



TERMS OF REFERENCE (TOR)

**SUPPLY OF LABOR AND MATERIALS FOR THE ESTABLISHMENT,
MAINTENANCE AND PROTECTION FOR THE REFORESTATION PROJECT OF
SAN ROQUE/LOWER AGNO WATERSHED (UNDER UC-EC PLAN 12) THROUGH
COMMUNITY PARTICIPATION**

ARTICLE 1. OBJECTIVE

To rehabilitate the identified open, denuded and marginal portions of NPC watershed areas through reforestation in order to support the NPC power-generating plants for sustained operation, and carbon sequestration for environmental amelioration.

ARTICLE 2. COVERAGE

- 2.1 Perimeter surveying and mapping
- 2.2 Monumenting/marketing of corners.
- 2.3 Blocking of the project area
- 2.4 Production and/or procurement of seedlings
- 2.5 Plantation establishment and operation
- 2.6 Plantation Maintenance
 - 2.6.1 Ring weeding/cultivation and fertilizer application
 - 2.6.2 Replanting and fertilizer application
- 2.7 Plantation Protection
 - 2.7.1 Pest and disease detection and control
 - 2.7.2 Foot patrol works.
 - 2.7.3 Fire line Construction/Maintenance

ARTICLE 3. PRE-PROJECT START UP

The Social Groups (CSG) shall submit the following:

A. For Organized CSG

- 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 Agriculture (DA), Department of Labor and Employment (DOLE), National Commission on Indigenous People (NCIP); or in the case of the Civil Society Organizations, Non-Government Organizations or People's Organizations that are compliant with the requirements of a Community or Social Group (CSG), registrations from National Government Agencies (NGAs) or Local Government Agencies (LGUs); and
 - b. A Sworn Affidavit (**Appendix "1"**) executed by the head or its authorized representative that affirms that:

- i. None of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and
- ii. None of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.

2. Technical Requirements

- a. Statement of all its completed contracts similar to the Community-based Projects to be bid and/or list indicating the work experiences of their members similar to the Community-based Project to be bid (**Appendix "2"**)

For this purpose, similar contracts refer to reforestation/agro-forestry/ Assisted Natural Regeneration (ANR)/ Enrichment planting/ Bamboo Plantation/Tiger Grass and Greenbelt.

The End-user's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the statement as proof thereof.

3. **Financial Requirements**

- a. Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such a cash receipts journal, cash disbursement journal, general journal, and general ledger.

For organized CSG that has participated in any government Community-based Projects for the past two (2) years:

- b. Latest Income Tax Return (ITR) for the preceding TAX Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and
- c. Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS should be stamped received by the BIR or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.

B. **Unorganized Community or Social Group**

1. Legal Requirements

- o A photocopy of the government-issued ID of the officers or members of the Unorganized CSG showing that they are residents of the target community, or nearby and other communities if allowed

- A sworn Affidavit (Appendix "1") executed by the head or its authorized representative
- None of its incorporators, officers or members is an agent or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and
- Commitment of the Unorganized CSG that it shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand if no performance or warranty security is required by the PE.

2. Technical Requirements

- List of completed work experiences of the members of the Unorganized CSG that meet or satisfy the workmanship and skill set requirements, which shows the capacity to perform the required labor component for the delivery of goods or implementation of the Simple Infrastructure Project.

3. Financial Requirements

- Photocopy or scanned copy of the Bank account under the name of any of its officers or members with the complete bank account information; or proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.

▪ **Posting and Submission of Request for Quotation**

- The End-user unit shall prepare the Request for Quotation (RFQ)
- BAC, shall post the RFQ for at least three (3) calendar days:
 1. on the website of the PE,
 2. in the premises of the PE
 3. in at least three (3) conspicuous places where the Community-based Project shall be implemented (e.g., bulletin board, public transport terminals, public markets, etc.)
 4. In the Philippine Government Electronic Procurement System (PhilGEPS) website
- The BAC shall also send the RFQs to CSGs of known qualifications thru the San Roque Watershed Area Team (SRWAT)
- Participating **CSGs shall submit their sealed quotation, if submitted manually**, or password-protected quotation, if submitted electronically, on the date and time prescribed in the terms and conditions of the RFQs, in accordance with Section 25.9 of the 2016 revised IRR of RA 9184.

➤ The receipt of one (1) quotation is sufficient to proceed with the evaluation of the quotation. In the case there are no quotations received hours before the prescribed deadline, the BAC may extend the deadline for the submission of RFQ's three (3) times. Extensions of deadline shall likewise be posted for a period of three (3) calendar days.

▪ **Opening and Evaluation**

➤ On the prescribed deadline, the BAC shall open submitted quotations and prepare an Abstract of Quotations setting forth the:

- a. names of the CSGs that responded to the RFQ
- b. corresponding price quotations; and
- c. Lowest Calculated Quotation (LCQ) or Single Calculated Quotation (SCQ)

➤ The evaluation of the submitted quotations shall be completed within a maximum of seven (7) calendar days from the prescribed deadline.

▪ **Post-Qualification**

➤ The BAC shall exercise due diligence in validating the legal, technical, and financial capability of the CSG with LCQ or SCQ to supply and deliver the Goods, or to implement the Simple Infrastructure Project.

