



[SVP-55-2024] REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR THE CONSULATANCY SERVICE FOR ENVIROMENTAL COMPLIANCE CERTIFICATE (₱160,000.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT UNDER SECTION 53.9 UNDER RA 9184 AND ITS REVISED IRR.

The Department of Agriculture Regional Field Office No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested contractors to submit complete bid quotation for the:

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL COST
		CONSULATANCY SERVICE FOR ENVIROMENTAL COMPLIANCE CERTIFICATE 1. <i>Preparation of initial Examination Checklist (IEE)</i> 2. <i>Description of the Project's Environmental Impact System</i> 3. <i>Project Description</i> 4. <i>Baseline Environmental Conditions, Impact Assessment and Mitigation</i> 5. <i>Environmental Risk Assessment and Emergency Response Programs</i> 6. <i>Environmental Risk Categorization</i> 7. <i>Environmental Management Plan</i> (Please see Attached TOR)		
		<i>Inclusion</i>		
	1	<i>Preparation of Study</i>	25,000.00	25,000.00
	1	<i>Processing of ECC</i>	15,000.00	15,000.00
	1	<i>Coordination with the DENR-EMB</i>	30,000.00	30,000.00
	1	<i>Consultancy Services with Company and EIA Team Including Transpo, Meal and Lodging</i>	40,000.00	40,000.00
	1	<i>Project Management</i>	50,000.00	50,000.00
		GRAND TOTAL		160,000.00

To Secure Environmental Compliance Certificate and ensure that the Proposed Project or Development meets Environmental Standards and Regulations set by the government and regulating body. The agency intends to apply the amount One Hundred Thousand Pesos only (Php 160,000.00) as the Approved Budget for the Contract.

As per approved Purchase Request and considering the nature of requisition being not more than One Million Pesos (Php1,000,000.00) and in order to fast-track the implementation of the program, this procurement is facilitated thru Negotiated Procurement-Small Value Procurement under Section 53.9 of RA 9184 and its Revised IRR.

As such, APERCU CONSULTANT INC. Quezon City Manila, **T21 Enviromental Engineering Services.** San Fernando Pampanga, and **R.N Ramos Consultancy and documentation Services** Natividad Guagua Pampanga **and any other interested Bidders** are hereby requested to submit the following documents

1. Mayor's Permit





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2. PhilGeps Registration Number
3. DTI / SEC Registration
4. BIR Registration
5. Professional License / Curriculum Vitae
6. Omnibus Sworn Statement

The bidders are required to pay the non-refundable amount **Five Hundred Pesos (Php500.00)** for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate (ORIGINAL AND COPY 1), all copies must be marked with ear tabs or side-end to identify the page components and shall be properly addressed to the BAC Chairperson,** otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.

An Initial meeting for the Negotiated Procurement will be conducted on **July 29, 2024; 1:30PM** at 2nd Floor Adriano Conference Hall Admin Building, DA RFO-5, San Agustin, Pili, Camarines Sur. During the Conference, the Bids and Awards Committee will entertain questions and address concerns which may be raised relative to the contract

Sealed Bid must be duly received by BAC Secretariat through manual submission not later than 9:00 in the morning of 02 August 2024 at the BAC Office, DA RFO 5, San Agustin, Pili Camarines Sur. Late bids shall not be accepted. The opening of Proposal shall be at **10:00AM** onwards at 2nd Floor Adriano Conference Hall Admin Building, DA RFO-5, San Agustin, Pili, Camarines Sur.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For further information, please refer to BAC Secretariat Office, DA RFO 5, San Agustin, Pili Camarines Sur or via email bacrfo5@gmail.com

July 24, 2024 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
OIC – RTD for Research and Regulations
BAC Chairperson





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BID FORM
(CONSULTING - SVP)

Department of Agriculture
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Bids and Awards Committee

Gentlemen/Ladies:

Having examined the issued **REQUEST FOR PROPOSAL (RFP)**, the receipt of which is hereby duly acknowledge, we the undersigned offer to render and deliver the services requisitioned in conformity with the conditions in the total amount of

(Php _____)

Accompanying this Bid Form is our proposal containing the services to be rendered with the corresponding scope of work and price.

We undertake, if our proposal is duly accepted, to render the services in accordance with the terms and conditions set forth in the RFP.

Until a contract is prepared and executed, this proposal, together with your acceptance thereof through Notice of Award shall be binding upon us.

We understand that you are not bound to accept the lowest of any bid that you may receive.

We certify that we complied with the requirements as specified under RA 9184 and its IRR and the conditions in the RFP.

Dated this _____ day of _____ 2024.

(Name and Signature of Bidder or Authorized Representative)

Address, Telephone No. and Email Address

Date of Opening of Propo



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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

GPPB Resolution No. 16-2020, dated 16 September 2020



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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

[Iurat]

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

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Terms of Reference



Department of Agriculture
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TERMS OF REFERENCE **FOR ESTABLISHMENT OF ENVIRONMENTAL COMPLIANCE CERTIFICATE OF** **INTEGRATED LABORATORIES DIVISION**

PURPOSE:

The purpose of these Terms of Reference (ToR) is to engage the services of a consultant who will provide guidance, assistance, and relevant services to comply with the regulations of the Department of Environment and Natural Resources (DENR) through its Environmental Management Bureau (EMB) and secure the Environmental Compliance Certificate (ECC) for the Integrated Laboratories Division.

