



## Bid Notice Abstract

### Request for Proposal (RFP)

<b>Reference Number</b>	10402829
<b>Procuring Entity</b>	PROVINCE OF LA UNION
<b>Title</b>	Engagement Of Consultancy Services For The Development Of Greenhouse Gas Emissions Inventory For The Province Of La Union
<b>Area of Delivery</b>	La Union

<b>Solicitation Number:</b>	RFP No. 2023-03	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Consulting Services	<b>Document Request List</b>	3
<b>Category:</b>	Consulting Services	<b>Date Published</b>	07/12/2023
<b>Approved Budget for the Contract:</b>	PHP 900,000.00	<b>Last Updated / Time</b>	07/12/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	14/12/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Robert L. Lelina BAC Head Secretariat Aguila Road Capitol Building Barangay 11 San Fernando City La Union Philippines 2500 63-72-2425550 Ext.249 63-72-2425550 pglu_bacsu@launion.gov.ph		

#### Description

##### TERMS OF REFERENCE: I. BACKGROUND

The Philippine Clean Air Act, also known as Republic Act 8749, was passed on June 23, 1999, and it outlines the government's actions to reduce air pollution by incorporating environmental protection activities into its development plans. This legislation establishes a comprehensive air pollution control policy.

As stipulated in Section 36 (Role of Local Government Units) of Chapter 4 (Institutional Mechanism) of RA 8749, the Local Government Units (LGUs) shall share the responsibility for the management and maintenance of air quality within their territorial jurisdiction.

The Provincial Government of La Union envisions becoming the Heart of Agri-tourism in Northern Luzon by 2025. As support to this, the provincial government launched the #KalikasanNaman campaign to give emphasis to the protection, management, conservation, and rehabilitation of the province's environment and natural resources. The Provincial Government – Environment and Natural Resources Office (PG-ENRO), being the environmental arm of the provincial government, is committed to carrying out initiatives and activities for La Union's environmental conservation.

One of the units of the PG-ENRO is the Air Quality Management section. The unit is responsible for the technical measures to prevent, abate, and control air pollution. The monitoring of the province's air quality is one of the initiatives run by the Provincial Government - Environment and Natural Resources Office (PG-ENRO) for air quality management. The Office's air quality management initiatives further extend to the management of greenhouse gases (GHG) which are heat-trapping gases in the atmosphere that causes global warming. The excessive amounts of anthropogenic GHGs are causing the catastrophic effects of climate change that are being experienced globally.

The creation of a GHG emissions inventory (GHGi) is extremely beneficial in furthering the province's local climate actions, particularly in implementing climate change mitigation strategies. This will provide an excellent foundation for project implementers and policy-making bodies to make better, more science-based decisions about which programs/projects to prioritize for the province's low-emission development trajectory.

The findings will also be useful in developing and updating the province's enhanced Local Climate Change Action Plan (e-LCCAP). According to the Enhanced LGU Guidebook on the Formulation of Local Climate Change Action Plan (Books 3 & 4) by the Department of Interior and Local Government - Local Government Academy, conducting an inventory is a step in the process of creating an enhanced local climate change action plan (e-LCCAP).

Emission inventory systems are excellent tools for pinpointing regulatory measures and identifying important sources of anthropogenic GHGs. Applying anticipated emissions reductions to emissions inventory data will allow one to predict the impact of prospective regulatory measures on climate change strategies. Regular updates to the emissions inventory make it possible to identify emission patterns over time. Inventories can also be used to educate the public about the causes of climate change that are also affecting the locality.

##### II. OBJECTIVES

The GHG inventory shall identify the GHG emissions of the 15 municipalities in four circuits in the province namely the central, central eastern, south, and southeastern tourism circuit.  
 Central (4) Bacnotan, San Juan, Sab Gabriel, and City of San Fernando  
 Central Eastern (4) Bauang, Bagulin, Burgos, Naguilian  
 South (4) Agoo, Aringay, Caba, Sto. Tomas  
 South Eastern (3) Pugo, Rosario, Tubao  
 Total: 15

Specifically, the EI shall:

- a. account for the GHG emission source including stationary combustion, purchased electricity, mobile combustion, solid waste, wastewater, agriculture, forestry and land use, and industrial processes and products use;
- b. develop emission reduction goals based on the EI that will Identify Emissions Contribution per Source.