➤ If the BAC determines that the CSG with LCQ or SCQ passes the criteria for post-qualification, it shall declare the same as the Lowest Calculated and Responsive Quotation (LCRQ) or Single Calculated and Responsive Quotation (SCRQ).

In case of post-disqualification, the BAC shall notify the disqualified CSG and shall initiate and complete the conduct of the post-qualification with the next CSG with the second LCQ. If the next CSG, however, fails the post-qualification, the procedure for post-qualification shall be repeated for the next CSG, and so on until the LCRQ is determined for award of failure of bidding.

➤ The post-qualification process shall be completed in not more than ten (10) calendar days from the receipt of notice to the CSG with the LCQ or SCQ, or in the case of the next CSG with the second LCQ, the post qualification shall be completed within a fresh period of 10 calendar days from the receipt of notice to the next CSG with the second LCQ. In exceptional cases, the HOPE may approve an extension of the post-qualification based on the BAC's recommendation, but in no case shall the aggregate period exceed twenty-five (25) calendar days from the determination of the LCQ.

▪ **Award of Contract**

➤ The BAC, after determining the legal, technical, and financial capability and the responsiveness of the quotation, shall recommend to the HoPE the award of contract in favor of the CSG with the SCRQ or LCRQ.

➤ Upon approval of the BAC recommendation, the HoPE shall issue a Notice of Award (NOA) within a period not exceeding ten (10) calendar days from receipt of BAC's recommendation and shall immediately enter into a contract with the CSG.

In case the CSG with the LCRQ or SRCQ fails, refuses, or is unable to enter into a contract with the PE, without justifiable cause, the HoPE or his duly authorized representative shall disqualify the CSG and direct the BAC to determine the responsiveness of the quotation of the next CSG with the second LCQ, or declare a failure of bidding and conduct a re-bidding with re-posting, if necessary, based on its determination, which shall be within seven (7) calendar days from the said declaration.

➤ The BAC, through its secretariat, shall post within three (3) calendar days from execution of the contract, the NOA, the contract, and the notice to proceed (NTP) in the

1. website of the PE,
2. in the premises of the PE
3. in at least three (3) conspicuous places where the Community-based Project shall be implemented (e.g., bulletin board, public transport terminals, public markets, etc.)
4. In the Philippine Government Electronic Procurement System (PhilGEPS) website

▪ **Contract Implementation**

➤ Advance payment may be released in an amount not exceeding fifteen percent (15 %) of the total contract price in accordance with the Provisions of the Contract Implementation Guidelines for the Procurement of Goods, Supplies and Materials, and the Contract Implementation Guidelines for the Procurement of Infrastructure Projects, or Annexes "D" and "E" of the IRR of RA 9184.

➤ The PE shall require performance and warranty securities for the organized CSG, in accordance with section 39 and 62 of RA No. 9184 and its 2016 revised IRR.

➤ In case a different or new works are needed during project implementation, requests or proposals for any change or variation orders covering Simple Infrastructure Projects shall be made and evaluated in accordance with Contract Implementation Guidelines for the Procurement of Infrastructure Projects or "**Annex E**" of the 2016 revised IRR of RA 9184.

➤ The CSG, shall submit to the PE a statement of work accomplished or progress billing, and corresponding request for progress payment for work accomplished.

➤ Payment shall be released based on the terms provided in the contract and only upon validation by the End-User unit that the CSG has delivered or performed the outputs specified in the contract and the same has been inspected and accepted by the PE as satisfactorily in accordance with the technical specifications or scope of work, and applicable government budgeting, accounting, and auditing rules.

➤ In promoting financial inclusivity, the PE shall consider using to the extent possible authorized digital payment system in its financial transactions, subject to the applicable government budgeting, accounting, and auditing rules.

ARTICLE 4. DOCUMENT TO BE SUBMITTED WITH THE BID/PROPOSAL FOR EVALUATION

- Site inspection certificate to be signed by NPC's authorized WAT personnel

ARTICLE 4. PROJECT START UP

- Upon issuance by NPC and acknowledgement of Organized Community or Social Group of the Notice to Proceed, the latter shall be allowed a maximum of seven (7) calendar days to mobilize his/her group/workforce.
- The day one of the first billing period, as stipulated in the Mode of Payments, shall be on the eight days after acknowledgement of Notice to Proceed. However, said day one of the first billing period may be adjusted earlier depending on the readiness of the Community or Social Group to start the project, in which case, the Community or Social Group shall formally notify NPC of the exact date of their day one.
- Before officially commencing work, the Community or Social Group shall seek first a clearance from the Chairman of the barangay where the project is located.