RATIONALE:

The newly constructed Integrated Laboratories Division building will be occupied by the four (4) laboratories of the agency namely: Regional Crop Protection Center, Regional Soils Laboratory, Regional Feed Chemical Analysis Laboratory and Regional Animal Disease Diagnostic Laboratory. These laboratories need to comply with the Environmental Compliance Certificate (ECC) and other regulatory requirements for its operation.

The ECC refers to the document issued by the DENR-EMB that allows a proposed project, for this matter, the ILD building, to proceed to the next stage of project planning which is the acquisition of approval from other government agencies and LGUs to start implementation or operation per se. In government regulatory bodies involved in the processing permit to operate for laboratories, ECC is a basic requirement.

To secure an ECC the project proponent must comply with the requirements of the Philippine Environmental Impact Assessment (EIA) System and show that the proposed project will not cause a significant negative impact on the environment through its EIA. The ECC also certifies that the proponent is committed to implementing an approved Environment Management Plan.

OBJECTIVES:

The Department of Agriculture, Regional Field Office No.5 (DA RF05) intends to procure and engage the services of a consultant, whether an individual or an entity, with experience, technical expertise, and capabilities in consulting services. The Consultant will provide the necessary support and assistance to the Integrated Laboratories Division in securing the Environmental Compliance Certificate (ECC) from the Department of Environment and Natural Resources (DENR) through its Environmental Management Bureau (EMB), ensuring full compliance with all regulatory requirements.



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SCOPE OF SERVICES

The Consultant commits to promptly and thoroughly assist the DA RFO5 Integrated Laboratories Division (ILD) in preparing the Initial Environmental Examination (IEE) Checklist. This checklist is crucial for securing the Environmental Compliance Certificate (ECC) and will be prepared in accordance with the scoping guidelines of DENR Administrative Order 2003-30.

The Consultant will provide this support together with the other requirements until the ECC is successfully issued.

RESPONSIBILITIES:

The consultant is expected to provide the following services, to wit;

1. Substantive Review of Client Requirements
 - The consultant shall go over and review the proponent's requirements to determine any informational gaps that need addressing which shall be forwarded to Department of Agriculture Integrated Laboratories Division so that the documents needed for submission will be readily available
2. Preparation of the Initial Environmental Examination (IEE Checklist)
 - Project Description – based on the provided information
 - Project Components and Operation Information – based on the provided information
 - Environmental Impact and Management Plan
 - Abandonment/Decommissioning/Rehabilitation Policies and Guidelines
 - Project Environmental Monitoring & Audit Prioritization (PEMAPS)
 - Environmental Quality and Performance Level (EQPL)
 - Solid Waste Management Plan
 - Topographic Map of Impact/Affected Areas
3. Documentation
 - Conduct document review prior to submission of application to DENR
 - Submit the IEE to the DENR online application system
 - Act as Liaison with DENR office until release of ECC Application Decision
 - Assist the Department of Agriculture in the required documents to secure the certification
 - Shall include processing fees, certification, and other fees

QUALIFICATIONS:

The Consultant must meet the following minimum qualifications:

1. Consultancy firm must
 - A legal entity duly organized and recognized under Philippine Laws;
 - Able to provide a focal person/lead consultant/other consultant with qualifications detailed below;
 - Engaged in conducting consultancy services on securing environmental compliances.



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- Have at least two on-site visits to proponent's project site
- Have complete legal documents required by clients.

2. Consultant must have

- At least 5 years or more experience in establishing regulatory compliances from DENR-EMB
- Attended trainings/conferences/workshops relevant to the requirements of Environmental Compliance Certificate
- With experience in conducting relevant consultancy services on securing Environmental Compliance Certificate

CONFIDENTIALITY OF DATA:

The Consultant shall be bound to maintain the confidentiality of all data and information accessed and obtained during the project implementation and shall be liable for any breach thereof.

APPROVED BUDGET FOR THE CONTRACT:

An amount of one hundred sixty thousand pesos (Php. 160,000) is allotted for the undertaking chargeable against the Integrated Laboratories Division (ILD) fund.

PAYMENT:

The payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables, to wit:

Payment Plan	Cumulative Percentage (%) of payment	Payment Condition
Downpayment/1 st payment	15%	Upon Issuance of Notice to Proceed
2 nd Payment	35%	Upon Submission of Environmental Compliance Certificate Online Applications (Approved by DA-ILD 5)
3 rd Payment	50%	After release of Environmental Compliance Certificate

Department of Agriculture Regional Office 5 (DA RFO5) reserves the right to reject any or all proposals or waive any defect, informality, or minor deviations that do not affect the substance and validity of any or all proposals.



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DA RFO5 reserves the right to reject the proposal of any proponent who:

1. Does not offer the required services as provided for in this Terms of Reference;
2. Is discovered to have suppressed, disclosed, or falsified any information therein; or
3. Failed to satisfactorily perform/complete any contract previously awarded to it.

DA RFO5 reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, DA RFO5 may disqualify the proponent from obtaining the award.

PREPARED BY:


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Chief, ILD-RCPC/End-user