

TERMS OF REFERENCE FOR PROCUREMENT OF COMMUNITY-BASED TREE PLANTING SERVICES

I. Rationale

In June 2017, MWSS launched the Annual Million Tree Challenge (AMTC) Project for the six (6) watersheds that had been degraded by human activity, namely: La Mesa, Ipo, Angat, Marikina, Laguna Lake and Umiray watershed areas.

The six watersheds are central to Metro Manila's source of drinking water, the provision of which is the mandate of the MWSS. The project aims not only to reforest and regenerate their ecosystems but also to protect them to ensure their environmental sustainability and meet the clean and potable water requirements of the 25 million residents in Metro Manila.

Some thirteen agencies heeded the call of MWSS and joined the AMTC program to become stewards of the watersheds through the propagation of trees. This year, the pledge reached 1.6M trees.

The engagement of a site-based group for the planting and maintenance of trees is a necessity in order for MWSS to accomplish its commitment of planting 50,000 trees this year. Moreover, their engagement has positive social outcomes with the Ipo community as the beneficiary.

II. Objective

To hire the services of community-based groups situated in the watershed planting areas of Ipo and Umiray watersheds for the planting of 50,000 trees in each watershed in 2018 and maintenance of the trees for one (1) year.

III. Implementation

The mode of procurement shall be in accordance with Section 53.12 of R.A 9184, or the negotiated community-based procurement.

IV. Deliverables

1. Supply the needed number of 50,000 seedlings as agreed;
2. Produce and nurture endemic tree seedlings to at least one-foot tall with six leaves in a suitable nursery;
3. Mobilize its members for the site preparation, hauling of seedlings, planting of the 50,000 seedlings, replanting for the replacement of dead seedlings, and other related activities;
4. Nurture the Tree Planting site through the conduct of quarterly ring weeding, apply organic fertilizer to ensure survival and growth of planted seedlings;

5. Submit accomplishment Report to the MWSS CO 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;
6. Submit a Census Report of informal settlers and make an update every six (6) months inside the Planting Site including indigenous tribes (e.g., Dumagat families) and monitor their activities inside the planting site;
7. Not cut, extract or harvest forest trees and other natural resources within the project;
8. Not sublease, convey, sell or transfer rights to the area or any portion hereof to any third parties;
9. Maintain, enhance, and protect the area at all times to promote an efficient conservation of water even beyond the term of this Agreement;

V. DETAILED SCOPE OF WORK AND COST

The MWSS CO shall shoulder the cost of implementing the herein Scope of Work in accordance with the following specifications:

Particulars	Specifications
Land Area / Location	100 HECTARES / Sapang Anginan, Ipo Watershed
Number of Seedlings	50,000 endemic tree seedlings (e.g., lanete or as prescribed by DENR-NCR). Planting density at 500 seedlings per hectare.
Scope of Work for the winning bidder	<ul style="list-style-type: none"> • Hauling by truck, banca, manual carrying and trekking from nursery to Ipo Dam staging Area to the individual planting holes; • Site Preparation (Strip Brushing; Weeding; Digging of 500 holes per hectare, Staking of 500 holes with bamboo sticks); • Planting of the 50,000 seedlings; • One year nurturing of planted seedlings (Quarterly Strip Brushing, Weeding, replacement of dead seedlings, and application of fertilizer); • Provide helpers during the actual planting • Improvement of access trails and repair of Bamboo Hut for the seedlings & rest area; • Assist and cooperate with the MWSS CO representatives in all the activities necessary in the successful completion of the project.
Mode of Payment	Cash or Check payable to winning bidder

Terms of Payment	<p>25% upon completion of site preparation or percentage of completion;</p> <p>35% upon completion of Tree Planting or percentage of completion;</p> <p>40% balance after inspection or percentage of completion.</p>
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VI. Qualifications of the Community-Based Service Provider

1. Legal Requirements

- a. Certificate of registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Cooperatives Development Authority (CDA), Department of Labor and Employment (DOLE), National Commission on Indigenous People (NCIP), national government agency, or local government unit, whichever is applicable.
- b. Certification from the leader of the community-based service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the Head of Procuring Entity, a member of the BAC, or other official authorized to process and/or approve the proposal, contract, and release of funds.
- c. Disclosure of related business, if any, and extent of ownership therein.

2. Technical Requirements

- a. List of completed contracts similar to procurement or list indicating the experiences of members of the community-based service provider that satisfies the technical requirements of the procurement at hand in terms of its capacity to deliver the goods, perform the non-consulting service, or construct the simple infrastructure project, at an equal or higher established standards.

3. Financial Requirements

- a. Certificate that the community-based service provider has an existing bank account.
- b. Updated audited financial statement.
- c. Proof that it has financial management system that maintains the following sets of book of accounts: cash receipts book, cash disbursement book, ledger/logbook, subsidiary ledger (particularly for inputs, assets, properties belonging to community based service provider, bank book/bank statements, disbursement vouchers, and official receipt.

- 4. Quotation: the quotation should be expressed in Peso per seedling inclusive of the scope of work (i.e., hauling, site preparation, planting and nurturing for one (1) year)

VII. Approved Budgetary Cost: Nine hundred thousand pesos only (Php 900,000) chargeable against the Corporate Operating Budget for CY 2018.

VIII. Instructions to Bidders

- a) Submit the Legal, Technical, Financial Requirements and Quotation in four (4) separate envelopes, with each envelope marked Legal, Technical, Financial and Quotation to:

**Ronald S. Abrigo
MWSS**

**4th Flr., MWSS Admin Building
MWSS Complex, Katipunan Rd., Balara
Quezon City**

b) Submission Deadline – October 2, 2018