ARTICLE 5. SCOPE OF WORK

Section 1. *Perimeter Surveying and Mapping of Areas to be planted.*

- 1.1 Boundaries shall be delineated using GPS instruments.
- 1.2 Map scale of the perimeter survey shall be as follows:
 - 1.2.1 1: 3,000 for areas 10 hectares and below
 - 1.2.2 1: 5,000 for areas more than 10 hectares up to 30 hectares
 - 1.2.3 1: 7,500 for areas more than 30 hectares up to 50 hectares
 - 1.2.4 1: 10,000 for areas more than 50 hectares
- 1.2.5 To be drawn and plotted on an A3-size tracing paper.
- 1.2.6 Technical description and remarks for every point shall be clearly indicated, duly signed and sealed by a forester/geodetic engineer.
- 1.3 Map should be drawn/plotted on a A3-size paper and submitted with shapefile to reflect the following:
 - 1.3.1 Contour
 - 1.3.2 Blocking
 - 1.3.3 Non-plantable area
 - 1.3.4 Planting Layout (baseline, strips)
 - 1.3.5 Offset area (if any)
- 1.4 Technical Description and remarks for every point shall be clearly indicated in the map duly signed by a forester/geodetic engineer.
- 1.5 The total available area for reforestation is the target area (in hectare) based on the approved contract/UC-EC Plan. Non-plantable areas shall not be included in the target area that will be planted such as rocky portions, vegetated areas, rivers, road networks, steep ridges/ravines,

waterlogged areas, among others. In such cases, the contractor shall provide for the additional areas adjacent to the prescribed project site to complete the required area for planting.

Section 2. *Monumenting/marking of corners*

For contiguous and non-contiguous areas:

PVC pipe (orange) with 10 cm (4-inch) diameter and height of 60cm filled with concrete and 30 cm exposed and 9mm RSB, 22 inches height with 2 inches diameter loop on top shall be installed on all corners of the project sites perimeter. Corner points shall be UTM-fed and coordinates supplied by GPS to be engraved/etched on each PVC pipe.

Section 3. *Blocking of the Project Site*

- 3.1 Whole project site shall be divided into blocks.
- 3.2 For contiguous area:
 - 3.2.1 Block into 10-hectare areas with a dimension of 200 X 500 meters with the short and long ends following the east-west and north-south directions, respectively.
- 3.3 For non-contiguous area:
 - 3.3.1 Block into 5-hectare areas with a dimension of 200 X 250 meters.
 - 3.3.2 Below 5 hectares, total gross area shall be computed and be treated as a block.
 - 3.3.3 Each block shall be assigned a unique block identification to establish its identity.
- 3.4 Corner points shall be on GPS reading/survey.
- 3.5 Blocking shall be reflected/indicated in the map.
- 3.6 PVC pipe (orange) with 5 cm (2-inch) diameter and height of 100cm filled with concrete and 50 cm exposed shall be installed on all corners of the block. Corner points shall be UTM-fed and coordinates supplied by GPS to be engraved/etched on each PVC pipe. The corresponding code for that block is marked on that side of the post.
- 3.7 Blocking activity using PVC pipe post in its prescribed dimension shall be done prior to planting. Blocking plan/design shall be reflected on the map to be submitted by the Contractor. This shall be the basis of evaluation during the inspection of the blocking posts to be established later on the ground.
- 3.8 Detailed Procedure:
 - 3.8.1 To minimize the number of blocks to be established, blocking shall be done as:
 - 3.8.1.1 The X-axis shall coincide (tangent) with the southernmost point/corner of the project area while the Y-axis shall be tangent to the westernmost point/corner of the project area.
 - 3.8.1.2 The point of origin (O) shall be determined by the intersection of the X and Y axes, which correspond to the east-west and north-south directions, respectively.
 - 3.8.1.3 The width (X-axis) of each block will measure 200 meters per block while the longer axis (Y-axis) will have a length of 500 meters.
 - 3.8.1.4 Assignment of block numbers shall be done following the left-right (west-east) then bottom-up (south-north) direction.

Section 4. *Procurement and/or Production of Seedlings*

- 4.1 Seedlings shall be potted, healthy, vigorous and free from pests and diseases.

4.2 Seedlings shall have a minimum height shown in Annex "D" Project Profile (Same size category shall be planted together in the field to avoid intraspecific competition)

4.3 Procured/produced seedlings from other locations shall be delivered to the project site at least one (1) month before outplanting to acclimatize with the local site condition.

4.4 The species and quantity of seedlings required are included in Annex "D" (Project Profile)

Section 5. *Plantation Establishment and Operation*

5.1 Site preparation

5.1.1 Site preparation prior to outplanting shall be a combination of either strip brushing, ring weeding/spot clearing or any other method/strategy depending on species suitability.

5.1.2 If using the strip brushing method, planting strips measuring at least 1-meter-wide along the contour shall be cultivated, followed by removal/exposure of roots and rhizomes, leaving approximately 2-meter-wide uncultivated strips between the cultivated strips.

5.1.3 The number of planting strips depends on the configuration of the plantation site.

5.1.4 If using ring weeding, approximately 50-cm. radius around the seedling shall be cultivated, uproot all roots and rhizomes and loosen the soil.

5.1.5 Natural regenerants must be left unharmed.

5.2 Staking

5.2.1 Staking shall follow the prescribed spacing.

5.2.2 Stakes should be at least 1 meter in height so it can be easily located during hole digging and planting.

5.2.3 Locally available materials can be used as stakes, provided that the gathering and collection shall be approved and supervised by a representative of concerned WAT.

5.3 Hole digging

5.3.1 For all plastic bag sizes, a clearance of 2 inches around the seedlings should be considered in determining the hole size to fit the seedlings into the hole.

5.3.2 The hole depth depends on the size of the bag. It should have a clearance of 2 inches around the pot and 3 inches from the base to determine the hole depth.