### III. SCOPE OF SERVICE AND EXPECTED OUTPUT

The scope of services of the engagement shall include the following:

#### 1. Reporting

The consultant shall submit reports (deliverables) in three (3) copies to the Provincial Government of La Union. This will include the following: activities description, accomplishment date, and attachments to the report.

#### 2. Methodology

The EI shall be using global framework and methodologies with locally available tools (i.e., GHG Inventory Quantification Support Spreadsheet) to ensure that the resulting community-level GHG emissions inventories are able to showcase compliance with both global and local reporting requirements and standards.

#### 3. Qualifications

The consultant should possess the following qualifications:

Education • Team Leader: At least a Master's degree in Atmospheric Science, Chemistry, Environmental Science, Environmental Planning/Management, Biology, Engineering, or any related discipline. An advanced degree in the field mentioned above is an advantage.

• Member/s: At least University degree in Atmospheric Science, Chemistry, Environmental Science, Environmental Planning/Management, Biology, Engineering, or any related discipline. An advanced degree in the field mentioned above is an advantage.

• GIS Specialist: University degree in Natural Sciences, Environmental Sciences, Forestry, and/or related fields  
 Experience • Has at least 3 years of professional experience in the conduct of emissions inventory using IPCC guidelines for GHG inventory management.

Competencies • Good analytical and communication skills, including the ability to draft and articulate ideas in a clear and concise manner.

• Good interpersonal skills and ability to work well in a team whilst also having the capacity and initiative to work independently.

• Highly developed oral and written communication skills with excellent writing skills in English and in Filipino.

#### 4. Deliverables

The consultant will:

- a. Conduct capacity-building workshop for the Provincial/component LGU's technical personnel on community-level GHG inventory including setting inventory boundaries, identifying emissions and data sources, data collection, emissions calculations and analysis, and reporting;
- b. Formulate community-level GHG inventory for the 15 component Local Government Units Province of La Union including setting up a GHG inventory team with the LGU, planning for the actual conduct of the inventory, actual data collection, emissions estimation and analysis, and report packaging;
- c. Present the key results and highlights of the community-level GHG inventory of the Province of La Union to its relevant local stakeholders through a culminating activity and dissemination of information materials (print and virtual).

The consultant shall be covering the following categories of emissions sources within the administrative boundary of the Province of La Union:

- Stationary Combustion

- o Commercial Buildings

- o Residential Buildings

- Purchased Electricity

- o Commercial Buildings

- o Residential Buildings

- o Others (e.g. streetlights, mass rapid transit, etc.)

- Solid Waste in Landfills (including GHG emissions from solid waste produced from within the community but landfilled outside the community's geopolitical boundaries)

- Agriculture

- o Rice Crop Production

- o Livestock Management

- Industrial Processes and Products Use for Selected Industries

- Forestry

\*\*These emission sources are based on the categorization of the Community-Level GHG Quantification Spreadsheet by the Philippine Climate Change Commission

#### 5. Project Budget and Duration

The Approved Budget for the Contract (ABC) is NINE HUNDRED THOUSAND PESOS (₱900,000.00) as budgeted in the Local Expenditure Program (LEP) of the PG-ENRO, which shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges imposed under applicable laws. The project duration (as seen below) will take 10 months upon receipt of the Notice to Proceed (NTP).

#### PROPOSED TIMELINE FOR THE DEVELOPMENT OF EMISSIONS INVENTORY FOR THE PROVINCE OF LA UNION

Activity Month

1 2 3 4 5 6 7 8 9 10

#### PROJECT INCEPTION

Project workshop with the LGU (F2F)

- Capacity-building workshop for LGU technical personnel on the fundamentals of community-level GHG inventories
- Submission of documentation report

#### DATA COLLECTION

Preparation of data collection plan and templates

Orientation of enumerators  
 Data collection proper (primary and secondary data)  
 Data organization  
 PROVINCIAL-LEVEL GHG INVENTORY REPORT  
 Estimate and analyze GHG emissions of the LGU  
 Prepare Provincial-Level GHG Inventory Report of the LGU (Draft V1)  
 Solicit comments and feedback to the report and prepare a revised GHG Inventory Report of the LGU (Draft V2)  
 Culminating workshop to present and validate key findings (F2F) to LGU and local stakeholders  
 Submit the final GHG inventory report including IEC materials for dissemination to local stakeholders

