDRESS: _____

OFFICIAL CONTACT DETAILS:

Landline: _____

Cellphone No. _____

Email Address: _____

NAME OF AUTHORIZED/DESIGNATED REPRESENTATIVE: _____

OFFICIAL DESIGNATION IN THE COMPANY: _____

Certified true and correct:

Signature over Printed Name

Designation in the Company

NOTES:

1. Information provided in this fact sheet should be consistent with the details contained in the bidder's legal documents.
2. The certifying officer should be at least the Corporate Secretary who shall execute the Secretary's Certificate of signing authority.
3. A filled-up copy of this sheet shall be sent to the BAC Secretariat when requesting zoom link. Another copy should be placed on top of the original copy of legal documents/eligibility requirements (Envelope 1) of bid documents.

Issued by:

BAC 2/3 Secretariat

Date: _____



UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

**GUIDELINES FOR THE CONDUCT OF
BIDS AND AWARDS COMMITTEE MEETINGS USING ONLINE PLATFORMS
(SUCH AS VIDEO CONFERENCING, ZOOM, ETC)**

Background and General Principle

Article III, Section 8 of RA 9184 2016 Implementing Rules and Regulations (IRR) provides that “to promote transparency and efficiency, information and communications technology shall be utilized in the conduct of procurement procedure.”

The Government Procurement Policy Board through its Technical Support Office (TSO) continuously strived for the development of various on-line systems such as PhilGEPS which serves as the primary source of information on all government procurement. Procurement of common-used supplies and equipment can now be done at the Virtual Store of the Procurement Service. Recently, the development of online training platform was hastened due to the physical restrictions brought about by the community quarantine due to the COVID-19 pandemic.

Development of the online system for the submission of bids is ongoing. However, also due to the pandemic, the GPPB-TSO encouraged procuring agencies to develop their own system but in accordance with the guidelines issued by GPPB-TSO to ensure security, integrity and confidentiality of bid documents submitted.

The conduct of meetings with prospective bidders including prebid conference and opening of bids may now be conducted in person or face-to-face through videoconferencing, webcasting or similar technology with the interested suppliers, contractors and consultants.

In UP Manila, specifically the Bids and Awards Committee (BAC1, BAC2 and BAC3) meetings shall be conducted “face to face” using the online platforms. The manner of holding BAC meetings should be announced and described in the Invitation to Bid at the onset of the procurement activities. It should clearly define the guidelines or procedures to be observed by the prospective bidders and other interested contractors, suppliers, or consultants, as follows:

- a. Using the attached Quick Fact Sheet, prospective bidders shall inform the concerned BAC Secretariat of their interest to participate in the prebid conference and opening of bids by sending the name/s of their authorized representative/s and their corresponding email address/es at least, the day before the meeting, to the following email addresses:
BAC 2 : upm-bac2-secretariat@up.edu.ph
BAC 3 : upm-bac3-secretariat@up.edu.ph
- b. The zoom link which shall be provided by the BAC Secretariat to those who signified their intention to attend at least one (1) hour before the scheduled start of the meeting. Only those whose names were submitted to the Secretariat will be allowed access to the meeting room. Zoom link should not be shared to other people.
- c. The prospective bidders/suppliers shall stay initially at the zoom waiting room until the discussion of the item where they intend to participate starts. The host of the meeting from the BAC Secretariat will then let them in to the meeting room just before the discussion of the specific matter they intend to participate.
- d. During discussion, participants shall be requested to put their audio/microphones in “mute” mode, and shall unmute only upon raising their hands and have been given by the presiding officer the permission to speak.
- e. Participants shall open their camera when speaking for proper recognition.
- f. After discussion, all prospective bidders/suppliers for a particular project will courteously be requested to leave the meeting.
- g. Attendance to the zoom meeting should be documented. Likewise, the proceedings/minutes of the meeting should be recorded.