5.4 Seedling transport

5.4.1 Seedlings should be carefully transported to the planting site from the nursery.

5.4.2 To avoid damage/injury during transport, use containers such as sacks, baskets (kaing), wooden boxes etc.

5.4.3 Prior to seedling transport, seedlings may not be watered for more firm attachment of roots to the soil.

5.5 Planting

5.5.1 Planting should start **at the onset of the rainy season** (usually after one or two heavy rains).

- 5.5.2 For potted seedlings, be sure to remove the plastic container (polyethylene bags) and avoid breaking the earthball.
- 5.5.3 Removed plastic bags shall be placed on top of the stakes to serve as location markers and shall be disposed properly by the contractor after inspection.
- 5.5.4 When putting the seedling into the planting hole, the upper part of the earth ball must be slightly lower than the edge of the hole. Soil is filled into the spaces (putting the topsoil first), then tamped firmly all around to prevent from tilting.
- 5.5.5 A plantation register must be maintained on site. A copy of which must be submitted as a billing attachment for accomplishments where planting and/or replanting is required.

Section 6. Plantation Maintenance

6.1 Ring weeding/ spot cultivation, mulching and fertilizer application

- 6.1.1 Ring weeding and spot cultivation is approximately 50-cm radius around the seedling, uprooting all roots and rhizomes and loosening the soil.
- 6.1.2 Mulch is approximately 50-cm radius around the seedling; mulch thickness about 10-cm; remove mulch prior to ring weeding then replace after each ring weeding. (If applicable)
- 6.1.3 Ring weeding and fertilizer application frequency is as follows:

Year	Schedule
1	1 pass (1 month after planting) for ring weeding and 1 pass of fertilizer application (one month after planting)
2	2 passes (quarter 3) for ring weeding and 2 passes of fertilizer application (quarter 3)
3	2 passes (quarter 3) for ring weeding and 2 passes of fertilizer application (quarter 3)

6.2 Replanting and fertilizer application

- 6.2.1 Determine the survival rate, the inspection (the sampling methodology and intensity shall be determined by the WAT) shall be conducted on the following dates:
 - 6.2.1.1 about one month after outplanting; and
 - 6.2.1.2 every maintenance passes for the 2nd and 3rd year.
- 6.2.2 Conduct replanting if survival rate is less than 80%.
 - 6.2.3 Any additional replanting should be done immediately if weather conditions warrants.
- 6.2.4 To boost the seedling growth, inorganic fertilizer shall be applied at the rate of 10 to 20 gm per seedling.
- 6.2.5 Fertilizer is applied by mixing it thoroughly with the soil used to fill up the holes or side dressed in drills at about 10 to 15 cm distance around the base of the seedling.
- 6.2.6 In steep areas, fertilizer should be side dressed on the upper and left or right sides of the seedling.
- 6.2.7 Most grassland soils are deficient in nitrogen and phosphorus; hence, nitrogen and phosphorus fertilizers or complete fertilizer should be applied.

- 6.2.8 Organic fertilizers such as compost, animal manure or green manure can also be used.

Section 7. Plantation protection

7.1 Fireline construction

- 7.1.1 The 10-meter wide fireline shall be free/cleared from cogon, grasses & other undesirable vegetation including its roots/rhizomes.
- 7.1.2 If there are trees either premium or lesser-known species (LKS) that will obstruct the 10-meter wide fireline, these trees shall be protected and avoided to be cut.

7.2 Fireline Maintenance

- 7.2.1 The 10-meter wide fireline shall be maintained by regular clearing and removing all undesirable vegetation such as cogon, grasses, pine needles, etc. including its roots/rhizomes that are highly combustible especially during dry months. It is essential that a fireline is maintained to avoid crossing of wildfire in the established plantation.

7.3 Pest and disease detection and control

- 7.3.1 Regularly conducts seedling inspection for possible signs/ symptoms or outbreak of diseases.
- 7.3.2 Inform the Watershed Area Team immediately of any possible signs/ symptoms or outbreak of diseases.
- 7.3.3 Seedlings with an evident attack of pest and presence of disease should be removed and replaced with healthy and vigorous seedlings.

7.4 Patrol works.

- 7.4.1 Foot patrolling should be conducted regularly after the establishment of the plantation to prevent and control any form of destruction to the plantation area. The assigned patrol team members should be submitted to WAT monthly starting from November to May. Patrol Report must be submitted every two (2) weeks.
- 7.1.1 Prepare and submit monthly patrol reports and shall form part of the attachments every progress billing.
- 7.1.2 In case of force majeure events (i.e. typhoon, fire, etc.), a damage report complete with a map showing the extent of the damage area, photo documentation and proposed rehabilitation plan) should be submitted to the Watershed Area Team within seven (7) days after its occurrence.

ARTICLE 6. ACCOMPLISHMENT REPORTS

- The Community or Social Group shall submit an Accomplishment report ("**Annex C**") based on the activities completed for every progress-billing.
- Patrol reports must be submitted every two (2) weeks, on Monday, with geo-tagged pictures and tracking.
- Progress reports must be accompanied with geo-tagged pictures and shall be submitted monthly by the Community or Social Group for monitoring purposes.
- Reports and requests for billing shall be signed by the Community or Social Group or his duly designated representative.
- The report shall contain information on how many laborers were hired and the detailed accomplishment per day per activity. It may also include significant

experiences, problems encountered and recommendations for the improvement of the project implementation.

