



REQUEST FOR QUOTATION

DATE: 28 October 2021

Supplier: _____
Address: _____

Dear Sir/Madam:

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided in the table below, and at the dorsal portion of this form. We would appreciate receiving your offer in this form duly accomplished and signed by you or your authorized representative:

Submission of Quotation	Delivery Terms	Payment Terms
Closing Date & Time: <div>04 Nov 2021 / 12:00 NN</div>	1. Deliver within <input type="text"/> days from acceptance of P.O.;	1. <input type="text"/> days from full delivery, Inspection & Acceptance.
Via E-mail or Fax to: <div>ranjev.garcia@ro.mwss.gov.ph</div>	2. Deliver within <input type="text"/> days from receipt of check payment.	2. <input type="text"/> days from acceptance of P.O. (3 days clearing).
Submit Eligibility Document/ Info: PhilGEPS Registration; TIN; Business Permit.	3. Place of delivery: MWSS Regulatory Office 3 rd Flr., Engineering Bldg., Katipunan Road, Balara	3. <input checked="" type="checkbox"/> Check or <input type="checkbox"/> Cash 4. <input type="checkbox"/> Full or <input type="checkbox"/> Partial ____% Bal. _____

Thank you very much.

Very truly yours,

RAMONA JAVIER
Provisional BAC Member/ End-User

Date: _____

The Manager:

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation for the items as follows: (please indicate number of pages/sheets including this page (1 of _))

Particulars/ Descriptions / Specifications	Estd. Cost / Approved Budget	OFFER		
		Qty./ Units	Unit Price	Total
Engagement of People's Organization for the Tree Planting Activities at IPO Watershed (Refer to the attached Terms of Reference)	Php536,300.00			
		If any, Delivery/Pick-up Terms: _____		
		Payment Terms: _____		
Amount in Words:		TOTAL		
Our Legal Documents/Eligibility Information: PhilGEPS Reg. No. _____ TIN: _____ Business Permit No. _____ Issued at: _____:Expiry Date: _____		Signature Over Printed Name Contact No.: _____ Email Address: _____		



TERMS AND CONDITIONS:

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN **THIRTY (30)** CALENDAR DAYS FROM DATE OF QUOTATION.
2. The following requirements must be submitted PRIOR to: ☐ submission of offer/s; ☐ evaluation of offer/s; or ☐ issuance of Notice of Award (please check one)

(Please check one)

☐ Direct Contracting

☐ Shopping

☐ NP-Small Value Procurement

☐ Lease of Venue

Mayor's Permit	Curriculum Vitae (Consulting)	PhilGEPS No.	Income, Business Tax Returns	Omnibus Sword Statement
✓		✓	✓ For ABC above P500K	
✓		✓		
✓	✓	✓	✓ For ABC above P500K	✓ For ABC above P50K
✓ Except for gov't agency		✓ Except for gov't agency	✓ Except for gov't agency	

*For individuals engaged under Small Value Procurement, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

3. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for awarding to the next lowest complying quotation.
4. AWARDEE shall pick up purchase order(s) issued in his favor within **three (3)** days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
5. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, he shall be extended a minimum fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The procurement service shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA-9184 and its IRR-A.
6. All deliveries by suppliers shall be subject to inspection and acceptance by the MWSS Regulatory Office. All necessary laboratory tests undertaken by the MWSS Regulatory Office on the item(s) shall be for the account of the supplier.
7. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s) / product(s), therefore that may be discovered by the MWSS Regulatory Office, within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/good(s) purchased shall be deducted for each day of delay in the delivery of the product(s)/good(s) ordered.
10. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
11. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the MWSS Regulatory Office.
12. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF PEOPLES' ORGANIZATION FOR THE TREE PLANTING ACTIVITY AT IPO DAM WATERSHED