#### IV. RESPONSIBILITIES OF THE CONSULTANT

1. Provide the PGLU with all documents required for eligibility check and bid evaluation such as but not limited to its company profile highlighting related projects, the scope of work, and implementation methodology and tools to be used for the project. The curriculum vitae of the consultant shall also be submitted.
2. Include in the emissions inventory all activities/components required by PGLU. Any dispute which may arise between PGLU and the Consultant shall be resolved amicably in good faith. Further, the parties are not precluded from resorting to any legal remedy that may be available to them.
3. Adhere to the agreed scope of work/deliverables which were approved by the PGLU.
4. Provide required reports consistent with the content of the approved scope of work/deliverables to the PGLU.
5. All information reviewed and recorded shall be always treated in the strictest confidence.

#### V. RESPONSIBILITIES OF THE PGLU

1. The Provincial Government of La Union (PGLU) through the Environment and Natural Resources Office (PG-ENRO) and other concerned offices shall oversee the project status and will provide the necessary data information required and related to the scope of work of the Consultant.
2. The PGLU shall coordinate with the component Local Government Units to assign/designate project partners through agreement for the conduct of the emission inventory which includes participation in the capacity workshop and surveys in their respective area.
3. The PGLU shall pay the Consultant in tranches after submission of the approved and accepted outputs to wit:

Activities Schedule Deliverables Tranches

Data collection/

Mobilization On the 2nd month after acceptance of the project Data collection plan and templates 20%

Submission of the second draft full report On the 6th month after acceptance of the project 1 Emissions Inventory

Draft Report 30%

Submission and final presentation of key findings On the 10th month or completion of the project 1 Emissions

Inventory Final Report 50%

TOTAL 100%

4. The PGLU 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 the products.
5. The PGLU reserves the right to reject the proposal of any proponent who:
  - Does not offer the required services as provided for in this Terms of Reference;
  - Is discovered to have suppressed, disclosed, or falsified information; or
  - Failed to perform/complete any contract previously awarded to it satisfactorily.
6. The PGLU 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, the PGLU may disqualify the proponent from obtaining the award.

#### VI. QUALIFICATIONS OF THE CONSULTANT

A qualified/eligible consultant shall have a proven/good track record in providing specialized services for environmental planning and management, emissions inventory, and climate change research, among other environmental services of similar projects of the same scale as to wit:

1. The Consulting firm is eligible to conduct the consulting services with the following criteria:
  - a. Duly licensed Filipino citizens/sole proprietorships
  - b. Partnership duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to a citizen of the Philippines (iii) Corporations duly organized under the law of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines
2. The Consulting firm has the following documents:
  - a. PhilGEPS Registration Certificate (Platinum Membership)
  - b. Technical Documents of all going and completed government and private contracts.
3. Applicable experience
  - a. An entity with appropriate experience stated in Part III, Section 3
  - b. The firm/company must be established and have been providing services of the same nature for at least five (5) years.
  - c. Has conducted and completed at least five (5) GHG emissions inventory studies and/or related air quality management programs/projects.
  - d. With at least five (5) involvements working with local or international government agencies, non-government agencies, and funding agencies to conduct GHG emissions inventory and/or related climate change mitigation programs.
4. Current Workload
  - a. The consultant shall declare all ongoing contracts that may hinder the preparation of the Emissions Inventory for the City of San Fernando, La Union.
5. Other Qualifications of the Company
  - a. Provide environmentally sound management strategies towards climate change mitigation consistent with the principles of sustainable science and a sound ecosystem.
  - b. Conducts emissions inventory that combines the technical, and scientific with legal aspects of environmental management.

## VII. CRITERIA FOR EVALUATION

The PGLU will use the Quality-Cost Based Evaluation (QCBE) procedure which considers both the Technical and Financial Proposals in the ranking of the consultants pursuant to the provisions of RA 9184 and its Revised IRR. For this purpose, the quality (Technical Proposal) is given a weight of 75% with a passing rate of 50%, while the cost (Financial Proposal) is 25% and is allocated as follows:

### CRITERIA DOCUMENTS RATING SYSTEM WEIGHT

#### I. Technical Scoring

A Applicable Experience of the Company SEC or DTI Registration 100% - More than 5 years in business or more 15%

80% - 4-5 years in business

50% - 2-3 years in business

20% - Less than 2 years in business

B Company's Completed Similar Projects in size and complexity within the last 5 years Submitted Listed Contracts/ Consultant's References) 100% - More than 10 completed related contracts 10%