- The report shall be attached to the Request for Inspection and Notice of Billing hereto attached as "**Annex A**" and "**Annex B**", respectively, for every completed activity per billing period.

ARTICLE 6. PHOTO DOCUMENTATION

- At least two (2) geo pictures / photographs with the date indicated in one corner shall be taken before, during and after each activity.
- The picture/photograph must be geotagged and shall be taken on the same vantage point to clearly distinguish the condition of area before the conduct of the activity, during the activity and after the activity.
- Captions should be included for each picture stating the activity undertaken and its location.

ARTICLE 7. SOURCE OF MANPOWER/WORKFORCE

- The Community or Social Group's workforce in the conduct of these activities must comprise at least ninety (90 %) percent local community residents.
- The Community or Social Group must deploy a competent site Supervisor with experience in handling a significant number of personnel in related projects.

ARTICLE 8. WORK PLAN/SCHEDULE

The Community or Social Group shall commence work within seven (7) working days from receipt of the Notice to Proceed.

The schedule of implementation shall be in conjunction with the feasibility to undertake the work, e.g., planting should be done on the onset of the rainy season while fire line construction should be undertaken on the onset and until the end of the dry season.

ACTIVITY	U/M	Target	SCHEDULE																	
YEAR 1:			2025				2026				2027				2028					
FIRST PERIOD			1	2	3	4	1	2	3	4	1	2	3	4	1	2				
1. Perimeter Surveying	map	lot																		
2. Mapping of the reforestation site	map	lot																		
3. Monumenting of corners	monument																			
4. Blocking of the area	map	lot																		
ACTIVITY	U/M	Target	SCHEDULE																	
YEAR 1:			2025				2026				2027				2028					
SECOND PERIOD																				

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SEVENTH PERIOD			1	2	3	4	1	2	3	4	1	2	3	4	1	2
1. Trail maintenance	sq.m.	lot														
2. Fireline maintenance	sq.m.	lot														
3. Pest and disease detection and control	seedling	22,240														
4. Patrol works	ha	20														
YEAR 3			2025				2026				2027				2028	
EIGHT PERIOD			1	2	3	4	1	2	3	4	1	2	3	4	1	2
1. Trail maintenance	sq.m.	lot														
2. Fireline maintenance	sq.m.	lot														
3. Pest and disease detection and control	seedling	22,240														
4. Patrol works	ha	20														
NINTH PERIOD																
1. 4th and 5th cycle ring weeding/spot cultivation	seedling	22,240														
2. Trail maintenance	sq.m.	lot														
3. Replanting (if less than 80% survived)	seedling	4,448														
4. Fertilizer application	seedling	22,240														
5. Pest and disease detection and control	seedling	22,240														
6. Patrol works	ha	20														
TENTH PERIOD																
1. Trail maintenance	sq.m.	lot														
2. Fireline maintenance	sq.m.	lot														
3. Pest and disease detection and control	seedling	22,240														
4. Patrol works	ha	20														

ARTICLE 9. PROJECT LOCATION AND CONTRACT DURATION

The project is in the Municipality of Itogon, Benguet and within the San Roque Watershed Area Team. The contract duration is three (3) years from the commencement of work. Completion of the work target will be subject to inspection upon submission of request for inspection/evaluation. A Certificate of Completion from SRWAT will be issued once the accomplishment is found to be satisfactory.

Name of Project	Location	ABC Price
1. Reforestation	Brgy. Dalupirip, Itogon, Benguet	1,360,114.64
TOTAL		1,360,114.64

ARTICLE 10. MODE OF PAYMENTS

Payments shall be based on the progressive billing schemes and shall not exceed the allocated budget for the project. Sample billing is indicated in the table below.

Payment No.	Nature of Payment	Basis/Indicator of Payment	Date Due/ Year	Total Cost Percentage
Year 1				
1	1st Progress Billing	Perimeter Surveying	Quarter 3	10.00% (Less 10% retention fee) 9.00%
		Mapping of the reforestation site		
		Monumenting of corners		
		Blocking of the area		
2	2nd Progress Billing	Seedbed/germination bed preparation	Quarter 3	10.00% (Less 10% retention fee) 9.00%
		Sowing of seed		
		Gathering and preparation of soil		
		Potting of soil medium		
		Preparation of potbeds & pot arrangements		
		Transplanting of seedlings		
		Maintenance of seedlings (e.g. weeding, watering, fertilizer and pesticide application)		
		Maintenance of transplanted seedlings (e.g. weeding, watering, fertilizer and pesticide application) until seedlings have reached a minimum height of 0.6- 1 feet.		
3	3rd Progress Billing	Trail construction	Quarter 3	12.00% (Less 10% retention fee) 10.80%
		Site preparation		
		Staking		
		Hole digging		
		Seedling transport		
		Planting		
		Minimum 80% seedling survival		
4	4th Progress Billing	1st cycle ring weeding/spot cultivation	Quarter 3-4	8.00% (Less 10% retention fee) 7.20%
		Trail maintenance		
		Replanting (if less than 80% survived)		
		Fertilizer application to planted and replanted seedlings		
		Pest and disease detection and control		
		Patrol works		
		Minimum 80% seedling survival		
Payment No.	Nature of Payment	Basis/Indicator of Payment	Date Due/ Year	Total Cost Percentage
Year 2				
5	5th Progress Billing	Trail maintenance	Quarter 1- 2	7.5% (Less 10% retention fee) 6.75%
		Fireline construction & maintenance		
		Pest and disease detection and control		
		Patrol works		
6	6th	2nd and 3rd cycle ring weeding/spot cultivation	Quarter 3	15.00%