1. LEGAL BASIS

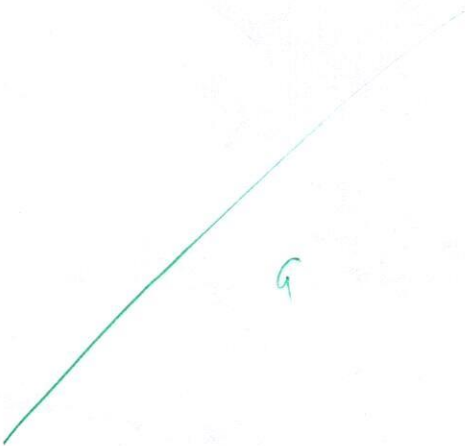
In 1968, Proclamation No. 391 declared the exclusion of IPO Dam Watershed from Proclamation No. 505, s.1965, and was placed under the administration and control of the Director of the Forest Management Bureau (FMB) of the Department of Environment and Natural Resources (DENR) and the Administrator of the National Waterworks and Sewerage Authority now known as "MWSS". The FMB-DENR and MWSS have the authority to jointly regulate the use in accordance with forest laws and regulations.

The National Greening Program of the Government under Executive Order No. 193, s.2015 and its Implementing Rules and Regulations issued by the DENR under Administrative Order No. 2016-20, dated 29 June 2016, expanded the coverage of the National Greening Program (NGP) consistent with the updated Philippine Master Plan for Forestry Development (2016-2028) to cover all remaining unproductive, denuded and degraded forestlands to be managed for production and protection purposes as well to achieve carbon neutrality.

2. RATIONALE

In support of the expanded National Greening Program of the Government under Executive Order No. 193, s.2015 and in compliance with GCG Memorandum Circular No. 2015-07 requiring GOCCs to have a Sustainability Section/Report or a Social Responsibility Section/Report.

The Tree Planting Activity is also in support of the MWSS Administrator's program "*A Million Tree Planting Challenge*", where the RO shall commit to plant a certain number trees every year. For this year's commitment, the RO pledges Twenty Three Thousand (23,000);



3. OBJECTIVES

The objectives of the tree planting activities are:

To help in the speedy reforestation of the IPO DAM Watershed, the main source and reservoir of raw water supply from Angat Dam to be supplied to the entire concession area of the MWSS; and

To encourage the participation of the organized upland communities especially the Bantay Gubat and other relevant stakeholders in the sustainable management of the developed plantations and protection of existing forests.

4. SCOPE OF WORK

<i>Particulars</i>	<i>Specifications</i>
Land Area	Forty Six (46) HECTARES
Number of Seedlings	Twenty Three Thousand (23,000) endemic tree seedlings. Planting density at 500 seedlings per hectare.
Scope of Work	<ul style="list-style-type: none">• Propagate, nurture and maintain nursery for the production of endemic tree seedlings;• Supply and Deliver to the Planting Site/holes of endemic tree seedlings (one foot tall with 6 leaves);• Prepare the site covering 46 hectares (strip brushing; weeding; digging of 500 holes per hectare, staking with bamboo sticks, improvement of access trails, repair of bamboo hut for the seedlings at the staging/rest area, etc.) prior to the actual tree planting;• Nurture the planted seedlings (quarterly strip brushing, weeding, supply and plant new seedlings to replace dead seedlings, protect and apply fertilizer) to ensure 95-100% survival rate.

5. DELIVERBALES

- Prepare Forty Six (46) hectares ready for tree planting;
- Supply and deliver Twenty One (23,000) endemic tree seedlings (one foot tall with 6 leaves) to the planting site
- Maintain and protect the planted seedlings for one (1) year;
- Provide at least ten (10) helpers from Bantay Gubat organization and six (6) boats during the actual tree planting activity;
- Replace dead seedlings;
- Ensure at least 95 to 100% survival rate;
- Submit Accomplishment Report every three (3) months with geo-tagged pictures on all work activities in the planting area, and incidents of forest fire, cutting of trees, informal settlers and the like;
- Submit Census Report of informal settlers every six (6) months inside the planting site including indigenous tribes (Dumagat families) and monitor their activities inside the planting site;

6. QUALIFICATIONS OF THE PEOPLES' ORGANIZATION

- With valid PhilGEPS Registration;
- With BIR Certificate of Registration;
- Must be at least five (5) years in existence;
- Proof of not less than five (5) completed contracts related to Tree Planting;
- Proof of propagation activities by the organization members or Seedling nursery;
- List of not less than Twenty (20) active members of good standing with the organization;