80% - 7-10 completed related contracts

50% - 3-6 completed related contracts

20% - Less than 3 completed contracts

C Applicable Experience of the Project Team to be Assigned to the Project Curriculum Vitae Project Manager 5%

100% More Than 5 related experience

80% 4-5 related experience

50% 1-3 related experience

20% no related experience

Project Officer 4%

100% More Than 5 related experience

80% 4-5 related experience

50% 1-3 related experience

20% no related experience

Project Assistant 4%

100% More Than 5 related experience

80% 4-5 related experience

50% 1-3 related experience

20% no related experience

Project Assistant 3%

100% More Than 5 related experience

80% 4-5 related experience

50% 1-3 related experience

20% no related experience

D Qualification of the Project Team Curriculum Vitae, Certified Copy of Diploma or Transcript of Records of Highest Educational attainment Project Manager 5%

100% Degree on any related courses

50% Any other related field and relevant certifications

Project Officer 4%

100% Degree on any related courses

50% Any other related field and relevant certifications

Project Assistant 4%

100% Degree on any related courses

50% Any other related field and relevant certifications

Project Assistant 3%

100% Degree on any related courses

50% Any other related field and relevant certifications

E Approach and Methodology Submitted Description of the Methodology and Work Plan E.1. Clarity of Proposed Methods and Approaches to be used including their feasibility, soundness and practicability to site conditions. 9%

100% - Exceeds the minimum requirement

66% - Meets the minimum requirement

33% - Below the minimum requirement

0% - Does not meet the minimum requirement

E.2. Comprehensiveness to include a) completeness of activities as outlined in the TOR; b) logical sequence of activities; c) appropriate timing of the activities and; d) flexible enough so it can be modified easily as necessary. 9%

100% - Exceeds the minimum requirement

66% - Meets the minimum requirement

33% - Below the minimum requirement

0% - Does not meet the minimum requirement

Technical Score\* 75%

G Financial Bid 100% - Lowest Bid 25%

Other Financial Score = Lowest Financial Bid/Financial Bid x 100%

T O T A L 100%

\*Passing Technical Score is 50%.

## VIII. CONFIDENTIALITY CLAUSE

All documents and materials gathered and used in connection with this project are strictly confidential. In this regard, the service provider and all the members of his/her team, including those temporarily assigned, shall be required to sign, upon his/her engagement, a Perpetual Non-Disclosure Agreement, which shall form part of the Contract Agreement for Consultancy.

## IX. GENERAL CONDITIONS

Interested Service Providers are required to submit together with the price quotation (Annex "A") the following:

Interested Consultants are required to submit together with the Price Quotation Form (Annex "A") the following:

1. Certified True Copy of Mayor's/Business Permit;
2. Certified True Copy of SEC or DTI Registration;
3. PhilGEPS Registration Number;
4. Company Profile;
5. Tax Clearance;
6. Net Financial Contracting Capacity (NFCC) Computation (Annex "B");
7. List of all ongoing government and private contracts (Annex "C");
8. List of all completed contracts similar in nature for the last 10 years (Annex "D");
9. Curriculum Vitae of Project Team (Annex "E");
10. Comments and Suggestions of the Certifying Body on the TOR (Annex "F");
11. Team Composition and Task (Annex "G");
12. Time Schedule for Professional Team Members (Annex "H");
13. Income/Business Tax Return; and
14. All pages of this "Request for Proposal" bearing the signature of the bidder at the right bottom corner of the page. For further inquiries, please coordinate with Ms. Berlyn B. Camba at telephone number (072) 242-5550 loc. 249. The Proposal may be submitted through e-mail at pglu\_bacsu@launion.gov.ph or delivered to the following address:

Bids and Awards Committee Secretariat  
BAC Office, Ground Floor  
Provincial Capitol Building, Brgy. II  
San Fernando City, La Union

The PGLU reserves the right to reject any or all Proposals, to waive any minor defects therein, to annul the procurement process, to reject all Proposals at any time prior to contract award, without thereby incurring any liability to the affected Supplier/Consultant, and to accept only the offer that is most advantageous to the Government.

The PGLU assumes no responsibility whatsoever to compensate or indemnify the Supplier/Consultant for any expenses incurred in the preparation of their Proposal.

RESSIE A. ESTRELLA  
Chairperson – Bids and Awards Committee

**Created by** Robert L. Lelina

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