	Progress Billing	Trail maintenance		(Less 10% retention fee)
		Replanting of seedlings		13.50 %
		Fertilizer application		
		Pest and disease detection and control		
		Patrol works		
		Minimum 80% seedling survival		
7	7th Progress Billing	Trail maintenance	Quarter 4	7.50%
		Fireline construction & maintenance		(Less 10% retention fee)
		Pest and disease detection and control		6.75%
		Patrol works		
		Minimum 80% seedling survival		
Year 3			2027	
8	8th Progress Billing	Trail maintenance	Quarter 1-2	7.50 %
		Fireline construction & maintenance		(Less 10% retention fee)
		Pest and disease detection and control		6.75%
		Patrol works		
9	9th Progress Billing	4th and 5th cycle ring weeding/spot cultivation	Quarter 3-4	15.00%
		Trail maintenance		(Less 10% retention fee)
		Replanting of seedlings		13.50%
		Fertilizer application		
		Pest and disease detection and control		
		Patrol works		
		Minimum 80% seedling survival		
			2028	
10	Final Payment	Trail maintenance	Quarter 1-2	7.50%
		Fireline construction & maintenance		(Less 10% retention fee)
		Pest and disease detection and control		6.75%
		Patrol works		
		Minimum 80% seedling survival		
11	Release of Retention	The plantation is properly maintained and protected against forest/wildfire.		
		The plantation has 80% survival based on the 100% Seedling Inventory		10.00%
		Certificate of Final Acceptance issued.		

* Mode of payments to apply also to Agroforestry and Assisted Natural Regeneration (ANR) projects of the above watershed areas

ARTICLE 11. PROCESSING OF PAYMENT

- The inspection team shall be composed of the following:
 - Watershed Area Team (WAT)'s designated Project-In-Charge.
 - Watershed Management Department (WMD) representative.
 - A representative from the LGU who will serve as witness during the inspection of completed activities.
 - Other stakeholders such as Government agency/organization, Peoples' organization, or civil society groups may also be invited to validate the project.

- The WAT is encouraged to conduct a periodic field inspection (at least once a month) and shall form part of the monitoring reports of WAT.
- The Community or Social Group shall forward the following documents to the concerned WAT to warrant inspection of completed activity, to wit:
 - Request of Inspection.
 - Notice of Billing.
 - Certification that the laborers hired were already paid for the services rendered to be concurred by the laborers and noted by the Barangay Chairman; and
 - Geo Pictures/photographs of before, during and after the activity.
- Upon receipt of the request for inspection and notice of billing, the WAT will coordinate with Plant representatives and convene the Inspection Team to cause an inspection within ten (10) working days.
- The Community or Social Group shall prepare two (2) sets of pictures of the completed activities as stated in the TOR (one set for payment purposes and the other set for file of the Area Team)
- The Community or Social Group shall be on site during the conduct of inspection and validation of completed activities.
- The Inspection Report may either recommend payment for the bill in such amount as may be warranted by actual accomplishments; or for its rejection, as the case may be.
- If the recommendation is for payment, the billing shall be immediately processed, and the payment shall be remitted to the Community or Social Group.
- If for rejection, the concerned WAT shall notify the Community or Social Group in writing within three (3) working days from Receipt of the Inspection Report of such fact and explaining the reasons thereof.
- NPC shall have the right to suspend payments on the contract, or impose such conditions as may be appropriate, if the results of the inspection indicate that accomplishments are below target as specified in the contract.

ARTICLE 12. RETENTION FEE

- To further guarantee accomplishment of the contracted services/project targets, an amount equivalent to ten percent (10%) of the total contract amount shall be retained by NPC as retention fee.
- Retention fee shall be disbursed to the Community or Social Group upon satisfactory completion of the contracted services/project targets.

- The ten percent (10%) retention fee shall be forfeited in favor of NPC if the requirements for satisfactory completion were not met.

ARTICLE 13. SUBCONTRACTING/ASSIGNMENT

- Subcontracting or assigning, wholly or in part, the services/project contracted stated on Article 3 (Scope of Work) of the Terms of Reference (TOR), is **prohibited**.
- Any subcontracting agreement or assignment entered into in violation of this condition shall be considered **null and void**. The Corporation shall not be answerable for any or all claims brought against the subcontractor, by its workers or by third parties.
- This prohibition does not cover the traditional practice of availing labor services, known as "Pakyaw System", widely prevalent in the countryside.