7. OBLIGATIONS OF THE PEOPLES' ORGANIZATION

- Mobilize members to perform the Scope of Work and all other related activities to implement the MWSS RO's Tree Planting Project with the supervision of the MWSS RO and assistance from DENR-CENRO-TABANG as specified in the Detailed Scope of Work;
- Supply the needed number of 23,000 seedlings as agreed;
- Produce and nurture endemic tree seedlings to at least one foot tall with six leaves in a suitable nursery;

- Mobilize its members for the propagation of seedlings, site preparation, hauling of seedlings, replanting for the replacement of dead seedlings, and other related activities;
- Assist and cooperate with the MWSS RO in all the activities to successfully implement the Tree Planting activities;
- Provide helpers during the actual days of tree planting;
- Nurture the Tree Planting site through the conduct of quarterly ring weeding, apply organic fertilizer to ensure survival and growth of planted seedlings;
- Submit accomplishment Report to the MWSS RO with geo-tagged pictures on all work activities in the planting area, and incidents of forest fire, cutting of trees, informal settlers and the like;
- Submit a Census Report of informal settlers and make an update every six (6) months inside the Planting Site including indigenous tribes (Dumagat families) and monitor their activities inside the planting site;
- Not cut, extract or harvest forest trees and other natural resources within the project;
- Not sublease, convey, sell or transfer rights to the area or any portion hereof to any third parties;
- Maintain, enhance, and protect the area at all times to promote an efficient conservation of water even beyond the term of this Agreement ;

8. OBLIGATIONS OF THE MWSS RO

- The MWSS RO in coordination with the DENR-CENRO-TABANG in Bulacan identified the planting site inside the IPO Watershed with a total land area of Forty Six (46) hectares of denuded forestland with the survey map indicating the Unique Code No. _____;
- Spearhead the protection and maintenance of the Forty Two (42) hectares plantation site identified by the DENR-CENRO-TABANG with the unique code No. _____, at _____, Norzagray, Bulacan;
- Engage the services of the members of the community-based people's organization through Piece Work (Pakyaw) in the implementation of the Tree Planting Project, such as, supply of endemic seedlings in the area through

seedling production or nursery maintenance, site preparation, hauling of seedlings, nurturing, protection, replacement of dead seedlings, and other related activities;

- Participate in the conduct of actual tree planting activities;
- Prevent the introduction or construction of permanent structures in the area as the area through the assistance of the Peoples' Organization;
- Conduct monitoring, inspection and evaluation of the planting site to ensure the survival of the seedlings and nurturing of the planting site.

9. TERMS OF PAYMENT

The **MWSS RO** shall pay the Peoples' Organization in the manner agreed upon and in accordance with the specified Scope of Work performed and Schedule of payment prescribed below:

Activities/Deliverables	Payment
Upon signing of the MOA (For mobilization of members)	15%
Upon completion of site preparation or percentage of completion (net of recoupment)	30% less 15%
Upon completion of delivery seedlings and planting or percentage of completion	35% less 15%
Balance after submission of required reports. Amount of payment to be based on percentage of completion.	35% less 15%
Total	100%

Each payment shall be supported by a Certificate of Acceptance for satisfactory services rendered based on the required deliverables comprising the actual outputs as certified by the Representative of the MWSS RO.

10. DURATION OF THE CONTRACT

This agreement shall be for a period of one (1) year, to commence on August 12, 2021 up to a twelve (12) months period. The **MWSS RO** shall have the option to renew this Agreement for another year, subject to the mutual agreement of the parties in terms of the scope of work and cost to be incurred.

11. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Five Hundred Thirty Six Thousand Three Hundred Pesos (536,300.00)**, inclusive of all taxes and other charges imposed under applicable laws.

12. OTHER TERMS AND CONDITIONS OF THE AGREEMENT

It is understood that no employer-employee relationship shall exist between MWSS RO and the Peoples' Organization and that the Peoples' Organization assumes all responsibilities for its own members;

13. RESERVATION CLAUSE

The MWSS RO reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.

RECOMMENDING APPROVAL:


CLAUDINE B. OROCIO-ISORENA
DA for Administration and Legal Affairs

APPROVED / DISAPPROVED:


PATRICK LESTER N. TY
Chief Regulator