ARTICLE 14. PENALTY FOR DELAY

- The contract consists of Ten (10) - billing period, which shall be completed as scheduled. Three (3) years is equivalent to Thirty-six (36) months. All activities included in each billing period shall be accomplished on or before its expiration.
- The Community or Social Group shall be liable for **penalty** and agrees to pay the Corporation liquidated damages, in an amount equivalent to 1/10 of 1 % of the total value of the **unperformed services/uncompleted activities per billing period, for each calendar day of delay until** said activities included in that particular billing period is 100 % completed. For this purpose, it is clear that penalty is on a per billing period basis and **not** only after the three (3) years duration has elapsed.
- **Force majeure** shall refer to those events which could not be foreseen, or which though foreseen, were inevitable to make it impossible for the Community or Social Group to carry out, in whole or in part, the obligations under the contract.
- Delays caused by **force majeure** are not covered by the penalty. The following are cases of **force majeure**.
 - Those due to human causes such as civil wars, armed invasion, revolution, rebellion, insurgency, riots, strikes, armed blockades, civil disturbance/disobedience and other analogues causes; and
 - Those are due to natural causes such as earthquakes, typhoons, storms, floods, prolonged drought, epidemics, and other similar phenomena.
- In case of **force majeure**, the Community or Social Group shall notify the Corporation and the Watershed Area Team in writing, **within seven (7) days** after its occurrence, describing the same and its effects upon the performance of the contract.
- The Corporation shall, within **five (5) days** upon receipt of the notice, meet and decide on the most appropriate course of action to take under the circumstances, which may include **suspension of work or termination of the contract**.

- In case of suspension of work, the contract may be extended for a period equivalent to that for which the Community or Social Group was prevented from performing the work if climatic factors still warrant the performance of such work.
- In the event of termination, the Community or Social Group, upon receipt of the notice, shall take immediate steps to end the work in a prompt and orderly manner minimizing expenditures as far as practicable.
- The Corporation shall not be liable to the Community or Social Group except for work or services performed prior to the date of termination and for actual costs incurred in connection with the liquidation of work.
- The Community or Social Group shall turn over to the Corporation all records and documentation made as of the date termination.

ARTICLE 15. OTHER LIABILITIES

- The Community or Social Group shall be held liable and fully responsible to the safety and welfare of the “pakyaw” laborers contracted under this contract.
- In the event of minor accidents and/or more serious scenarios such as fatal accidents, the Corporation shall not be held liable and is free from any financial obligations.

ARTICLE 16. NON-COMPLIANCE

- The Community or Social Group shall be held responsible for failure of the project because of negligence, non-satisfactory performance, or abandonment. The Community or Social Group shall pay all costs, which may be attributed to the non-conformance, until such time the area is turned over to NPC. In this case, if climatic factors still permits, the contract shall be awarded to the next ranked eligible bidder following the conditions stated in R.A. 9184 or the “Government Procurement Reform Act”.

ARTICLE 17. PERFORMANCE SECURITY BOND

- To guarantee the faithful performance of the Contract, the Community or Social Group shall post a performance security which is penal in nature and in accordance with the following:
 - Acceptance forms of the bond and corresponding amount (any or combination)
 - Cash-five percent (5 %) of the total contract price.
 - Managers or Cashier’s Check – five percent (5 %) of the total contract price.
 - Irrevocable Standby Letter of Credit-five percent (5 %) of the total contract price. ISLOC issued and confirmed by Local Commercial Bank. These bank forms should be submitted to the jurisdiction of Philippine courts in the event a claim arises.

- Bank Guarantee equivalent to ten percent (10 %) of the total Contract price.
 - Surety Bond issued by the Government Service Insurance System (GSIS)
 - o Thirty percent (30 %) of the Total contract price
 - o Surety Bond should contain the following conditions:
 - a. The bond is a penal bond and callable on demand.
 - b. The entire amount of the bond shall be forfeited in favor of the obligee upon default of the contractor.
 - c. In case of claim, the surety shall pay such claim within sixty (60) days from receipt by the Surety of the Obligee's notice of claim/demand letter notwithstanding any objection thereto by the principal, provided that the default of the principal is established by evidence of the Obligee.
- It is hereby also agreed that there be any amount due and payable to the Principal under the Contract guaranteed by this bond after the claim against a bond has been fully paid by the Surety, the Principal hereby assigns the same or sufficient amount thereof as collateral for the bond which the Obligee shall withhold and retain to be remitted/paid to the Surety upon demand to answer for the principal's liabilities to the Surety there under.
- It shall remain in full force and effect until completion of the scope of work and all the accomplishments are accepted by the obligee.

CSGs LETTERHEAD WITH LOGO

(Date)

Mr. EMMANUEL A. UMALI

Manager

Watershed Management Department

THRU: ELLENOR A. PEREZ

Section Chief, SRWAT

REQUEST FOR INSPECTION

In view of **Project Title**, we are pleased to inform you that the required activities under **Contract Number** _____ with **PR Number** located at **Location** for Billing Period No. ____ had been 100 % completed, to wit:

Billing No.	Activities (based on Work plan)	Total Cost

In this regard, may we earnestly request the Inspection Team to conduct inspection and validation of the above-completed activities as specified in the approved work plan to warrant the corresponding payment indicated in the notice of billing.
Thank you.

Contractor
(Signature over Printed name)
Designation

cc. Ellenor A. Perez
Section Chief
San Roque Watershed Area Team

"ANNEX B"

CSGs LETTERHEAD WITH LOGO

(Date)

Mr. EMMANUEL A. UMALI

Manager

Watershed Management Department

THRU: ELLENOR A. PEREZ

Section Chief, SRWAT

NOTICE OF BILLING

In connection to **Project Title**, we are pleased to inform you that the required activities of **Project title** under **Contract Number** _____ **with PR Number located at Location. CSG Organization had accomplished the activities on the No. Billing Period** and corresponding bill amount are stated hereunder:

Billing No.	Actual Accomplishment	Duration	Bill Amount
TOTAL			

Hoping for your favorable consideration. Thank you very much.

Contractor

(Signature over Printed name)

Designation

cc. Ellenor A. Perez

Section Chief

San Roque Watershed Area Team

CSGs LETTERHEAD WITH LOGO

(Date)

Mr. EMMANUEL A. UMALI

Manager

Watershed Management Department

THRU: ELLENOR A. PEREZ

Section Chief, SRWAT

ACCOMPLISHMENT REPORT

Progress Billing No. _____

I. Background

II. Activities (in narrative and table form)

Billing No.	Activity	Unit of Measure	Target	Accomplishment	%	Remarks

III. Project management Team

IV. Annexes/ Attachment

For your information and reference.

Contractor

(Signature over Printed name)

Designation

cc. Ellenor A. Perez

Section Chief

San Roque Watershed Area Team

PROJECT PROFILE

I. Project : REFORESTATION

II. Location

Barangay : Dalupirip

Municipality : Itogon

Province : Benguet

III. Area

Size : 20 Hectares

Distance from nearest water source : 55 m from the nearest corner

Distance from nearest Barangay Road : 16.92 Kilometers

Climatic Type : Type 1

Topography : Undulating to very steep

Soil type : Silica Sand

Vegetative Cover : Cogonal Shrubs, grass and

Benguet pine at ridges while

Dipterocarp Spp. in the gully.

IV. Implementation Strategy

Number of Required potted seedlings : 24,464 seedlings
(20% mortality allowance included)

SPECIES	QTY	HEIGHT
Benguet Pine	5,000	0.4in – 1ft
Molave	7,240	0.5in – 1ft
Eucalyptus	5,000	0.5in – 1ft
Calliandra spp.	5,000	0.5in – 1ft
Total	22,240	
Benguet Pine	2,224	0.4in – 1ft <i>These shall be made available during the 5th Progress Billing</i>
Grand Total	24,464	

Seedlings must be stocky, with woody tissue and pencil size at root collar.

Planting Scheme Spacing : 3m x 3m

V. Manpower Availability

Estimated number of available workforce : 50

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. I am the (Head/Authorized Representative) of (Name of Community or Social Group.
2. That the incorporators, organizers, officers or members of our organization are the following.

Name	Position

1. Upon consultation and communication with the above-named individuals, I confirm and certify that:

a. None of us is an agent of or related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group, or the BAC Secretariat, or other officials of (Name of Procuring Entity) authorized to process and/or approve the proposal, contract, and release of funds in favor of the Community or Social Group; and

b. [Include this paragraph if all Organized Community or Social Group Officers and members do not have any related business to the Community-based Project being procured] None of us has any related business to the Community-based Projects being procured at hand.

c. [Include this paragraph if any of those identified Organized Community or Social Group Officers or members must disclose his/her related business, including the extent or percentage of his/her ownership or interest therein.] The following officers or members of our Organized Community or Social Group has/have related business to the Community-based Project being procured at hand, including the corresponding extent or percentage of ownership or interest therein:

Name	Name or Nature of Related Business	Extent or Percentage of Ownership or interest in the Related Business

d. Include this paragraph if no performance or warranty security is prescribed by the Procuring Entity for Unorganized Community or Social Groups] Considering that the posting of a performance security has been dispensed with, as determined by the Procuring Entity, I hereby commit that our Unorganized Community or Social Group

shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand. I further agree and accept that our failure to perform or deliver any of such obligations and undertakings shall result in Blacklisting of our Community or Social Group for not more than two (2) years in all government procurement activities following the procedure under RA No. 9184, its revised IRR and associated issuances.

e. 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 ____, 2023 at _____, Philippines.

[Insert NAME OF COMMUNITY OR SOCIAL GROUP
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

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

Appendix "2"

STATEMENT OF COMMUNITY GROUP'S COMPLETED CONTRACTS SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE BID OR LIST INDICATING THE WORK EXPERIENCES OF MEMBERS SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE BID

Name of Completed Contract	Contract Date	Period/Duration/ Delivery Date	Amount Involved	Definition or Description of the project or major categories of work	Supporting Documentary Proofs (e.g., User acceptance, Official Receipts, sales invoice) Attached as Annex " "

SUPPLIER'S BID QUOTATION
[NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION]

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s.
HO-LAR25-001. I agree with the conditions of the TOR and offer the following supplies
 with specific description:

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	SUPPLY OF LABOR AND MATERIALS FOR THE ESTABLISHMENT, MAINTENANCE AND PROTECTION FOR THE REFORESTATION PROJECT OF SAN ROQUE/LOWER AGNO WATERSHED (UNDER UC-EC PLAN 12) THROUGH COMMUNITY PARTICIPATION UNDER PR NO. HO-LAR25-001	1 LOT		
TOTAL BID PRICE				

 Name and Signature of Authorized Representative

Date _____

Company Name _____

Contact Details _____

E-mail address _____

Note: The bidder may use this form or its own company letterhead following this format duly signed by the authorized representative when making the offer.